

**Austin Area Comprehensive HIV Planning Council
Allocations Committee Meeting Minutes
May 16th, 2017**

MEMBERS PRESENT

L.J. Smith, AACHPC Committee Chair
Justin Smith, Chair

Jessica Pierce, AACHPC Committee member

MEMBERS ABSENT

None

AACHPC STAFF PRESENT

Crystal Flores, Program Manager
Laura Still, Planner
Dwight Scales, Admin

ADMINISTRATIVE AGENT STAFF PRESENT

Gregg Bolds

Manager, HIV Resources Administration Unit

OTHERS PRESENT

Leah Graham

I. Call to Order: AACHPC Chair, L.J. Smith at 6:10pm

II. Certification of Quorum: Quorum was established and certified by the AACHPC Vice Chair, L.J. Smith.

III. Introductions/Announcements: None

- i. Program Manager, Crystal Flores made an announcement about The Aids Candlelight Memorial Service on May 21st, 2017. Organizers requested a representative of the Planning Council give a short presentation on the “state of the city” – epidemiological statistics and an overview of the epidemic in the area. Planning Council member, Nicole Evans will be the keynote speaker. Additional information can be found here:

<http://www.candlelightmemorial.org/list.html>

IV. Approval of February 17th, 2017 Minutes: The minutes were reviewed and approved as submitted.

V. Review of Administrative Agent Expenditure Report

Gregg Bolds, AA (HRAU) reviewed the Ryan White Part A January 2017 expenditure report. Discussed the current variances: How expenditure variance is calculated: The service category expenditure year-to-date is compared to the contract term lapsed percentage. For example, if 50% of the contract term has lapsed, the YTD service category expenditure should be at 40%-60%. Service categories that do not have a variance of more than 10% are indicated as “Within Variance.”

Note: Explanations and Projections shown below were provided by HIV services agencies in their Monthly Expenditure Variance Reports.

Attachment 1

VI. Assessment of the Administrative Mechanism Draft Report

Crystal Flores, Program Manager reviewed and discussed the process of the Assessment of Administrative Mechanism Report (Part A Grant Year: March 1, 2016-February 28, 2017). The Ryan White TEA Act requires that planning councils assess the efficiency of the grantee's administrative processes, which involves how rapidly funds are allocated in their jurisdiction. This is the only situation in which the Planning Council considers issues related to procurement and contract management, which are the grantee's (Austin Public Health HIV Resources Administration Unit (HRAU)) sole responsibility. The purpose is to assure that funds are contracted quickly and through an open process, and that providers are paid in a timely manner. The HIV Planning Council should not be involved in how HRAU monitors the Part A funded providers, nor should the names or situations of individual providers be included in the assessment. The assessments are based on time-framed observations of procurement, expenditure, and reimbursement processes. The goal of the Assessment of the Administrative Mechanism for FY2016-2017 is to evaluate how well the Administrative Agency accomplishes its intended results and how it has improved over the last 3 years. Allocation members reviewed, discussed and made edits to the document. The committee decided to keep the document as a draft and revisit the item next month's meeting. **(No Vote)**

Attachment 2

VII. Priority Setting Resource Allocation Process Review:

Crystal Flores, Program Manager reviewed and explained the PSRA process.

- Importance of Priority Setting
- Priority Setting general Principles
- Austin TGA Priority Setting Process
- Priority Setting Tool: Scoring System - The Committee reviewed and discussed tools used by other TGA's around the country. (Dallas, Sacramento and Denver)
- Limitations
- Prioritizing Service Category Methodology

Allocation members reviewed, discussed and made edits to the Tool. The committee decided to keep the document as a draft. Members chose to not vote and revisit the process in next month's meeting. **(No Vote)**

Attachment 3

Attachment 4 Priority Setting Resource Allocation Timeline

VIII. Meeting Adjourned at 7:32pm

NEXT SCHEDULED MEETING

**City Hall
301 W 2nd St, Austin, TX 78701
Room 1029
Tuesday, June 20th, 2017
6:00 P.M.**