

**Austin Area Comprehensive HIV Planning Council
Business Committee Meeting Minutes
February 27th, 2018**

Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.

MEMBERS PRESENT

Glenn Crawford
Akeshia Johnson-Smothers
Jessica Pierce
Aubrey Bragila

Nicole Evans
Barry Waller
Dale Thele
Emma Sinnott

MEMBERS ABSENT

L.J. Smith
Justin Smith

Whitney Bulna

AACHPC STAFF PRESENT

Laura Still
Cassandra Deleon
Unit
Scott Lyles
Unit

Planner, HIV Planning Council Support Staff
Program Manager, Planning and Evaluation

Program Coordinator, Planning and Evaluation

ADMINISTRATIVE AGENT STAFF PRESENT

Greg Bolds
Brenda Mendiola
Patricia Niswander

Program Manager, HIV Resources Administration Unit
Quality Management, HIV Resources Administration Unit
Grants Coordinator, HIV Resources Administration Unit

OTHERS PRESENT

Leah Graham
Paul Iskra

- I. Call to Order:** AACHPC Secretary, Glen Crawford called the meeting to order at 6:10pm.
- II. Certification of Quorum:** Quorum was established and certified by AACHPC Secretary, Glen Crawford.
- III. Introductions/Announcements:** None
- IV. Approval of the January 23rd, 2018 Minutes:** *Approved with edits.*
- V. Review of Administrative Agent Report Part A:** Greg Bolds and Brenda Mendiola, HIV Resources Administration Unit (HRAU) staff, updated the council on recent activities.
See Attachment 1
- Review of the Administrative Agent Report Part B:** Part B Senior Planner, Jessica Pierce submitted the report for February 27, 2018.
See Attachment 2

VI. Committee Reports:

➤ **Executive Committee:**

Glenn Crawford presenting on activities of the Executive Committee including setting the annual calendars, Spring Recruitment Drive and revision of by-laws.

➤ **Comprehensive Planning Committee:**

Planning Council Member Nicole Evans presented the final 2017 Austin Area HIV Needs Assessment report to the Council. The presentation focused on how to interpret results of the assessment.

Planning Council voted to approve the 2017 Austin Area HIV Needs Assessment Report (**See Attachment 3**) with the following changes:

1. Pg 5 word change from “African American” to “Black”
2. “Write in” changed to “write-in” where appropriate
3. Figure 15: Add * and spell out PTSD and ADD/ADHD
4. Pg 23 add “l” to the word “enrollment” in highlight box
5. Pg 5 correct name of HRAU to HIV Resources Administration Unit

8 Votes For- 0 Against- 0 Abstain

In relation to the Needs Assessment Report, additional comments and next steps discussed include the following:

- Follow up/ Focus Group: With regard to co-occurring conditions, where is the unmet need? Does the unmet need fall within the scope of practice of primary care providers, or does the unmet need fall within the scope of specialty service providers?
- PrEP: Expressed interest in breaking down PrEP data by Age, Race/Ethnicity, and Gender
- Follow up/Focus Group: What type of transportation assistance would be most helpful? Transportation is a barrier, but what solutions work best for clients: gas cards? Ride shares? Bus passes? Van services? Etc.
- Terminology
 - Discussion on terminology around race/ethnicity
 - Terminology- DSHS is moving away from use of the term “AIDS”, instead is using “Stage 3”
- Needs Assessment dissemination: Forum for clients to see results of survey- make this into a large event- it can serve as a place to recruit focus group participants and Planning Council members.

➤ **Evaluations – QM Committee:** The HIV Planning Council reviewed the standards of care provided and discussed and took action on the following:

DSHS Final Standards of adoption by Planning Council for Part A services

- **Housing Standard of Care Standard of Care-** approved DSHS final standard with changes recommend from committee, **See Attachment 4**
7 Votes For- 0 Against- 0 Abstain
- **Substance Abuse Outpatient Standard of Care-** approved as submitted, no changes from DSHS final standard
7 Votes For- 0 Against- 0 Abstain
- **Substance Abuse Residential Standard of Care-** approved as submitted, no changes

from DSHS final standard
7 Votes For- 0 Against- 0 Abstain

DSHS Draft

- The E-QM committee made comments on the Oral Health Standard of Care and Medical Transportation Services. Any additional comments are due to Scott Lyles by tomorrow, February 28th.

➤ **Allocations Committee:**

The Allocations committee and staff introduced the Priority Setting and Resource Allocation Process to the Full Council. This included the steps of the PSRA process and notice that the timeline for the process will be earlier in the year than usual due to an estimated mid-September due date for the grant application.

VII. HIV Planning Council Staff Report

Calendar

1. **March 9:** HIV Resources Administration Unit is hosting a Community Input Session (see flyer)
2. **April 23-27:** Tentative HRSA Site Visit. Discuss potential date change.
3. **May 20:** AIDS Memorial Candlelight Ceremony
 - a. Save the Date: Sunday, May 20th, 2018 location TBD
 - b. Planning Meeting :Tuesday, **March 6**, 2018 11:30 am to 1 pm at AIDS Services of Austin (ASA) Contact Eric Crabtree at ozparade@aol.com
4. **November 27-29:** Texas HIV/STD Conference Austin, TX
5. **December 11-14:** National Ryan White Conference on HIV Care and Treatment Washington, DC

Additional Updates

6. Webinar Series: Building Strong Planning Councils Part 2 2PM February 28th
(<https://careacttarget.org/calendar/building-strong-planning-councilsplanning-bodies-part-ii-tools-and-strategies-building-and>)
7. Program Supervisor position posted. Open until 3/2/18. Available on COA employment website.
<https://www.austincityjobs.org/>
8. Austin Getting to Zero Update

VIII. Adjourned at 8:00pm

NEXT SCHEDULED MEETING

March 27, 2018