

**Austin Area Comprehensive HIV Planning Council
Business Committee Meeting Minutes
March 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

Justin Smith, Chair	
LJ Smith, Vice Chair	
Glenn Crawford	Barry Waller
Akeshia Johnson-Smothers	Dale Thele
Jessica Pierce	Emma Sinnott
Aubrey Bragila	

MEMBERS ABSENT

Whitney Bulna

AACHPC STAFF PRESENT

Laura Still	Planner, HIV Planning Council Support Staff
Cassandra Deleon	Program Manager, Planning and Evaluation Unit
Scott Lyles	Program Coordinator, Planning and Evaluation Unit

ADMINISTRATIVE AGENT STAFF PRESENT

Glenn Selfe	Interim Program Manager, HIV Resources Administration Unit
Brenda Mendiola	Quality Management, HIV Resources Administration Unit
Patricia Niswander	Grants Coordinator, HIV Resources Administration Unit

OTHERS PRESENT

Roger Baltazar Invited Guests
Brain Gardner Invited Guests

- I. **Call to Order:** AACHPC Vice Chair, LJ Smith called the meeting to order at 6:03pm.
- II. **Certification of Quorum:** Quorum was established and certified by AACHPC Vice Chair, LJ Smith
- III. **Introductions/Announcements:** None
- IV. **Neighborhood Housing Presentation: An overview of the Neighborhood Housing Community Needs Assessment was provided.** Council members were encouraged to participate in the public comment period which begins May 22, 2018. The needs assessment will be available on the City of Austin's Neighborhood Housing and Community Development website.
- V. **Approval of the February 27, 2018 Minutes:** *Approved*
- VI. **Review of Administrative Agent Report Part A:** Introduction of Glenn Selfe as interim program manager for the HIV Resources Unite. Mr. Selfe 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 March 27, 2018.

See Attachment 2

VII. Committee Reports:

➤ **Executive Committee:**

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

Action on absences: Mr. Smith brought a motion to excuse LJ Smith's February 27th absence.

9 Votes For-0 Against-0 Abstain

➤ **Comprehensive Planning Committee:**

Glenn Crawford presented on activities of the Comprehensive Planning Committee. The Comp Plan Committee and the Evaluations EQM Committee are now merged into one committee.

Comp Plan monitoring activities worksheet will be sent out to council members to review gaps in data for activity documentation with instructions on what information to include.

The committee is working to develop a Needs Assessment one pager to summarize key findings and disseminate to the public.

The committee is reviewing and comparing Early Intervention Services and Outreach. The HIV Planning Council asked that Executive committee consider a deeper dive discussion to inform the allocations process.

Mr. Crawford presented standards of care to the HIV Planning Council for review and approval:
DSHS Final Standards of adoption by Planning Council for Part A services

➤ **Outreach Standard of Care** approved as submitted, no changes from DSHS final standard from committee, 9 Votes For- 0 Against- 0 Abstain

➤ **AIDS Pharmacy Assistance-** approved as submitted, no changes from DSHS final standard

9 Votes For- 0 Against- 0 Abstain

➤ **Emergency Financial Assistance-** approved as submitted, no changes from DSHS final standard

9 Votes For- 0 Against- 0 Abstain

➤ **Allocations Committee:**

LJ Smith presented on activities of the Allocations committee is identifying data to inform the allocations process and requesting this data for the priority setting process. The committee is finalizing the process and tools for allocations priority setting.

Mr. Smith brought the Assessment of the Administrative Mechanism for HIV Planning Council review and approval. The Assessment will be administered via Survey Monkey.

Assessment of the Administrative Mechanism was approved with updated dates.

9 Votes For-0 Against-0 Abstain

VIII. HIV Planning Council Staff Report

1. **December 11-14:** National Ryan White Conference on HIV Care and Treatment Washington, DC- Staff asked that HIV Planning Council identify members to attend.
2. 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>)
3. April 5th: Listening Session regarding Mental Health and Substance Abuse provided by CommUnity Care
4. Austin Getting to Zero Update: HRSA Webinar on March 29th at 1:00 pm Central Standard Time to inform a funding opportunity request to support Getting to Zero efforts.

IX. Adjourned at 8:25pm

NEXT SCHEDULED MEETING

April 24th, 2018