

**Austin Area Comprehensive HIV Planning Council
Business Committee Meeting Minutes
April 24, 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
Glenn Crawford
Jessica Pierce
Aubrey Braglia

LJ Smith, Vice Chair
Whitney Bulna
Barry Waller
Dale Thele

MEMBERS ABSENT

Emma Sinnott

Akeshia Johnson-Smothers

AACHPC STAFF PRESENT

Laura Still
Cassandra Deleon
Scott Lyles

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

ADMINISTRATIVE AGENT STAFF PRESENT

David Garza
Brenda Mendiola
Patricia Niswander

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

OTHERS PRESENT

Roger Baltazar
Ruby Abrol, Viiv Healthcare

- I. Call to Order:** AACHPC Chair, Justin Smith called the meeting to order at 6:05pm.
- II. Certification of Quorum:** Quorum was established and certified by AACHPC Chair, Justin Smith
- III. Introductions/Announcements:** Guests introductions. Aubrey Braglia announced Conference on Aging and HIV registration will open on May 1. Whitney Bulna announced that the Integral Care's CARE program has moved to a new facility located on 1165 Airport and will begin providing services on May 14. Aubrey Braglia announced that AIDS Services of Austin broke ground on their new facility.
- IV. Approval of the March 27, 2018 Minutes:** *Approved*
- V. Review of Administrative Agent Report Part A:** David Garza and Brenda Mendiola, HIV Resources Administration Unit (HRAU) staff, updated the council on recent activities. David Garza also shared a memo prepared by Interim HRAU Manager Glenn Selfe in response to AACHPC questions to the AA during the last business meeting.

Staff responded to questions regarding carry forward requests and impact on funds reallocations related to underspend categories, specifically Administration and Quality Management.

See Attachment 1

See Attachment 2

Review of the Administrative Agent Report Part B: Part B Senior Planner, Jessica Pierce submitted the report of expenditures through March, 2018.

See Attachment 3

VI. 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.

Committee reviewed revised interest form and asked to make interest form a fillable format and to identify ways to distribute through social media.

Action on absences: Mr. Smith brought a motion to excuse Whitney Bulna's February 27th March 27th Business meetings absences.

7 Votes For-0-Against-1 Abstain

Action on Bylaws: Committee tabled Bylaws vote to May 22 meeting to ensure ten day posting period was allowed prior to vote and to incorporate full council edits. Edits include: replacing all references to Persons Living with HIV and AIDS to Persons Living with HIV; bullet Article 9; and consistent reference to HIV Planning Council throughout.

See Attachment 4

➤ **Comprehensive Planning Committee:**

Glenn Crawford presented on activities of the Comprehensive Planning Committee.

Comprehensive Plan monitoring activities worksheet will be sent out to CQI Committee Part A providers, stakeholders, and resend to Council to review gaps in data for activity documentation with instructions on what information to include.

The Committee is working to identify focus group target audiences and finalize questions and focus group guide.

Laura Still shared Ryan White Part A Conference Abstract that Akeshia Johnson Smothers is developing for Council review.

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

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

➤ **Food Bank/Home Delivered Meals Service Standard** approved as submitted, no changes from DSHS final standard from committee, 8 Votes For- 0 Against- 0 Abstain

➤ **Health Insurance Assistance (HIA) Service Standard-** approved as submitted, no

changes from DSHS final standard

8 Votes For- 0 Against- 0 Abstain

- **Medical Nutrition Service Standard-** approved as submitted, no changes from DSHS final standard

8 Votes For- 0 Against- 0 Abstain

➤ **Allocations Committee:**

AACHPC Vice Chair, LJ Smith presented on activities of the Allocations committee. The committee is reviewing data to inform the priority setting and resource allocation process. The committee is finalizing the process and tools for service category priority setting.

Action on Priority Setting and Resource Allocation (PSRA) Process;

Mr. Smith brought forth a motion to approve two documents as the Priority Setting Resource Allocation process: the PSRA Process document and the priority setting tool.

Attachment 5

Action on Priority Setting and Resource Allocation (PSRA) Process, including priority setting tool.

8 Votes For-0 Against-0 Abstain

VII. HIV Planning Council Staff Report

1. Hill Country Ride for AIDS Kick Off on April 27th, Glenn Crawford and LJ Smith volunteered to table at event as well as staff to promote council recruitment.
2. Austin Getting to Zero/Fast Track Cities Update: The Executive Committee will be meeting at Southeast Health and Wellness Center on May 14th. AAHPC Chair has been invited to attend. There will a Summit in June where all community stakeholders are invited to attend.
3. Halana Kaleel, Administrative Assistant, to start Monday, April 30th
4. AIDS Candlelight Memorial Service
 - a. Theme: "Reflecting on our Past, Preparing for our Future."
 - b. Sunday, May 20, 2018 -7pm till 8:30pm.
 - c. Republic Square Park

VIII. Adjourned at 8:12 pm

NEXT SCHEDULED MEETING

May 22, 2018