

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, JULY 17TH, 2018**



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The Austin Area Comprehensive HIV Planning Council Comprehensive Planning Committee convened in a committee meeting on Tuesday, July 17th, 2018 at City Hall, 301 West 2nd Street, Room 1029 in Austin, Texas.

Committee Member Akeshia Johnson Smothers called the Committee Meeting to order at 6:10p.m.

Council Members in Attendance:

Committee Chair Glenn Crawford, Akeshia Johnson-Smothers, Justin Smith, Emma Sinnott and Whitney Bulna

Staff in Attendance: Laura Still, Planner, Cassandra DeLeon, Unit Manager, Halana Kaleel, Administrative Senior, Hailey de Anda, Supervisor

Administrative Agent: Brenda Mendiola

Presenters: None

1. CERTIFICATION OF QUORUM

Committee Member Akeshia Johnson Smothers established and certified Quorum.

2. CITIZEN COMMUNICATION

None

3. INTRODUCTION/ANNOUNCEMENTS

Introduced a new supervisor, Hailey de Anda, who will be working with the HIV Planning Council Support Staff.

4. APPROVAL OF MINUTES

The minutes from the meeting of June 12th, 2018 were approved.

5. STAFF REPORT

Laura Still provided an update on Achieving Together, a statewide plan to End the Epidemic, created by the Texas HIV Syndicate. Design components of the plan will be sent out by Laura after meeting for Council Members to review and provide feedback.

6. NEEDS ASSESSMENT PHASE II PLANNING-QUALATITTIE DATA COLLECTION

- a. Debrief on first Key informant interview jointly conducted by Akeshia Johnson-Smothers and Cassandra DeLeon
 - i. Key Informant interview provides more granular level information than focus groups interviews

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- ii. Based on the interview changes are being made to the questionnaire to improve flow of the conversation. Specific changes identified were using open ended questions to allow for more communication compared to closed ended questions.
 - iii. Positive feedback from interviewee. Participant expressed appreciation of being included in the data collection efforts.
 - iv. Interviewing service provider allows for a different perspective compared to a client.
 - v. Group's discussion on ensuring anonymity of Key Informant participants.
 - Question: What level of confidentiality can we provide?
 - Answer: Group decided to identify type of provided being interviewed and provided a general list of what organizations were included in the data gathering process.
 - vi. Recommendation from Committee Member to conduct Key Informant Interviews to inform the convening of targeted focus groups.
- b. Key Informant Interviewee criteria were identified as follows:

Target Audience	Contact	Progress
Healthcare provider (non-Ryan White)	Akeshia	Completed
People who use injection drugs	Harm Reduction Coalition	
People recently released from jail or prison	Dr. Brinson?	
Out of care PLWH	Austin Public Health Social worker from the Communicable disease unit: John or Stephanie Eaton	
Low income PLWH		
Individuals who develop care plans healthcare provider- direct care (ex. prescribers, clinical pharmacist)	RW providers (via HRAU) and non-RW FTC-GTZ	
Individuals who support care plans (ex. Intakes, eligibility, social workers, case managers, patient navigators)	RW providers (via HRAU) and non-RW FTC-GTZ	
Linkage and outreach service provider (outreach, DIS, etc.)	RW providers (via HRAU) and non-RW FTC-GTZ and APH	
	FTC-GTZ Executive Committee Contact for all audiences- bring up to next FTC meeting for Dr. Huang.	

- c. A handout was provided summarizing the focus group conducted for Ryan White Part C Site Visit. Handout included questions and responses from the focus group.
- d. Support Staff will draft an ask to be sent out by Steering Committee for Getting to Zero and Fast Tract Cities. Ask will help in recruitment for Key Informant Interviews.

7. NEEDS ASSESSMENT REPORT 1-PAGE SUMMARY

Committee Member Whitney Bulna presented updated Needs Assessment Report Summary to the committee.

- a. Committee comments related to the introduction and purpose section:
 - i. Use infographics.
 - ii. Consider adding a "risk calculation"

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- iii. Field test the flyer to ensure it does not stigmatize any demographics or community members
- b. Committee comments related to the treatment and cascade section:
 - i. Define linkage to care

8. COMMUNITY SPOTLIGHT – COMMUNITY STORIES

Committee Chair Glenn Crawford brought to the committee for consideration the idea of a campaign featuring the retiring workforce who have served the HIV population throughout their career. Glenn will follow-up with a personal contact to request interview.

9. FY19 RYAN WHITE PART A GRANT APPLICATION

- a. Committee reviewed a one pager describing the purpose, sections for review, review process and 2018 review timeline.
 - i. Process for feedback was clarified that sections would be sent out electronically on Monday.
 - ii. Committee members are able to submit feedback electronically through the following Sunday.
- b. Committee members came to consensus on moving forward with the following populations as the Early Identification of Individuals with HIV/AIDS (EIIHA) target areas.
 - i. African American Women
 - ii. African American MSM
 - iii. Hispanic MSM
- c. Group discussed the need for a better process when selected EIIHA populations in future years. Recommendations to consider following areas before selected:
 - i. Late to diagnosis
 - ii. Disproportionate Impact
 - iii. Trends in last 5 years
 - iv. DSHS data from current year.

10. REVIEW AND DISCUSS STANDARDS OF CARE

- a. Final Vote for adoption by Planning Council
 - i. Committee members discussed the Early Intervention Services Standards of Care.
 - ii. **Early Intervention Services Standard of Care** (*See Attachment A*)
 - Recommendation for adoption by Planning Council with noted revision Early Intervention Services Standards of Care was approved on Committee Chair Glenn Crawford motion, Committee Member Whitney Bulna second on a 3-0 vote.

11. ADJOURNMENT

Committee Chair Glenn Crawford adjourned the meeting at 8:59p.m. without objection.