

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, July 31, 2018**



**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL
BUSINESS MEETING MINUTES**

**REGULAR MEETING
TUESDAY, July 31, 2018**

The Austin Area Comprehensive HIV Planning Council convened in a regular meeting on Tuesday, July 31, 2018 at City Hall, 301 West 2nd Street, Room 1027 in Austin, Texas.

Chair *Justin Smith* called the Board Meeting to order at 6:00p.m.

Council Members in Attendance:

Chair Justin Smith, Vice Chair L.J. Smith, Secretary Glenn Crawford, Barry Waller, Dale Thele, Roger Baltazar, Whitney Bulna.

Staff in Attendance: Hailey de Anda, Program Supervisor, Cassandra (Cassie) DeLeon, Program Manager, Laura Still, Planner, Halana Kaleel, Administrative Senior

Administrative Agent: Glenn Selfe, Brenda Mendiola, Patricia (Trish) Niswander

Presenters: *None*

1. CERTIFICATION OF QUORUM

Chair Justin Smith established and certified Quorum.

2. CITIZEN COMMUNICATION

No citizen communication request.

3. INTRODUCTION/ANNOUNCEMENTS

No announcements occurred.

4. APPROVAL OF MINUTES

The minutes from the meeting of June 26, 2018 were approved with correction to Whitney Bulna's name.

5. COMMUNITY SPOTLIGHT

- a. World AIDS Day Proclamation is in development. Committee discussed edits to proclamation such as:
 - i. Prevalence for TGA not Austin only.
 - ii. Rewording bullets to be reflective of community efforts and how the planning council is supporting community efforts as opposed to only planning council specific activities.
- b. PRIDE Parade will be August 11th. Planning Council members were encouraged to participate.

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6. MONTHLY RYAN WHITE REPORTS

- a. Part A Planning Council Staff Report
 - i. Hailey de Anda presented the staff report.
 - ii. Outreach events include Fast Tract Cities and getting to Zero workgroups scheduled for August.
 - iii. Timeline for Ryan White Part A Grant review. (*See appendix A for more details*)
- b. Part A Administrative Agency
 - i. Administrative Agent Glenn Selfe presented the Part A and MAI Grants Administration/Management Update.
 - ii. Administrative Agent Brenda Mendiola presented Quality Management Updates, Client Complaints, and all other updates (*See Attachment A*)
- c. Part B Report
 - i. Kristi Hanle, BVCOG present on Part B.
 - BVCOG is working on our competitive RFP which will come out in August.
 - The FY19 Part B expenditure summary: Seventeen (17%) percent of the year has expired; however, fourteen (14%) percent of funds have been through May 2018. For supplemental funding, thirty-three (33%) percent of the year has expired; however, seventeen (17%) percent of funds have been expended through May 2018. Council will have the opportunity to have input on FY19 Ryan White Part A grant application, work will take place with Executive Committee to create timeline for input (*See appendix B for more details*).

7. COMMITTEE REPORTS:

- a. Executive Committee (Presented by Chair, Justin Smith)
 - i. New Member Application Approval-Chair Justin Smith recommended three new member applications for council vote.
 - Alberto Barragan Membership Application
Approved 7-0 vote
 - Samuel Goings Membership Application'
Approved 7-0 vote
 - Adrianna Sansome Membership Application
Approved 6-0-1 vote
- b. Comprehensive Plan Committee (Presented by Committee Chair, Glenn Crawford)
 - i. Standards of Care
 - Comprehensive Plan Committee recommendation adopting Early Intervention Services Standard of Care (*See Attachment B*) was approved on a 7-0 vote.
- c. Allocations Committee (Presented by Committee Chair, L.J. Smith)
 - i. FY 19 PSRA Process update
 - Timeline of Priority Setting and Resource Allocation was reviewed.
 - ii. FY 19 Ryan White Part A Resource Allocation was recommended for council vote.
 - Planning Council Members discussed the need for service categories with a proven history of not spending all funds to have adjustments that fit spending habits. Recap of the discussion around this issue which occurred at July Allocation Committee meeting was provided. Allocation committee plans to examine processes for quarter four re-allocation to find opportunities for distribution of unspent funding to occur earlier in the year.

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- It was noted that medical case management is a service category with a history of not expending all funds, however has recently been identified as a critical part of a community initiative called Fast Tract Cities/Getting to Zero. Decreasing funds or not providing a 5% increase may result in lack of services at a time when community interest in this service category is high could hinder community efforts.
 - All service categories and MAI was approved on 6-0-1 vote. (*See attachment C*)
- iii. FY 19 Ryan White Part A Increase/Decrease Plan recommended for council vote
- Discussion of the addition of services, food bank and oral health, that will not be funded below FY18 funding level at time of final award for FY19.
 - Increase decrease plan was approved on a 6-0-1 vote. (*See attachment D*)

8. TECHNICAL ASSISTANCE

- i. Signed letter of Support from Planning Council Chair for the Program Terms Report.

9. ADJOURNMENT

Chair *Justin Smith* adjourned the meeting without objection.

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**Appendix A
Planning Council Staff Report
July 31, 2018 Business Meeting**

ANNOUNCEMENTS

World AIDS Day Proclamation – December 1, 2018

Austin Pride Parade & Festival – August 11, 2018

- Fiesta Gardens 11:00-3:00pm
- Parade begins at 8:00pm starting at Texas State Capitol Building
 - If you would like to join APH for the parade please email Hailey.deAnda@austintexas.gov by August 6th. Please include shirt size in email if you want a pride parade shirt.

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- Coordinating with HRAU and Austin Public Health staff to organize grant submission
- Preparing HRSA Program Terms Report Due August 21st
- Ryan White Part A Grant Application due September 21st
 - Timeline for Comprehensive Planning Committee review of application components:
 - August 13-17: Needs Assessment Section Review
 - August 20-24: Methodology Section Review
 - August 27-31: Work plan Section Review
- HRSA Site Visit schedule for August 27-30, 2018. All documents to be upload for site visit Friday August 3rd.
 - Working to schedule meeting with CEO Representative for site visit.

Needs Assessment

- Key Informant Interview (KII) conduct. Jointly facilitated by Planning Council Member Akeshia Johnson-Smothers and Planning Council support staff.
- Coordinating with HRAU and community partners to administer additional focus groups.
- Recruitment of additional KII will be done through workgroups for Getting to Zero/Fast Tract Cities (Schedule provided below).

Comprehensive Planning

- 2017 data is available from Department of State Health Services (DSHS).
- Will use 2017 data to track progress of current plan.

Outreach and Recruitment

Fast Tract Cities and Getting to Zero workgroups are scheduled – All meeting will be held at Rosewood Zaragoza Neighborhood Center Gym (2800 Webberville Rd.).

- Thursday, 8/23/2018 from 2pm – 5 pm
 - Workgroup 1: Prevention 2:00 – 3:30
 - Workgroup 2: Testing and Rapid Linkage to Care 3:30-5:00
- Thursday, 8/30/2018 from 2pm – 5 pm

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- Workgroup 3: Retention and Viral Suppression, 2:00-3:30
 - Workgroup 4: Ending Stigma, 3:30-5:00
- Wednesday, 9/5/2018 5:30pm-8pm will discuss and receive comments on all 4 Workgroup plans.
- Saturday, 9/15/2018 9:30am-12pm will again discuss and receive additional comments on all 4 Workgroup plans.

Assessment of the Administrative Mechanism

- Data collection completed.
- 100% Survey response rate.
- Report will be drafted for presentation during August Business meeting.

Technical Assistance and Training

- National Ryan White Conference will be held in December.
- Mayor has signed Bylaws.
- Community Workshop “Understanding PEP”
- Program Terms Report – letter from the Chair

Partnerships

- Providing subject matter expertise to Getting to Zero/Fast Track Cities Initiative
- Texas HIV Syndicate
- Statewide HIV Planner’s network meeting

Other

- City of Austin Open Data Portal project
- Records management being carried out by support staff of the HIV Planning Council.
- 75% of Planning Council Support Staff are in the process of moving office locations.
- Policies and Procedures are under development for the Staff Support for the HIV Planning Council.

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Appendix B
Ryan White Part B Administrative Agency Report
Submitted by Kristi Hanle
July 31, 2018

I. Part B Grants Administration/Management Update

- BVCOG is working on our competitive RFP which will come out in August.
- Upcoming Germane Solutions visit in August.

II. Part B Expenditure Summary Update

The FY19 Part B expenditure summary is shown in Table 1 below. Seventeen (17%) percent of the year has expired; however, fourteen (14%) percent of funds have been through May 2018. For supplemental funding, thirty-three (33%) percent of the year has expired; however, seventeen (17%) percent of funds have been expended through May 2018.

**Table 1: Ryan White FY18 Part B Billing Summary
June 2018**

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	\$3,388,614	\$471,531.37	13.92%

Excluding Supplemental:

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	\$3,165,385	\$433,993.14	13.71%

III. Ryan White Part B Expenditure Summary Update (Austin Agencies Only)

Service Category	Allocation	Expended	Justification
Health Insurance	\$71,268 (16.37%)	\$11,633.70	<i>Within variance.</i>
Oral Health	\$146,600 (11.94%)	\$17,505.58	<i>Within variance.</i>
Oral Health Supplemental	\$13,981 (1.48%)	\$1462.67	<i>Agencies are spending down State Services and will move to RW and RW S once the State Services grant ends in August.</i>
Outpatient Ambulatory Health Services	\$741,225 (16.12%)	\$119,458.86	<i>Within variance.</i>

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Outpatient Ambulatory Health Services Supplemental	\$67,515 (33.83%)	\$22,846.62	<i>Within variance.</i>
Early Intervention Services	\$20,000 (37.16%)	\$7,431.48	<i>Within variance.</i>
Emergency Financial Assistance	\$25,500 (98.04%)	\$25,000	<i>There has been an increased delay in ADAP certification (and recertification), the release of new more expensive medications, and lack of access to funds from other contracts due to contracting delays. There are additional funds to support the provision of medications funded under EFA. BVCOG will be notified if a lapse in additional funding occur.</i>
Local AIDS Pharmaceutical Assistance	\$75,700 (6%)	\$12,836.08	<i>Within variance.</i>
Medical Transportation	\$900 (7.43%)	\$66.91	<i>This category takes a while to catch up, but the agency feels that the category will be expended prior to the end of the grant year.</i>
Mental Health	\$105,000 (12.03%)	\$12,634.46	<i>Within variance.</i>
Non-Medical Case Management	\$35,000 (2.11%)	\$739.65	<i>Agency is spending down State Services and will move to RW and RW S once the State Services grant ends in August.</i>
Food Bank	\$3400 (0%)	\$0	<i>Agency is spending down State Services and will move to RW and RW S once the State Services grant ends in August.</i>
Total Ryan White Supplemental	\$98,709.00 (24.92%)	\$24,597.79	
Total Regular Ryan White	\$1,224,593 (16.93%)	\$207,336.72	

V. Client Complaints

- No complaints have been received.