

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, AUGUST 21ST, 2018**



**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL
ALLOCATIONS COMMITTEE MEETING MINUTES**

**COMMITTEE MEETING
TUESDAY, AUGUST 21ST, 2018**

The Austin Area Comprehensive HIV Planning Council Allocations Committee convened in a committee meeting on Tuesday, August 21st, 2018 at City Hall, 301 West 2nd Street, Room 1029 in Austin, Texas.

Committee Chair *L.J. Smith* called the Board Meeting to order at 6:01p.m.

Council Members in Attendance:

Committee Chair *L.J. Smith, Barry Waller, Dale Thele, Roger Baltazar*

Staff in Attendance: *Hailey de Anda, Program Manager, Laura Still, Planner, Halana Kaleel, Administrative Senior*

Administrative Agent: *Glenn Selfe and Trish Niswander*

Presenters: *None*

1. CERTIFICATION OF QUORUM

Committee Chair L.J. Smith established and certified Quorum.

2. CITIZEN COMMUNICATION

- a. Leah Graham from Aids Services of Austin (ASA) will speak on Agenda Item #6.

3. INTRODUCTION/ANNOUNCEMENTS

- a. No introductions or announcements occurred.

4. APPROVAL OF MINUTES

- a. The minutes from the meeting of July 24th, 2018 were reviewed and approved with corrections.

5. ADMINISTRATIVE AGENT PART A EXPENDITURE AND VARIANCE REPORT

- a. Administrative Agent Trish Niswander reviewed the Part A Expenditure and Variance Report with the committee (See Attachment A and B).
 - i. Committee Member Dale Thele asked why Medical Transportation Services still have bus passes that were purchased in FY17.
 - ii. Administrative Agent will check in with staff and report at September 2018 meeting on if there will be carryover of funds in this support service.

6. PRIORITIZATION OF SERVICE CATEGORIES FOR REALLOCATIONS OF FUNDS

- a. Leah Graham, ASA presented to council on prioritizing Early Intervention Services (EIS), Food Bank, and Oral Health Care during the reallocation process.
 - i. EIS is needing more support with staffing and educational supplies.

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- ii. Food bank could use additional funds for food, staffing, overhead, and grocery allotments.
 - iii. Oral health is seeing increased cost of dental supplies and more dental supplies are being used per client because of more procedures per client.
- b.** Allocation Committee discussed moving up the timeline on the reallocation process and reflecting on the monthly expenditures to determine timeline changes.
 - i. Committee Dale Thele discussed the importance of allowing service categories time to spend funds.
 - ii. Administrative Agent's typical timeline involves sending out midyear notice to service providers about ability to spend their funding.
 - iii. Administrative Agent Glenn Selfe discussed looking at other Administrative Agents similar to Austin such as San Antonio or Ft. Worth for their processes for reallocation and best practices.
 - iv. Other recommendations from Administrative Agent included rapid reallocation process.

7. Planning Council Staff Report

- a.** Hailey de Anda, Program Manager reviewed Planning Council Staff report (See Appendix A).

8. ASSESSMENT OF ADMINISTRATIVE MECHANISM

- a.** Hailey de Anda, Program Manager presented Assessment of Administrative Mechanism to the committee (See Attachment C).
 - i. Highlights included agencies requesting technical assistance
 - ii. Hailey recommended focus group follow up.
 - iii. Summary findings of Assessment of Administrative Mechanism will be submitted to HRSA in the Ryan White Grant application.
- b.** Recommendation for adoption by Planning Council the Assessment of Administrative Mechanism was approved on Committee Chair L.J. Smith motion, Committee Member Barry Waller second on a 4-0 vote.

9. ADJOURNMENT

Committee Chair L.J. Smith adjourned the meeting at 7:09p.m. without objection.

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**Appendix A
Planning Council Staff Report
August 21, 2018 Allocation Committee Meeting**

ANNOUNCEMENTS

Central Health is finalizing the 2019 budget: Development and Process Timeline is below

- *Aug. 29:* First public hearing on the 2019 budget, at Central Health, 1111 E Cesar Chavez.
- *Aug. 31:* Budget Engagement Report posted on CentralHealth.net/2019Budget
- *Sept. 5:* Second public hearing on the 2019 budget
- *Sept. 3-7:* Budget alignment with public input
- *Sept. 7:* Final draft of 2019 budget, incorporating financial priorities, public input and available revenues
- *Sept. 12:* Central Health Board of Managers receives, discusses and votes on 2019 budget
- *Sept. 18:* Travis County Commissioners Court votes on Central Health 2019 budget

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- Preparing HRSA Program Terms Report Due August 21st
- Ryan White Part A Grant Application due September 21st
 - Timeline for Planning Council review of application components:
 - August 13-19: Needs Assessment Section Review
 - August 20-26: Methodology Section Review
 - August 27- September 2: Work plan Section Review
- HRSA Site Visit schedule for August 27-30, 2018.
 - Site Visit team will be observing the Aug. 28 business meeting which will be held in room 2005

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
 - Workgroup 3: Retention and Viral Suppression, 2:00-3:30

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- 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

- Draft report complete and ready for review.
- If appropriate Planning Council members should identify feedback and recommendations for AA to consider and respond to prior to report being finalized.

Technical Assistance and Training

- National Ryan White Conference will be held in December.
- New Member Orientation currently schedule for August 23 from 2:00-3:30pm at Yarborough Branch Library.

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 – Two planning Council data sets upload
- After Action Report documenting activities carried out in Spring of 2018 to recruit new members
- Orientation for new members of HIV Planning Council is being examined. Development of a survey to better understand how the orientation can meet the needs of new members.