

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES  
TUESDAY, SEPTEMBER 18<sup>TH</sup>, 2018**



**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL                      COMMITTEE MEETING  
ALLOCATIONS COMMITTEE MEETING MINUTES                      TUESDAY, SEPTEMBER 18<sup>TH</sup>, 2018**

*The Austin Area Comprehensive HIV Planning Council Allocations Committee convened in a committee meeting on Tuesday, September 18<sup>th</sup>, 2018 at City Hall, 301 West 2<sup>nd</sup> Street, Room 1029 in Austin, Texas.*

**Committee Chair *L.J. Smith* called the Board Meeting to order at 6:09 p.m.**

**Council Members in Attendance:**

**Committee Chair *L.J. Smith, Adriana Neves, Barry Waller, Dale Thele, Samuel Goings***

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

**Administrative Agent: *Glenn Selfe and Trish Niswander***

**Presenters: *None***

**1. CERTIFICATION OF QUORUM**

- a.** Committee Chair L.J. Smith established and certified Quorum.

**2. CITIZEN COMMUNICATION**

- a.** Martha Breck from Aids Services of Austin (ASA) will speak on Agenda Item #7.

**3. INTRODUCTION/ANNOUNCEMENTS**

- a.** No introductions or announcements occurred.

**4. APPROVAL OF MINUTES**

- a.** The minutes from the meeting of August 21<sup>st</sup>, 2018 were reviewed and approved with no corrections.

**5. PLANNING COUNCIL STAFF REPORT**

- a.** The presentation was made by Support Staff Hailey de Anda and Laura Still (*See Appendix A*).
  - i.** Committee was given update about progress of focus groups and key informant interviews.
  - ii.** A focus group occurred during HRSA Site Visit at David Powell. There was 6-8 participants who were Ryan White clients.
  - iii.** Support Staff is currently working with Planning Council member Alberto Barragan to leverage already occurring focus groups for the Needs Assessment process.
  - iv.** Committee members were encouraged to complete the survey to assess meeting times and dates for the 2019 meeting year.

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**6. ADMINISTRATIVE AGENT PART A EXPENDITURE AND VARIANCE REPORT**

- a. The presentation was made by Administrative Agent Trish Niswander (*See Attachments A and B*).
  - i. Mental Health Services is a multi-provider service category which creates burdens in spending down grant money. However, there has been a 7% increase since June 2018's report.
  - ii. Committee Chair L.J. Smith requested more information from the Administrative Agent on Medical Transportation Services and their ability to spend funding while they still continue to spend down carryover funds from the previous year.
  - iii. Housing Services has an increased demand.
  - iv. Committee Chair L.J. Smith requests process explanations for new committee members so they can better understand allocation development.
    - Support Staff is looking to revamp orientation process for new members and incorporate committee specific components.

**7. FY2018 REALLOCATION PART A**

- a. Citizen Communication from Martha Breck highlighted the importance of considering Early Intervention Standards (EIS) in the Reallocation Process.
  - i. EIS is historically underfunded but crucial in linking people to care.
- b. Committee reviewed timeline and possible options for the reallocations process.
  - i. Administrative Agent Glenn Selfe discussed the Rapid Reallocation process (*See Attachment C*).
  - ii. Committee discussed moving Allocation committee meeting to October 23<sup>rd</sup> and request Business meeting be moved to October 30<sup>th</sup>.
    - This scenario would allow the committee to have up to date billing information from AIDS Service Organizations (ASOs).
    - Committee Chair L.J. Smith will discuss the moving of the October meetings at Septembers Business meeting.
- c. Administrative Agent Glenn Selfe discussed conversations with HRSA site visitors that highlighted the relationship between the Administrative Agent and Planning Council not being so fragmented.

**8. CONTINUED DISCUSSION ON PRIORITIZATION OF SERVICE CATERGORIES FOR REALLOCATIONS OF FUNDS**

- a. Committee discussed continuing to monitor dental, housing, and EIS services for prioritization of reallocations of funds.

**9. DIRECTIVE REVIEW**

- a. Committee reviewed policy on directives (*See Appendix B*).
  - i. Committee Member Barry Waller discussed editing language to include opportunity for revising not just repealing/renewing.
  - ii. Committee recommended bring directives back in 6 months with edits provided by support staff.

**10. ADJOURNMENT**

Committee Chair L.J. Smith adjourned the meeting at 7:22p.m. without objection.

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**Appendix A**

**Planning Council: Office of Support Staff Report  
September 18, 2018 Allocation Committee Meeting**

**ANNOUNCEMENTS**

**Fast Track Cities Upcoming Workgroup Meetings**

**Location:** Rosewood-Zaragosa Neighborhood Center (2800 Webberville Rd.)

[www.facebook.com/AustinFTC/](http://www.facebook.com/AustinFTC/)

Mark your calendars, second round of workgroup meetings begin on October 9, 2018

**Now Accepting Nomination for the Community Star Award**

**STAFF ACTIVITIES**

**Ryan White Part A Grant Activities**

- Ryan White Part A Grant Application due September 21<sup>st</sup>
- HRSA Site Visit schedule for August 27-30, 2018.
  - Debrief of HRSA findings

**Needs Assessment**

- August 29<sup>th</sup>- PLWH Focus Group
- Coordinating with HRAU, Spanish speaking facilitators through APH, and community partners to conduct additional focus groups
- Key Informant Interviews (KII): Identified SMEs are being recruited for interviews
- Recruitment of additional KII will be done through workgroups for Getting to Zero/Fast Tract Cities (Schedule provided below)

**Comprehensive Planning**

- Year 1 Progress report on comp plan outcomes

**Outreach and Recruitment**

- After Action Report documenting activities carried out in Spring of 2018 to recruit new members.
- Staff are supporting Fast Track Cities workgroup planning and recruiting at events
- Recruitment at focus groups events

**Technical Assistance and Training**

- Survey to assess meeting times and dates
- Survey on customer satisfaction
- Securing meeting location December Business meeting. Locations being considered:
  - Old Thousands
  - Farrah's
  - Gloria
- New Planning Council Member Orientation currently being scheduled for first week in October.
- Now accepting officer nomination

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**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

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**Appendix B**

Austin Area Comprehensive HIV Planning Council

Policy 2: Directives

Policy: The Austin Area Comprehensive HIV Planning Council shall create directives and or guidance to the Administrative Agent with criteria and additional direction to the Administrative Agent.

Procedure:

A committee that creates a directive or guidance to the Administrative Agent shall include the following items in the directive/guidance:

- Nature of the directive/guidance
- Specific request or direction
- Date created
- Committee that created the directive/guidance
- Date approved by the Council
- Date expired or renewed

All directives shall be reviewed in November of each year to determine if it should be renewed or repealed.

Date Created: June 7, 2011

Date approved by Council: June 14, 2011

Date Reviewed: