

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 11TH, 2018**



**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL
COMPREHENSIVE PLANNING COMMITTEE MEETING MINUTES
11th, 2018**

**COMMITTEE MEETING
TUESDAY, SEPTEMBER**

The Austin Area Comprehensive HIV Planning Council Comprehensive Planning Committee convened in a committee meeting on Tuesday, September 11th, 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 6:00p.m.

Council Members in Attendance:

Alberto Barragan, Akeshia Johnson-Smothers, Emma Sinnott, Jerry Elrod, Justin Smith, Whitney Bulna

Council Members Absent:

Committee Chair Glenn Crawford

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

Administrative Agent: *None*

Presenters: *None*

1. CERTIFICATION OF QUORUM

Committee Member Akeshia Johnson Smothers established and certified Quorum.

2. CITIZEN COMMUNICATION

None

3. INTRODUCTION/ANNOUNCEMENTS

- a. New Planning Council member Jerry Elrod introduced himself to the committee.
- b. Glenn Selfe who has been serving in an interim capacity as the Administrative Agent Manager is now the official manager.

5. APPROVAL OF MINUTES

The minutes from the meeting of July 17th, 2018 were approved.

6. STAFF REPORT

- a. Support Staff Laura Still announced the upcoming Fast Track Cities workgroups and encouraged participation from Planning Council members.
- b. Aids Services of Austin (ASA) Moody Clinic had their grand opening September 10th.
- c. Ryan White Grant Application was turned in and support staff was appreciative of input received from Planning Council.

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- d. Support Staff Hailey de Anda discussed holiday schedules and encourage committee members to complete survey to identify best meeting times for Planning Council.

7. 2017 DATA UPDATE AND COMRPHENSIVE PLAN TARGET REVIEW.

- a. Committee reviewed annual update for 2017 data indicators (*See Attachment A*).
 - i. Committee requested testing data from Department of State Health Services (DSHS) and Central Health.
 - ii. Recommendation to use trending data for testing.
 - iii. Committee discussed differences between Department of State Health Services (DSHS) and HIV AIDS Bureau (HAB) definitions for 'retention in care' and confirmed that Comprehensive Planning monitoring data use the DSHS definition
- b. Committee Member Whitney Bulna discussed using 211 for transportation options for appointments.
 - i. Committee recommended adding this to community activities for the comprehensive plan.
- c. Committee Member Emma Sinnott requested update from Red Ribbon and said she would follow up and cc Support Staff.
- d. Committee Member Whitney Bulna has been developing an Austin Resource Guide that is housing specific.

8. NEEDS ASSESSMENT PHASE II PLANNING- QUALITATIVE DATA COLLECTION

- a. Key Informant Interview recruitment update
 - i. Committee reviewed updates for Key Informant Interview recruitment (*See Appendix A*)
- b. Focus group debrief and update (*See Appendix B*)
 - i. Committee Member Alberto Barragan asked Support Staff to forward focus group questions and incentive interview to him. Possibility of integrating into focus groups that he is already completing.
 - ii. Committee recommend contacting the Q for focus group with youth (18-24 years old).
 - iii. Support Staff will follow up with Committee Member Akeshia Johnson Smothers for contact for Black Woman focus group and possible integration into an event being planned in Williamson County.
 - iv. Committee discussed looking at focus group timeline as continuous. Some concerns were expressed about the implementation of the timeline.

9. NEEDS ASSESSMENT REPORT 1-PAGE REVIEW

- a. Committee reviewed the one pager created by AmeriCorps VISTA Kamia Rathore.
 - i. Overall received positive feedback for being client friendly and usable for providers to develop funding strategies.

10. COMMUNITY SPOTLIGHT/STAR AWARD

- a. Executive Committee has discussed expanding community award to include professional category.
- b. Two forms will be created for nominations and the new category will be announced in the October newsletter.

11. REVIEW AND DISCUSS STANDARDS OF CARE

- a. Final Vote for adoption by Planning Council
 - i. **Medical Transportation Services**

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- Committee recommends changes to Access to Care and Client Education Regarding Services Available and Limitations (*See Attachment B*)
 - Recommendation for adoption with recommended changes by Planning Council Medical Transportation Services Standards of Care was approved on a 5-0 vote. Committee Chair Glenn Crawford was absent.
- ii. **Oral Health**
- Recommendation for adoption by Planning Council Oral Health Standards of Care was approved on a 5-0 vote. Committee Chair Glenn Crawford was absent.
- iii. **Food Bank**
- Recommendation for adoption by Planning Council Food Bank Standards of Care was approved on a 5-0 vote. Committee Chair Glenn Crawford was absent.

12. ADJOURNMENT

Committee Member Akeshia Johnson Smothers adjourned the meeting at 8:13p.m. without objection.

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**Appendix A
Needs Assessment Phase II: Qualitative Data
Update: 10 September 2018**

Focus Group Timeline

| | Audience | Priority | Partnerships | Status |
|------------------|--------------------------------|----------|---|-----------|
| June | General- Ryan White clients | Medium | HRAU- Part C site visit | Completed |
| August | General- Ryan White clients | Medium | HRAU-Part A site visit | Completed |
| September | Black women | High | Sorority (contacted), RW service providers | _____ |
| October | Spanish-speakers | High | RW service providers | Contacted |
| October | Youth | High | OutYouth, RW service providers, AHA/YAC | Contacted |
| October | Transgender people | High | KIND Clinic, CTTHC, RW service providers | Contacted |
| October | People living with HIV- age | Low | HIV and Aging Conference, RW service providers | Contacted |
| November | Qualitative Data Synthesis | | Final review of qualitative data collected, recommendations, and action steps discussed | |
| TBD | Action Planning around results | | Comp Plan Committee will review results and use results to influence PC deliverables- Comp Plan, PSRA process etc. (based on forthcoming logic model) | |

Prioritized Demographics for Focus Groups

- Spanish speaking
- Youth (and Latinx Youth)
- Transgender
- Black women

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**Appendix B
Key Informant Interviews**

| Task | |
|---------------------------|------------------------------------|
| July | Test KII Questions |
| August | Identify list of entities for KIIs |
| August | KII 1 |
| September | KII 2 |
| September- October | Remaining KIIs |

September Updates

1. Second KII was September 5th with case manager
2. Request to FTC leadership was made and they are receptive, however, FTC events have not been ideal for formal promotion
3. Received some interest from the newsletter

Key Informant Interviewees

| Target Audience | Contact | Progress |
|---|--|--|
| Healthcare provider (non-Ryan White)/ Out of care PLWH | Akeshia | Completed |
| People who use injection drugs | Harm Reduction Coalition | Contacted |
| People recently released from jail or prison | Dr. Brinson? | Scheduled |
| Individuals who develop care plans healthcare provider- direct care (ex. prescribers, clinical pharmacist) | RW providers (via HRAU) and non-RW FTC-GTZ | Request sent to RW service providers |
| Individuals who support care plans (ex. Intakes, eligibility, social workers, case managers, patient navigators) | RW providers (via HRAU) and non-RW FTC-GTZ | Completed |
| Linkage and outreach service provider (outreach, DIS, etc.) | RW providers (via HRAU) and non-RW FTC-GTZ and APH | Request sent to RW service providers |

Additional areas for Focus Groups/ KIIS (low priority)

| Target Audience | Community Partner(s) |
|------------------------------|-----------------------------|
| Ryan White service providers | CQI Committee |
| Deaf and hearing impaired | |