

**HIV PLANNING COUNCIL MEETING MINUTES  
MONDAY, FEBRUARY 25TH, 2019**



**HIV PLANNING COUNCIL  
BUSINESS MEETING MINUTES**

**REGULAR MEETING  
MONDAY, FEBRUARY 25<sup>TH</sup>, 2019**

The *HIV Planning Council* convened in a regular meeting on Monday, February 25th, 2019 at *City Hall, 301 West 2<sup>nd</sup> Street, Conference Room 1029* in Austin, Texas.

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

**Council Members in Attendance:**

*Chair L.J. Smith, Vice Chair Barry Waller, Secretary Glenn Crawford, Akeshia Johnson Smothers, Alberto Barragan, Bart Whittington, Dale Thele, Emily Loder, Emma Sinnott, Jerry Elrod, Justin Smith, Samuel Goings, and Whitney Bulna*

**Members Absent:**

*Adriana Neves and Roger Baltazar*

**Staff in Attendance:** *Laura Still, Planner, Halana Kaleel, Administrative Senior, and Cassandra DeLeon, Unit Manager.*

**Administrative Agent:** *Anthony Kitzmiller, Brenda Mendiola, and Glenn Selfe.*

**Presenters:** *Angela Sommers, City of Austin Neighborhood Housing and Will Thomas, Austin Public Health*

**1. CERTIFICATION OF QUORUM**

- a. Chair LJ Smith established and certified Quorum.

**2. CITIZEN COMMUNICATION**

- a. None at this time

**3. INTRODUCTION/ANNOUNCEMENTS**

- a. Administrative Agent Glenn Selfe introduced Anthony Kitzmiller the new Financial Analyst working with the Administrative Agent.
- b. Interested applicants for the HIV Planning Council Jonathan Wells and Taylor Whalen introduced themselves to the Planning Council.

**4. PRESENTATION**

- a. HOPWA a/ Housing and Economic development- Angela Sommers City of Austin Neighborhood Housing (See Attachment 1)
  - i. Survey provided by the presenter will be sent out during March's Planning Council Monthly Digest.

**5. APPROVAL OF MINUTES**

- a. The minutes from the meeting of January 28<sup>th</sup>, 2019 were approved with no corrections.

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**6. MONTHLY RYAN WHITE REPORTS**

- a. Part A Planning Council Support Staff Report
  - i. The presentation was made by Cassandra DeLeon, Unit Manager, Planning and Evaluation (See Appendix A).
  - ii. Fast Track Cities Upcoming March Workgroups will be a half day starting in the morning.
  - iii. Document development
    - Focusing on creating a space for Planning Council Directives in each committee.
    - Focus on shifting to look at reallocations throughout the year instead of the last three months.
    - Assessment of the Administrative Agent launching.
- b. Part A Administrative Agency Report (See Attachment 2).
  - i. Administrative Agent Glenn Selfe gave the Planning Council the Part A & MAI Grants Administration/Management Update.
  - ii. Administrative Agent Brenda Mendiola gave the Quality Management/Data Management Update.
- c. Part B update
  - i. The presentation was made by Emily Loder, Planning Council Member (See Appendix B).

**7. COMMITTEE REPORTS**

- a. Executive Committee
  - i. Juan Troy membership approval
    - Recommendation adopting membership application for Juan Troy was approved on a 13-0 vote. Planning Council Members Adriana Neves and Roger Baltazar were absent.
  - ii. Spring Recruitment Drive Update And Planning
- b. Comprehensive Plan Committee
  - i. Needs Assessment-Recommendations to Allocations Committee
    - Presented by Comprehensive Plan Committee Chair Glenn Crawford.
  - ii. Comprehensive Planning- 2019 Update and Alignment in progress
    - Alignment homework has been sent out to the committee by Support Staff Laura Still.
- c. Allocations Committee
  - i. Priority Setting Resource Allocation process
    - Recommendation adopting Priority Setting Resource Allocation process was approved on a 13-0 vote. Planning Council Members Adriana Neves and Roger Baltazar were absent.
  - ii. Approval of FY19 Allocations
    - For FY18, the 15% of MAI funding which is allowed to cover administrative costs, was not used for administrative costs but instead directly funded services. Thus, MAI funding per service category was relatively high for FY18. For FY19, 15% of MAI funding will be used to cover administrative costs, so there will be a reduction in the amount of MAI funding going into service categories. To minimize the impact of this reduction in funding in MAI EIS and MAI Non-Medical Cases Management categories, the AA proposes an increase in funding of non-MAI EIS and non-MAI Non-medical Case Management service categories. See reallocation recommendation attached. The reallocations include moving

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funds from Quality Management and Psychosocial Support services to Non-medical Case management and EIS. Psychosocial Support services is underspent for FY18 and reported to the AA they would be okay with not receiving this funding in FY19.

- Vote:
  - Recommendation adopting \$1 to the AIDS Drug Assistance Program (ADAP) for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
  - Recommendation adopting \$245,405 to AIDS Pharmaceutical Assistance-Local for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
  - Recommendation adopting \$86,926 to Early Intervention Services (EIS) for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
  - Recommendation adopting \$231,895 to Health Insurance Premium and Cost Sharing Assistance (HIPCSA) for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
  - Recommendation adopting \$330,106 to Medical Case Management, Including Treatment Adherence for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
  - Recommendation adopting \$91,889 to Medical Nutrition Therapy for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
  - Recommendation adopting \$216,442 to Mental Health Services for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning

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Council Members Adriana Sansome Neves and Roger Baltazar were absent.

- Recommendation adopting \$553,310 to Oral Health Services for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
- Recommendation adopting \$1,414,371 to Outpatient Ambulatory Health Services for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
- Recommendation adopting \$168,807 to Substance Abuse Services-Outpatient for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
- Recommendation adopting \$86,293 to Emergency Financial Assistance for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
- Recommendation adopting \$96,863 to Food Bank/Home Deliver Meals for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
- Recommendation adopting \$125,784 to Housing Services for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
- Recommendation adopting \$20,850 to Medical Transportation Services for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.

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- Recommendation adopting \$302,744 to Non-Medical Case Management for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
- Recommendation adopting \$0 to Psychosocial Support Services for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
- Recommendation adopting \$102,846 to Substance Abuse Services-Residential for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
- Recommendation adopting \$43,807 to MAI EIS for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.
- Recommendation adopting \$254,604 to MAI Non-Medical Case Management for FY19-20 was approved on a 9-0 vote. Planning Council Members Alberto Barragan, Bart Whittington, Emma Sinnott, and Whitney Bulna recused from this item due to a conflict of interest and left the dais. Planning Council Members Adriana Sansome Neves and Roger Baltazar were absent.

**8. TECHNICAL ASSISTANCE**

- a. Support Staff Halana Kaleel reviewed Spring Recruitment with Planning Council.
  - i. Recommendation to merge the Boards and Commissions Application with the HIV Planning Council Application.

**9. ADJOURNMENT**

- a. Chair LJ Smith adjourned the meeting at 8:20 pm without objection.

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**Appendix A**

**Planning Council: Office of Support Staff Report  
February 25, 2019 Business Meeting**

**ANNOUNCEMENTS**

**HIV Advocacy Day at the Capital**

Hosted by Legacy Community Health.

The 2019 HIV Advocacy Day is set for **Wednesday, March 20, 2019**

9:00 a.m. at the *Family Life Center* of the United Methodist Church of Austin

1201 Lavaca St, Austin TX 78701.

[\*\*HIV Advocacy Day — Legacy Takes Action.mhtml\*\*](#)

**Fast Track Cities Upcoming Workgroup Meetings**

March 29, 2019

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

**STAFF ACTIVITIES**

**Ryan White Part A Grant Activities**

- HRSA Award has been received, application received a score of 97 out of 100. The TGA received an increase of ~3.62% over FY18-19, including an amazing 7.09% increase in Supplemental funding. Supplemental funding is awarded based on the quality of the grant application in demonstrating need in the jurisdiction. Formula funding, which is based on epi data for the jurisdiction, received a 2.03% increase, and Minority AIDS Initiative (MAI) funding saw a 3.02% increase

**Needs Assessment**

- Year 2 data collection is complete
- Epi Profile- **CORRECTIONS**

**Comprehensive Planning**

- Fast Track Cities action plan is in implementation stage
- Alignment with Achieving Together Texas Syndicate plan and Fast Track Cities is in process

**Outreach and Recruitment**

- Launching Spring recruitment drive, template for recruitment plan has been developed

**Technical Assistance and Training**

- Request for direction on the type of content to include in presentations:
  - May- Brenda Mendiola HRSA requirements for RW Quality Management
- Document development
  - Directives
  - Rapid Reallocation Policy
  - Assessment of the Administrative Agent

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**Partnerships**

- No updates at this time

**Other**

- Council Participated in National African American HIV/AIDS Awareness Day event hosted by AIDS Services of Austin, February 7, 2019
- Council Chair completed Planning Council component of the CAEAR Coalition survey to inform next steps in future reauthorization discussions of the Ryan White HIV Treatment Program
- State HIV Prevention Services Request for Applications (RFA) has been released.  
Includes five components:
  1. Routine HIV screening in health care settings
  2. Core HIV Prevention
  3. PrEP and PEP
  4. Client-Level Interventions
  5. Structural Interventions

Application available: <https://apps.hhs.texas.gov/PCS/HHS0000778/>

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**Appendix B**

Austin Area Comprehensive Planning Council  
**Ryan White Part B Administrative Agency Report**  
*Submitted by Emily Loder*  
*February 25, 2019*

**I. Part B Grants Administration/Management Update**

- HOPWA contracts started February 1.
- We are getting ready to request budgets for Ryan White and Ryan White – Supplemental for the contracts that start April 1.

**II. Part B Expenditure Summary Update**

The FY19 Part B expenditure summary is shown in Table 1 below. Seventy-five percent of the year has expired with seventy-three percent of the funds having been used through December 2018. For supplemental funding, the new contract year started in September and is fifty percent through the year with funds used through December 2018. One agency who previously used supplemental funding, has decided to decline further use of RWS funds for 2018-2019.

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

<b>CATEGORY</b>	<b>Budgeted Amount</b>	<b>Expended Amount</b>	<b>Percent Expended</b>
<b>Service Delivery</b>	<b>\$3,385,912</b>	<b>\$2,487,938.41</b>	<b>73.48%</b>

**Excluding Supplemental:**

<b>CATEGORY</b>	<b>Budgeted Amount</b>	<b>Expended Amount</b>	<b>Percent Expended</b>
<b>Service Delivery</b>	<b>\$3,155,358</b>	<b>\$2,342,260.69</b>	<b>74.23%</b>

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

<b>Service Category</b>	<b>Allocation</b>	<b>Expended</b>	<b>Justification</b>
Health Insurance	\$71,268 (98.66%)	\$70,310.78	Agencies experienced increased client need in the fall months and had submitted reallocations to add funds to this category.
Oral Health	\$146,600 (66.05%)	\$96,825.84	Within variance.
Oral Health Supplemental	\$14,996 (19.94%)	\$2,990.71	Agencies are trying to use all RWB oral funds prior to using RWB-S oral funding.
Outpatient Ambulatory Health Services	\$741,225 (68.36%)	\$506,703.31	Within variance.
Outpatient Ambulatory Health Services Supplemental	\$66,877 (77.49%)	\$51,820.50	Within variance.
Early Intervention Services	\$30,000 (73.62%)	\$22,087.19	Within variance.



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Emergency Financial Assistance	\$25,500 (100%)	\$25,500	<i>This goal is complete.</i>
Local AIDS Pharmaceutical Assistance	\$75,700 (94.55%)	\$71,576.06	<i>This category will be monitored for funds to be reallocated if needed.</i>
Medical Transportation	\$900 (100%)	\$900	<i>This goal is complete.</i>
Mental Health	\$105,000 (78.10%)	\$82,001.41	<i>Within variance.</i>
Non-Medical Case Management	\$35,000 (10.76%)	\$3,766.50	<i>Agencies have developed a plan to start utilizing funds so they are used in a timely manner. BVCOG has also had agencies reallocate funds out of this category so they can be better utilized.</i>
Food Bank	\$3,400 (28.78%)	\$978.46	<i>Agencies have developed a plan to start utilizing funds so they are used in a timely manner and distributed evenly among categories.</i>
<b>Total Ryan White Supplemental</b>	<b>\$99,446 (45.61%)</b>	<b>\$64,076.33</b>	
<b>Total Regular Ryan White</b>	<b>\$1,234,593 (71.33%)</b>	<b>\$880,649.55</b>	

**V. Client Complaints**

- No complaints at this time