

**HIV PLANNING COUNCIL MEETING MINUTES  
WEDNESDAY, MARCH 20, 2019**



**HIV PLANNING COUNCIL  
ALLOCATIONS COMMITTEE MEETING MINUTES**

**COMMITTEE MEETING  
WEDNESDAY, MARCH 20, 2019**

**The HIV Planning Council (HIVPC) Allocations Committee convened in a committee meeting on Wednesday, March 20, 2019 at City Hall, 301 West 2<sup>nd</sup> Street, Room 1029 in Austin, Texas.**

**Committee Chair Barry Waller called the Meeting to order at 6:01 p.m.**

**Council Members in Attendance:**

**Committee Chair Barry Waller, Adriana Sansome Neves, Dale Thele, Justin Smith, Samuel Goings**

**Council Members Absent: Roger Baltazar**

**Staff in Attendance (HIVPC Support Staff): Laura Still, Planner, and Halana Kaleel, Administrative Senior**

**Administrative Agent (AA): Glenn Selfe, Patricia (Trish) Niswander**

**Presenters: None**

**1. CERTIFICATION OF QUORUM**

- a. Committee Chair Barry Waller established and certified Quorum.

**2. CITIZEN COMMUNICATION**

- a. None

**3. INTRODUCTION/ANNOUNCEMENTS**

- a. None

**4. APPROVAL OF MINUTES**

- a. The minutes from the meeting of February 20<sup>th</sup>, 2019 were reviewed and approved with minor corrections.

**5. PLANNING COUNCIL STAFF REPORT (See Appendix A)**

- a. The presentation was made by Laura Still, Planner-Office of Planning Council Support, Austin Public Health.
  - i. Allocations Committee reviewed language from the Memorandum of Understanding between Planning Council and Austin Public Health on Reallocation and Programming.
  - ii. Support Staff Laura Still will share information on Fast Track Cities with Committee Member Adriana Neves

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

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- a. AA Trish Niswander presented the Administrative Agent Part A Expenditure and Variance Report (See Attachment 1&2)
  - i. Technical Assistance request to Project Officer about bundling services in Medical Case Management, this service category continues to be a challenge due to staff turnover and position vacancies.
- b. Additional updates
  - i. AA Glenn Selfe discussed the development of scenarios/proposals for the Rapid Reallocations process.
    - Currently not ready for review but being looked over/developed.
    - Earliest reallocation process would begin is June 2019.
    - This item will remain under additional updates in the Allocations Committee Agenda.

**7. APPROVE ASSESSMENT OF THE ADMINISTRATIVE MECHANISM SURVEY**

- a. Support Staff Laura Still reviewed the Assessment of the Administrative Mechanism (AAM) Purpose and Survey with the committee.
- b. Timeline of Assessment of the AAM:

### **Timeline**

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- **March**

Planning Council Finalizes AAM Survey

- **April/May**

Support Staff Administer Survey with Agencies

- **June/July**

Allocations Committee Finalizes AAM Report that will go to the AA

- **August/September**

AA will indicate actions it will take to address any identified problem areas and summarizes this in the annual application

- c. Recommendation adopting the Assessment of the Administrative Mechanism Survey with corrections was approved on Committee Member Justin Smith's motion, Committee member Dale Thele second on a 4-0 vote. Committee Member Roger Baltazar was absent.

**8. DATA REVIEW FOR PRIORITY SETTING AND DISCUSSION AROUND PRIORITY SETTING TOOL**

- a. Recommendation from committee to provide technical assistance on directives processes.
- b. Recommendation from Committee Member Justin Smith that as non-funding needs take discussion back to Comprehensive Planning Committee to see if the needs can be addressed in other ways.

**9. ADJOURNMENT**

Committee Chair Barry Waller adjourned the meeting at 8:25p.m. without objection.

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**Appendix A  
Planning Council: Office of Support Staff Report  
February 20, 2019 Allocations Committee 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 2019 TBD

[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**

- Wrapping up data collection and summary from all target groups identified by Comprehensive Planning Committee for year 2.
- Incorporating data shared by Ann Dills at January Business meeting into epi profile.

**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:
  - February - Angela Sommers – HOPWA a/ Housing and Economic development
  - May- Brenda Mendiola HRSA requirements for RW Quality Management
- Document development

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- Policy and procedures finalized for reimbursement of planning council members
- Directives
- Rapid Reallocation Policy
- Assessment of the Administrative Agent

**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.
- Considering meeting location options due to changes in access to City Hall meeting space.