

**HIV PLANNING COUNCIL MEETING MINUTES  
MONDAY, MAY 20, 2019**



**HIV PLANNING COUNCIL  
BUSINESS MEETING MINUTES**

**REGULAR MEETING  
MONDAY, MAY 20<sup>TH</sup>, 2019**

The *HIV Planning Council* convened in a regular meeting on Monday, May 20<sup>th</sup>, 2019 at *City Hall, 301 West 2<sup>nd</sup> Street, Conference Room 1029* in Austin, Texas.

Vice-Chair *LJ Smith* called the Meeting to order at 6:02 p.m.

**Council Members in Attendance:**

Chair, *L.J. Smith*, Secretary *Glenn Crawford*, *Akeshia Johnson Smothers*, *Alberto Barragan*, *Bart Whittington*, *Dale Thele*, *Emma Sinnott*, *Jonathan Wells*, *Juan Troy*, and *Taylor Whalen*.

**Members Absent:**

*Adriana Neves*, *Barry Waller*, *Jerry Elrod*, *Samuel Goings*, and *Whitney Callari*

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

Administrative Agent: *Brenda Mendiola* and *Glenn Selfe*.

Presenters: *Brenda Mendiola*, HIV Resources Administrative Unit, Austin Public Health

**1. CERTIFICATION OF QUORUM**

- a. Chair LJ Smith established and certified quorum.

**2. CITIZEN COMMUNICATION**

- a. Jesse Thomas, eCOMPAS, discussed Red Free and Innovative Resources to End the HIV/AIDS Epidemic.
  - i. Requested to present to Council at a later time on HRSA findings around social determinants of health.
  - ii. Development of a Latinx dashboard.

**3. INTRODUCTION/ANNOUNCEMENTS**

- a. AIDS Services of Austin will be putting on their 3<sup>rd</sup> Healing Series on June 8<sup>th</sup> at 12pm.
- b. Fast Track Cities has had 2<sup>nd</sup> meeting for Seamless Network of Care for newly diagnosed.
  - i. Goal to connect people newly diagnosed with HIV to care within 72 hours.
- c. Julio Gomez introduced himself he is currently completing the application process for HIV Planning Council.

**4. APPROVAL OF MINUTES**

- a. The minutes from the meeting of April 22<sup>nd</sup>, 2019 were approved with no corrections.

**5. COMMITTEE REPORTS**

- a. Comprehensive Plan Committee

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- i. Service Standards
  - Recommendation adopting the below Service Standards was approved on 10-0 vote. Planning Council Members Adriana Neves, Barry Waller, Jerry Elrod, Samuel Goings, and Whitney Callari were absent.
    - Health Insurance Premium and Cost Sharing Assistance (HIPCSA)
    - Medical Case Management, Including Treatment Adherence
    - Mental Health Services
    - Oral Health Services
    - Substance Abuse Services – Outpatient
    - Emergency Financial Assistance
    - Food Bank/Home-Delivered Meals
    - Housing Services
    - Medical Transportation Services
    - Non-Medical Case Management
    - Psychosocial Support Services
    - Substance Abuse Services – Residential
  - ii. Comprehensive Plan Mid-Point Review
  - iii. Needs Assessment- Year 3 Special Studies
- b. Allocations Committee
  - i. Recommendation adopting priority setting for service categories with Support Staff recommendation to update numbering was approved on 9-1 vote. Planning Council Members Adriana Neves, Barry Waller, Jerry Elrod, Samuel Goings, and Whitney Callari were absent.
- c. Executive Committee
  - i. Membership approval
    - Akeshia Johnson Smothers Reapplication
      - Recommendation adopting Akeshia Johnson Smothers Reapplication was approved on a 10-0 vote. Planning Council Members Adriana Neves, Barry Waller, Jerry Elrod, Samuel Goings, and Whitney Callari were absent.
    - Lee Miranda
      - Recommendation adopting Lee Miranda Application was approved on a 10-0 vote. Planning Council Members Adriana Neves, Barry Waller, Jerry Elrod, Samuel Goings, and Whitney Callari were absent.
  - ii. Document Review
    - MOU between HRAU and PC
      - Support Staff Hailey de Anda presented changes to MOU between HRAU and PC.
    - Directive policy and current directives
      - Planning Council discussed the format of directives and work that has been done to fit approved directives to current directive policy.
    - Bylaws
      - Discussed including teleconferencing language.
  - iii. Spring Recruitment Drive Update
    - The presentation was made by Halana Kaleel, Administrative Senior, Austin Public Health.

**6. PRESENTATIONS**

- a. Introduction to Clinical Quality Management

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Brenda Mendiola, HIV Resources Administrative Unit, Austin Public Health ((See Appendix A).

**7. SPRING RECRUITMENT VIDEO**

- a. Planning Council reviewed a Spring Recruitment Video created by Planning Council.
  - i. Recommendations from Planning Council:
    - Make sure people of color and youth are represented.
    - Translate to Spanish
    - Reflect local epidemic in Austin Area
    - Request to update Planning Council photo

**8. DISCUSSION OF ADDING COMMITTEE:**

- o **Name:** Care Strategy Committee:
- o **Role:** Document revisions to be submitted to Executive Committee, Service Standard review and Directive monitoring, and assessment.

**9. TECHNICAL ASSISTANCE**

- a. None at this time.

**10. MONTHLY RYAN WHITE REPORTS**

- a. Part A Planning Council Support Staff Report (See Appendix A)
  - i. The presentation was made by Hailey de Anda, Interim Unit Manager, Austin Public Health.
  - ii. Request to send restaurant list for Annual Dining Out for Life via email to Planning Council Members.
  - iii. Planning Council can email Support Staff if they would like to participate in Fast Track Cities.
- b. Part A Administrative Agency Report (See Appendix B)
  - i. The presentation was made by Glenn Selfe, Manager HIV Resources Administrative Unit, Austin Public Health.
- c. Part B Report (See Appendix C)
  - i. The presentation was made by Hailey de Anda, Interim Unit Manager, Austin Public Health.

**11. ADJOURNMENT**

- a. Chair LJ Smith adjourned the meeting at 7:57pm without objection.

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**Appendix A  
Planning Council: Office of Support Staff Report  
May 20<sup>th</sup>, 2019  
Business Meeting**

**ANNOUNCEMENTS**

**Annual Dining Out for Life**

**When:** Thursday, May 23<sup>rd</sup>, 2019

**Where:** List of participating restaurants: <http://www.dineoutatx.org/>

**Details:** Since 1992, AIDS Services of Austin (ASA) has hosted Dining Out for Life to directly benefit their mission to enhance the health and well-being of Central Texans affected by HIV and AIDS. In 2017, Dining Out for Life raised over **\$4 million** nationally (U.S. and Canada) to provide vital services to people living with HIV and AIDS. **All money raised for Austin's event stayed local and will continue to stay local!**

**HIV and Aging Conference**

**When:** Friday, June 21<sup>st</sup>, 2019 at 8:00am

**Where:** Commons Conference Center on the JJ Pickle Research Center campus (10100 Burnet Rd., Building 137, Austin, TX 78758)

**Details:** HIV Planning Council will be tabling at the event.

- Set-up at 7:30 am
- Registration and the Information & Resource Fair starts at 8:00 am
- First speakers start at 8:30 am
- Attendees will have an hour to visit the vendor tables again at lunchtime
- Conference will end at 4 pm (but the vendors can leave after lunch if they wish)

**STAFF ACTIVITIES**

**Ryan White Part A Grant Activities**

- Progress Report for FY 2018
  - Focus on PC success, challenges and legislative compliance
  - Focus on EIIHA updates
- Monthly Project Officer Call

**Needs Assessment**

- Planning Year 3 Special Studies
- Data for Priority Setting and Resource Allocation (PSRA) cycle for 2020 grant year
- Epidemiological Profile Finalized

**Comprehensive Planning**

- Priority Populations
  - Review Early Identification of Individuals with HIV/AIDS (EIIHA) Grant Requirements
  - Review Minority AIDS Initiative (MAI) Grant Requirements
  - Review data
  - Selection of EIIHA and MAI populations to recommend to Allocations Committee
- Technical Assistance plan underdevelopment with Integrated HIV/AIDS Planning Technical Assistance Center (IHAPTAC) to support monitoring of the Integrated Plan

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**Outreach and Recruitment**

- Spring Recruitment for 2019
  - Business cards
  - Video
- Volunteers needed for Tabling:
  - HIV and Aging Conference

**Technical Assistance and Training**

- Boards and Commissions Refresher Training video recording – indefinitely postponed. Waiting on City Clerk.
- PSRA binders for Planning Council Members not on the Allocation Committee.
- Signature items for new members

**Partnerships**

- Fast Track Cities quarterly workgroup meeting.
  - The 1<sup>st</sup> anniversary will be celebrated on June 20<sup>th</sup>.
  - Stephanie Hayden is the APH executive sponsor.

**Other**

- None at this time

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**Appendix B**

**Austin TGA Administrative Agent (AA) Report  
To HIV Planning Council  
May 2019**

**PART A & MAI GRANTS ADMINISTRATION/ MANAGEMENT UPDATE**

1. FY19 Part A Subrecipient contracts have been executed and Subrecipients are submitting billings for the grant year to date, with one exception. Despite multiple notifications, one Subrecipient has not yet provided correct documentation that it meets standard City of Austin insurance requirements. The contract cannot be executed by the Purchasing Department until the required insurance documentation is received and approved by the City Risk Management Office.
2. The AA is working on Project Progress and Final Expenditure Reports (FY18 closeout reports) due to HRSA by May 29. See Fiscal News in the next session related to final expenditures.
3. AA Staffing Update:
  - The three top candidates for the vacant *Grants Coordinator* position completed initial interviews via phone, but for various reasons declined to travel to Austin for an in-person interview, which would have been the final hiring step for any of the candidates. (All three candidates currently reside out-of-state.) The position is being reposted.
  - Applications for the *HIV Program Development Coordinator* position are under review to identify potential interview candidates.
  - The AA has been notified that the *Administrative Senior* position previously assigned to the unit is expected to be filled soon and will provide some administrative support to AA staff.
4. The Austin TGA hosted the Texas/Louisiana Part A Quarterly Meeting on May 10. Project Directors (PDs) from Dallas, Fort Worth, Houston, San Antonio, and New Orleans attended. There was no representative from Baton Rouge this quarter. Of the seven jurisdictions included in the cooperative effort, two PDs are newly appointed, one is an interim appointment, and one is vacant. These meetings are executive-session type events that provide the opportunity for confidential discussion of issues and challenges facing some or all of the jurisdictions represented. Agenda topics at these quarterly meetings are set by the participants and are wide-ranging. Discussion this quarter included items such as Maintenance of Effort funding, utilization of telehealth and ridesharing services, contractual bundling of service categories, reallocation policies and procedures, and consumer participation in the design and delivery of services. The next quarterly meeting will be held in Houston in July.
5. The Austin TGA's Housing Services Subrecipient has been awarded \$4.95 million by the City of Austin to raze and rebuild the only dedicated housing facility in Austin for People Living With HIV (PLWH). The new funding will nearly double the currently available units from 22 to 40, make all units ADA-accessible, and provide 4,000-6,000 square feet of space for support

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services programs from other community service providers. Tenants are enthusiastic about the redevelopment and will be temporarily relocated during construction. Groundbreaking is currently planned for Fall 2019. A second proposed apartment development specifically for PLWH is anticipated to receive additional capital funding from the City and is projected to add an additional 55 to 80 units of housing stock. Funding for both projects will be one result of the \$250 million affordable housing bond approved by Austin voters in 2018 and will take advantage of newly approved the newly approved “Affordability Unlocked” (Residential Affordable Housing Development Bonus Program) that allows for more density of units than conventional multi-family zoning. With new housing comes new operating costs, since the projects will serve clients with an average income of 15% of Median Family Income, and costs cannot therefore be recouped through rent alone. These new developments will prompt future discussion of methods of how to underwrite housing costs for PLWH and the place of stable housing in our community’s efforts to End the HIV Epidemic, since food and shelter are foundational basic needs that affect the ability to move the needle on the goals of the Care Continuum.

6. A recent HRSA/HAB webinar indicated that enhanced reporting of jurisdictions’ program income will be introduced over the next three years in the Ryan White Services Report (RSR) submitted to HRSA/HAB annually. In large part, this is likely a result of exploding 340B program income to Ryan White programs around the nation. Anecdotal information suggests that it is possible for 340B income to outstrip an eligible Part A Subrecipient’s actual grant award within three years of the certification that is a result of the Ryan White status. 340B income is generated when a provider prescribes prescription drugs for a client with private insurance and the prescription is filled at a pharmacy with which the provider has a contractual relationship. The medication is purchased at deeply discounted prices but is reimbursed at normally contracted rates by the insurance provider, and the difference between cost and reimbursement is divided between the prescribing entity and the contract pharmacy. The AA has approved/certified the 340B applications of three of the Austin TGA’s current seven Subrecipients and had already begun internal discussion of methods of enhanced program income reporting as part of a shift in monthly agency expenditure and service monitoring. There is little in the way of definitive guidance from HRSA/HAB on exact methods that should be used to ensure 340B income is spent on the program under which its certification is obtained, although this is a long-time tenet of Ryan White Program Income in general.

**PART A & MAI FISCAL UPDATE**

7. The Austin TGA ended FY18 with approximately \$70,000 in unobligated funds; the exact amount will be provided after final accounting transactions post and the Final Expenditure Report is submitted to HRSA/HAB. This is far below the FY17 ending unobligated balance of ~\$180,000 *after* an ADAP expenditure of ~\$120,000. No ADAP expenditure was necessary in FY18, and the carryover request will be well under the allowable 5% (~\$212,000) of the FY18 award. The AA will provide carryover allocation options to the Allocations Committee in June or July.

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8. This is the first month that the AA will report estimated expenditures to Planning Council rather than the historically presented accounting Actual expenditures. This will allow AA to advise PC of expenditures as of the end of the previous month, rather than the COA Accounting-validated Actual expenditures of month before last. Expenditures by service category are provided monthly to the Allocations Committee.

**Estimated\* Expenditure Summary for March – April 2019**  
**Percent of Grant Year Elapsed: 17%**

<b>CATEGORY</b>	<b>Budgeted Amount</b>	<b>Expended Amount</b>	<b>Percent Expended</b>
DIRECT SERVICES – PART A	\$4,074,530	\$711,883	17%
DIRECT SERVICES – MAI	\$298,410	\$60,930	20%
ADMINISTRATION (AA)	\$272,496	\$28,917	11%
ADMINISTRATION (PC AND PC SUPPORT)	\$237,389	\$21,668	9%
QUALITY MANAGEMENT	\$216,027	\$10,690	5%
<b>TOTAL</b>	<b>\$5,098,852</b>	<b>\$834,088</b>	<b>16%</b>

\*Includes actual posted transactions for Administration and Quality Management and estimated or requested reimbursements from Subrecipients. Using the Estimated method allows the AA to provide more timely expenditure information to the Planning Council and is anticipated to be materially correct.

**OTHER HIV RESOURCES ADMINISTRATION UNIT NEWS**

9. The online Contract Management System that has been in use by APH for over 10 years is being retired and replaced by a new software system. This change, by its nature, will be a significant upheaval for the AA and Subrecipients. HRAU must go live on the system August 1; Subrecipient training is scheduled for July 24-25. Before the actual move to the new system, backfill of all contract setups, financial and performance forms, and processed expenditure reports and reimbursement requests must be completed manually. HRAU plans this work to be done primarily by temporary workers.
10. The U.S. Department of Housing and Urban Development (HUD) will conduct a monitoring visit June 10-14 to review the Austin Housing Opportunities for People with HIV/AIDS (HOPWA) Program. The HIV Resources Administration Unit administers the HOPWA Program in addition to being the Administrative Agent for Ryan White Part A and the Grantee for Ryan White Part C. There are currently two HOPWA Projects in the Austin HOPWA Portfolio, for which AIDS Services of Austin and Project Transitions are the Subrecipients.



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**QUALITY MANAGEMENT & DATA MANAGEMENT UPDATE**

11. The AA received raw survey data from the Consumer Satisfaction Survey from the vendor. Responses to 19 key HIV medical care indicators, stratified by race/ethnicity, are being reviewed. Subpopulations will be identified for further analysis to identify disparities.
12. A contract is currently under development for a full-day Subrecipient training on providing culturally appropriate services for transgender persons.
13. The Quality Management Coordinator is participating on the Fast Track Cities (FTC) Core Coordinating Committee and is continuing work with the Seamless System of Care workgroup, a subcommittee under the FTC Testing and Rapid Linkage to Care Workgroup.
14. The Quality Management Coordinator is reviewing Part A FY18 Closeout Report performance outcomes by subrecipient and service category.

**CLIENT COMPLAINTS**

15. No written complaints have been received this month.

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**Appendix C**

Austin HIV Planning Council

**Ryan White Part B Administrative Agency Report**

Submitted by Kristi Hanle

May 27, 2019

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

- We have nothing specific to add.

**II. Part B Expenditure Summary Update**

The FY19 Part B expenditure summary is shown in Table 1 below. One Hundred percent of the year has expired with Ninety-eight percent of the funds having been used through March 2019. For supplemental funding, One hundred percent of the year has expired with Ninety-nine percent of the funds having been used through March 2019. 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  
March 2019**

CATEGORY	Budgeted Amount	Expended Amount	Percent Expended
Service Delivery	\$3,385,913	\$3,341,019.62	98.67%

Excluding Supplemental:

CATEGORY	Budgeted Amount	Expended Amount	Percent Expended
Service Delivery	\$3,155,359.00	\$3,111,331.98	98.60%

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

Service Category	Allocation	Expended	Justification
Health Insurance	\$79,168 (99.96%)	\$78,985.27	Within variance.
Oral Health	\$146,600 (100%)	\$146,600	This goal is complete.
Oral Health Supplemental	\$14,996 (99.66%)	\$14,944.50	Within variance.
Outpatient Ambulatory Health Services	\$734,925 (99.96%)	\$734,640	Within variance.

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Outpatient Ambulatory Health Services Supplemental	\$66,877 (100%)	\$66,877	<i>This goal is complete</i>
Early Intervention Services	\$23,812 (100%)	\$23,812	<i>This goal is complete.</i>
Emergency Financial Assistance	\$31,688 (100%)	\$31,688	<i>This goal is complete</i>
Local AIDS Pharmaceutical Assistance	\$75,700 (100%)	\$75,700.00	<i>This goal is complete</i>
Medical Transportation	\$10,900 (100%)	\$10,900	<i>This goal is complete</i>
Mental Health	\$108,000 (100%)	\$108,000	<i>This goal is complete</i>
Non-Medical Case Management	\$26,000 (80.75%)	\$20,996.15	<i>One agency is waiting for final invoices for the rest of March</i>
Food Bank	\$3,400 (69.03%)	\$2,997	<i>One agency is waiting for final invoices for the rest of March</i>
<b>Total Ryan White Supplemental</b>	<b>\$99,446 (99.91%)</b>	<b>\$99,356.79</b>	
<b>Total Regular Ryan White</b>	<b>\$1,240,193 (99.53%)</b>	<b>\$1,234,318.42</b>	

**V. Client Complaints**

- No complaints at this time