



**HIV PLANNING COUNCIL
ALLOCATIONS COMMITTEE MEETING MINUTES**

**COMMITTEE MEETING
WEDNESDAY, AUGUST 21st, 2019**

The HIV Planning Council (HIVPC) Allocations Committee convened in a committee meeting on Wednesday, August 21st, 2019 at City Hall, 301 West 2nd Street, Room 1029 in Austin, Texas.

Committee Chair Barry Waller called the Meeting to order at 6:09 p.m., August 21st, 2019.

Council Members in Attendance:

Committee Chair Barry Waller, Samuel Goings, Dale Thele, and Juan Troy

Council Members Absent: Adriana Sansome Neve, Jonathan Wells

Staff in Attendance (HIVPC Support Staff): Hailey de Anda, Interim Unit Manager,

Administrative Agent (AA): Trish Niswander

Presenters: None

1. CERTIFICATION OF QUORUM

- a. Committee Chair Barry Waller called quorum at 6:09pm. August 21st, 2019

2. CITIZEN COMMUNICATION

- a. None.

3. INTRODUCTION/ANNOUNCEMENTS

- a. Business Meeting for September is canceled.
- b. Fast-Track Cities consortium meeting scheduled for August 22nd
- c. September Allocation Committee meeting may occur if reallocation is available in September

4. APPROVAL OF MINUTES

- a. Approved as submitted

5. DISCUSS THE 2019 PRIORITY SETTING AND RESOURCE ALLOCATION(PSRA)

- a. What worked well:
 - i. Continuation and improvement upon last year's process which worked well based on current expenditures.
 - ii. Timeline before hand is very helpful in understanding the process.
 - iii. Rank and weighting are very helpful.
 - iv. Helpful to have people on the Allocations committee who have done this before.
 - v. Input from Glenn's team is helpful. The commentary is helpful in the decision-making process.
 - vi. Notebook binders were helpful. The level of specificity was noted as an improvement in determining allocations for each service category.
 - vii. The amount of information that was presented verbally by the AA was more robust then what was written down. Would have liked to have that information beforehand.
- b. What to change:

- i. The EIIHA priority factor was mostly guesswork. Would appreciate more data to inform the final ranking used in EIIHA.
 - ii. Include last year's one-pager as part of the priority setting data to be reviewed.
- c. Discussion around the pros and cons of the one meeting/retreat style PSRA process:
 - i. Could avoid individuals missing meetings.
 - ii. Increase participation in informing the ranking and allocations even if additional participants can't vote.
 - iii. Significant change from current systems, because of this all cons of this process may not be fully realized.

6. DOCUMENT REVIEW

- a. Directives – Committee members reviewed the directives currently in place regarding the usage of Minority AIDS Initiative (MAI) funding as well as the policy regarding how directives should be written and reviewed.
- b. Rapid Reallocation – Committee members reviewed an annotated MOU between the AA and HIV Planning Council. The MOU was annotated so that all portions of the MOU pertaining to reallocation were highlighted.

7. AD HOC SUBCOMMITTEES

- a. Social Media – Samuel Goings volunteered
- b. Recruitment for LatinX community – Juan Troy volunteered

8. PLANNING COUNCIL STAFF REPORT

- a. Hailey De Anda provided the Staff Report. See Appendix A for full staff report

9. ADMINISTRATIVE AGENT PART A EXPENDITURE AND VARIANCE REPORT

- a. Patricia Niswander provided the expenditure and variance report. See Appendix B for full Expenditure and Variance report.

Appendix A
Planning Council: Office of Support Staff Report
Planning Council: Office of Support Staff Report
August 21, 2019
Allocation Committee Meeting

ANNOUNCEMENTS

FAST TRACK CITIES

Save the Date!!!

Quarterly Consortium Meeting

Date: Thursday, August 22

Location: TBD



AIDS Walk

AIDS Walk

Septmeber 21, 2019

Registration Open

9:00am-1:00pm

11:00am Walk step-off



Kind Clinic - Kind Collective

Are you living with HIV and looking for a support system? Kind Collective meets **every Tuesday night**.

Call 512-853-9547 for more info.

#bekindtoyourself. 1101 W 40th St,
Austin, TX 78756



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STAFF ACTIVITIES

Ryan White Part A Grant Activities

- Monthly Project Officer Call
- New Administrative Senior started August 5th – Rashana Raggs
- The Planner position has closed 17 applications submitted.
- NOFO due end of September
- HRSA will allow for more than three EIIHA populations to be submitted

Needs Assessment

- Planning Year 3 Special Studies – data collection phase

Comprehensive Planning

- Integrated Plan monitoring and alignment with Fast Track Cities and Achieving Together Plan
- Developing final format for integrated plan and plan monitoring

Outreach and Recruitment

- Spring Recruitment for 2019
 - Business cards – available for all Planning Council Members
 - Video – has been posted
- Volunteers needed for Tabling/Walking: - AIDS Walk

Technical Assistance and Training

- Budget discussion

Partnerships

- Fast Track Cities

Other

- Mentorship program – on boarding of Mattyna Stephens. Mentors needed.
- September meeting dates are going to be pushed back a week (e.g. executive meets second Tuesday, Comprehensive planning meeting, third Tuesday, Allocations meets fourth Wednesday and Business meets fifth Monday).

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Appendix B

AUSTIN TGA FY19 - ESTIMATED EXPENDITURES AS OF JULY 31, 2019					
PART A DIRECT SERVICES		% of Grant Year Elapsed 41.67%			
	Budget	Expenditures	Balance	% Expended	
AIDS Drug Assistance Program (ADAP)	\$ 1	\$ -	\$ 1	0.00%	
AIDS Pharmaceutical Assistance - Local	\$ 245,405	\$ 99,078	\$ 146,327	40.37%	
Early Intervention Services (EIS)	\$ 86,926	\$ 33,906	\$ 53,020	39.01%	
Health Insurance Premium and Cost Sharing Assistance (HIPCISA)	\$ 231,895	\$ 114,654	\$ 117,041	49.53%	
Medical Case Management, Including Treatment Adherence	\$ 330,106	\$ 134,990	\$ 195,116	40.89%	
Medical Nutrition Therapy	\$ 91,889	\$ 35,476	\$ 56,413	38.61%	
Mental Health Services	\$ 216,442	\$ 83,733	\$ 132,709	38.69%	
Oral Health Services	\$ 553,310	\$ 191,300	\$ 362,010	34.57%	
Outpatient Ambulatory Health Services	\$ 1,414,371	\$ 671,443	\$ 742,928	47.47%	
Substance Abuse Services - Outpatient	\$ 168,807	\$ 73,619	\$ 94,988	43.73%	
PART A CORE MEDICAL SERVICES SUBTOTAL	\$ 3,339,152	\$ 1,438,600	\$ 1,900,552	43.08%	
Emergency Financial Assistance	\$ 86,293	\$ 86,293	\$ -	100.00%	
Food Bank/Home-Delivered Meals	\$ 96,863	\$ 41,403	\$ 55,460	42.74%	
Housing Services	\$ 125,784	\$ 74,450	\$ 51,334	59.19%	
Medical Transportation Services	\$ 20,850	\$ 10,209	\$ 10,641	48.96%	
Non-Medical Case Management	\$ 302,744	\$ 105,722	\$ 197,022	34.92%	
Substance Abuse Services - Residential	\$ 102,846	\$ 57,500	\$ 45,346	55.91%	
PART A SUPPORT SERVICES SUBTOTAL	\$ 735,379	\$ 375,577	\$ 359,803	51.07%	
TOTAL PART A	\$ 4,074,531	\$ 1,814,176	\$ 2,260,356	44.52%	
MINORITY AIDS INITIATIVE (MAI)		% of Grant Year Elapsed 41.67%			
	Budget	Expenditures	Balance	% Expended	
MAI ADMINISTRATION & QUALITY MANAGEMENT SUBTOTAL					
Early Intervention Services (EIS) MAI	\$ 43,806	\$ 18,380	\$ 25,426	41.96%	
Non-Medical Case Management MAI	\$ 254,604	\$ 114,762	\$ 139,842	45.07%	
TOTAL MAI DIRECT SERVICES	\$ 298,410	\$ 133,142	\$ 165,268	44.62%	
TOTAL MAI	\$ 298,410	\$ 133,142	\$ 165,268	44.62%	
TOTAL DIRECT SERVICES	\$ 4,372,941	\$ 1,947,319	\$ 2,425,622	44.53%	
ADMINISTRATION AND QUALITY MANAGEMENT		% of Grant Year Elapsed 41.67%			
	Budget	Expenditures	Balance	% Expended	
ADMINISTRATION (AA) -Part A And MAI	\$ 315,523	\$ 94,306	\$ 221,217	29.89%	
PLANNING COUNCIL	\$ 194,362	\$ 70,422	\$ 123,940	36.23%	
QUALITY MANAGEMENT - Part A and MAI	\$ 216,027	\$ 33,715	\$ 182,312	15.61%	
TOTAL ADMINISTRATION AND QUALITY MANAGEMENT	\$ 725,912	\$ 198,443	\$ 527,469	27.34%	
PART A + MAI TOTAL	\$ 5,098,852	\$ 2,145,761	\$ 2,953,092	42.08%	