



**HIV PLANNING COUNCIL
BUSINESS MEETING MINUTES**

**REGULAR MEETING
MONDAY, September 30, 2019**

The *HIV Planning Council* convened in a regular meeting on Monday, September 30, 2019, at *City Hall, 301 West 2nd Street, Conference Room 1029* in Austin, Texas.

Vice-Chair Barry Waller called the meeting to order at 6:02 p.m.

Council Members in Attendance:

Vice-Chair, *Barry Waller*, Secretary *Glenn Crawford*, *Akeshia Johnson Smothers*, *Alberto Barragan*, *Bart Whittington*, *Dale Thele*, *Emma Sinnott*, *Jonathan Well*, *Juan Troy*, *Lee Miranda*, *Julio Gómez*, and *Samuel Goings*

Members Absent:

Chair, *L.J. Smith* and *Adriana Neves*

Staff in Attendance: *Hailey de Anda*, Interim Unit Manager, *Rashana Raggs*, Administrative Senior

Administrative Agent: *Brenda Mendiola*, *Patricia Niswander*, and *Renue Jones*.

Presenters: *Barry Waller*, HIV Planning Council Vice-Chair, and *Charles Curry*, LGBTQ Quality of Life Commission and AustinUP's Board

1. CERTIFICATION OF QUORUM

- a. Vice-Chair Barry Waller established and certified quorum at 6:02pm.

2. CITIZEN COMMUNICATION

- a. None.

3. INTRODUCTION/ANNOUNCEMENTS

- a. Rashana Raggs is the new administrative senior for HIV Planning Council.
- b. Council member Emma Sinnott gave announcement to get letter of support for Dell Medical School students to get a survey tool for HIV stigma from makers of the tool in Australia.
- c. Council member Juan Troy went to London for a Fast Track Cities conference.
- d. Introduced Julio Gomez as new member of the HIV Planning Council.
- e. Council member Juan Troy spoke about an HIV Management training for those wanting to learn more on the topic October 15th, 2019 with 25 available seats.
- f. Retention, Re-Engagement, and Viral Load Suppression Priority Group is having a meeting October 9th, at Rosewood-Zaragosa neighborhood center. AIDS of Austin CEO Paul Scott is leading the group. The meeting is from 11:30am-1:00pm.
- g. Prevention workgroup is scheduled to meet October 10th, 2019 11:30am-1:00pm.
- h. Administrative Assistant introduced Mrs. Renue Jones as the new grants' coordinator for the Administrative Assistants. She will be the lead for the Part C of the Ryan White grant.

4. APPROVAL OF MINUTES

- a. The minutes for the regular meeting of July 22, 2019, were approved with no corrections.

5. COMMITTEE REPORTS

- a. Executive Committee

- i. Mattyna Stephens
 - a. Recommendation adopting Mattyna Stephens application was approved on a 12-0 vote. Planning Council Members Adriana Neves, and Chair LJ Smith were absent.
- ii. Removal of Adriana Neves's absence
 - a. Recommendation adopting action of removing Adriana Neves absence was approved on a 12-0 vote. Planning Council Members Adriana Neves, and Chair LJ Smith were absent.
 - 1. June Allocation Committee
 - 2. May Allocation Committee
 - 3. May Business
 - 4. April Allocation Committee
 - 5. April Business
- b. Comprehensive Plan Committee
 - i. Service Standards
 - a. Early Intervention Services (EIS)
 - i. Recommendation adopting Universal Standards with combined updates was approved on a 10-0-2 vote. Council members Alberto Barragan and Emma Sinnott abstained because of conflicted interest. Council Member Adriana Neves, and Chair LJ Smith were absent.
 - b. Universal Standards
 - i. Recommendation adopting Universal Standards with combined updates was approved on a 10-0-2 vote. Council members Alberto Barragan and Emma Sinnott abstained because of conflicted interest. Council Member Adriana Neves, and Chair LJ Smith were absent.
 - ii. Star Award
 - a. Promote star awards as much as possible on personal platforms and social media.
 - iii. Letter of support for geographic expansion of eligibility
 - a. Unanimous 12-0 vote to approve letter of support. Planning Council Member Adriana Neves, and Chair LJ Smith were absent.
- c. Allocations Committee
 - i. Debrief on the Priority Setting and Resource Allocation (PSRA) cycle
 - a. Suggestion on early intervention for request of additional information.
 - b. Early intervention only improvement.
 - c. Look at other jurisdictions to see how they go about their allocation process.

6. HIV AND AGING

- a. Presenters, Barry Waller, HIV Planning Council Vice-Chair, and Charles Curry, LGBTQ Quality of Life Commission and AustinUP's Board

7. TECHNICAL ASSISTANCE

- a. Hailey de Anda presented on technical assistance.
 - i. 2020 council meeting calendar needs to be made.
 - ii. A SurveyMonkey link will be sent out to get meeting times and dates that work for all planning council members. Link will also go out in monthly digest to be promoted to the public.
 - iii. Meeting dates and times hopefully to be decided by next business meeting in November.

8. MONTHLY RYAN WHITE REPORTS

- a. Part A Planning Council Support Staff Report (See Appendix A)
 - i. Hailey de Anda presented on Part A staff report with local events, future conferences, and awareness dates.
 - ii. Dale Thele will mentor Mattyna Stephens. Mattyna Stephens will also be on the Allocation Committee.
- b. Part A Administrative Agency Report (See Appendix B)
 - i. Brenda Mendiola presented the administrative agency report.
- c. Part B Report (See Appendix C)
 - i. Mattyna Stephens presented on the Part B report.

9. ADJOURNMENT

- a. Vice-Chair Barry Waller adjourned the meeting at 7:45 p.m. without objection.

Appendix A

Planning Council: Office of Support Staff Report September 30, 2019 Business Committee Meeting

ANNOUNCEMENTS

5th Annual Blue Ball

October 5th, 2019 at 10pm-2am

Hosted by Weird City Sisters and Ash+Well

The Weird City Sisters are celebrating 5 years of raising money for PreP with 5 electrifying categories for your walking pleasure, 5 sickening judges to determine who will walk away with 5 tantalizing cash prizes! Also featuring a raffle with fabulous prizes and drag performances! All proceeds go to Ashwell



Listen Up Comedy Bash - An Evening with Waterloo Counseling

October 9th 6:30pm-9pm

Inn Cahoots, 1221 E 6th Street, Austin, Texas 78702



National LatinX AIDS Awareness Day

October 15th, 2019



Harvest Moon Festival

October 18th 5:30pm-9:30pm and October 19th 8pm – 2am

Proceeds benefit Equality Texas and the Hill Country Ride for AIDS



Friday, October 18th: Kleberg Stage At The Zachary Scott Theatre Center, 1510 Toomey Rd, Austin, Texas 78704

5:30 PM Doors open for cocktails

7:00 PM Opening performance by Austin based R&B singer Nakia

8:30 PM Headlining performance by multiple Grammy winning artist -Matt Alber and his band

Saturday October 19th: EBERLY , 615 S Lamar Blvd, Austin, Texas 78704

8:00 PM - Austin's Mouthfeel

10:00 PM - The Legendary Morabito from NYC

Tickets to all Events and Packages On Sale Here:

<https://www.showclix.com/events/29021>

"Be a Hero" Health and Wellness Fair

October 19th, 2019 from 2pm-6pm at The Hive

10415 Old Manchaca Rd, Austin, Texas 78748

Hosted by Austin LGBT Chamber of Commerce



Intersex Awareness Day

October 26th, 2019 at 12pm – 1pm

Please join ACLU of Texas, HRC Austin and Equality Texas to learn more about the 2% of your community born intersex, with any of a range of characteristics that may not fit traditional conceptions about male or female bodies. Wear yellow or purple to help us be seen.

*Please arrive at the steps beside the front entrance to City Hall by noon sharp! *

For more context: <https://interactadvocates.org/intersex-awareness-day/>



CONFERENCES

Biomedical HIV Prevention Summit
December 3-4, 2019,
Houston TX

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- Monthly Project Officer Call
- Wrapping up interviews for Planner Position
- NOFO is drafted and being routed for approval
- Part A FY2020 Application has been submitted in grants.gov

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

Technical Assistance and Training

- Budget discussion – planning for vacancy savings
- Developing a budget request to send to the AA as early as September

Partnerships

- Fast Track Cities
- Ending the HIV Epidemic grant opportunities
- World AIDS Day proclamation – Tentative: City November 21st, County, November 19th

Other

- Mentorship program – on boarding Mattyna Stephens. Mentors needed.
- Survey for 2020 meeting times to be sent out early October
- Date for the December Business meeting – December 3rd or 10th – let me know if you aren't available.

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Appendix B

**Austin Transitional Grant Area (TGA)
Administrative Agent (AA) Report to HIV Planning Council
September 2019**

PART A & MAI GRANTS ADMINISTRATION/ MANAGEMENT UPDATE

1. Glenn Selfe, HIV Resources Administration Unit (HRAU) Program Manager and Part A Project Director, is out of the office on medical leave. He is expected to return in mid-November. An Acting Manager should be appointed this week.
2. AA, PC Support, and Epidemiology staff collaborated on the FY20 Part A Application, which was submitted in grants.gov on September 25th.
3. The eligibility expansion project presented at the July PC Business Meeting is moving forward. Implementation will take place at start of the next contract year, March 1, 2020 – February 28, 2021. This contractual change in eligibility for people with HIV will make four services funded through Part A, but not through other Ryan White or State funding streams, available to people with HIV in five non-TGA rural counties.
4. The AA has taken the final steps to close out the Corrective Action Plan created as a result of the 2018 HRSA/HAB Part A Site Visit.
5. Formation of a Texas/Louisiana Part A Quality Management Consortium is under consideration to complement the similar Part A Project Directors' Consortium. Part A Quality Management needs are often specific to TGA/EMA jurisdictions, and Texas/Louisiana Part A Project Directors agreed that such a cooperative could be helpful to the efforts of all jurisdictions. Austin and Houston Quality Management staff will take the initial leading roles in creating this cooperative.
6. The FY18 Carryover (unspent funds) request was approved by HRSA/HAB. Carryover funds were proposed to be allocated to the Emergency Financial Assistance and Health Insurance Premium and Cost-Sharing Assistance categories. MAI Carryover was proposed to be allocated to Early Intervention Services.
7. In August, HRAU officially transitioned to use of the new PartnerGrants online contract management system. Monthly subrecipient payment requests and performance reports currently are being processed in PartnerGrants.

PART A & MAI FISCAL UPDATE

8. Estimated* Expenditures for March – August 2019 (49.79% Percent of Grant Year Elapsed):

CATEGORY	Budgeted Amount	Expended Amount	Percent Expended
DIRECT SERVICES – PART A	\$4,074,530	\$2,127,296	52.21%

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DIRECT SERVICES – MAI	\$298,410	\$159,837	53.56%
ADMINISTRATION (AA)	\$315,523	\$125,115	39.65%
ADMINISTRATION (PC AND PC SUPPORT)	\$194,362	\$82,984	36%
QUALITY MANAGEMENT	\$216,027	\$43,263	20.03%
TOTAL	\$5,098,852	\$2,538,494	49.79%

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

OTHER HIV RESOURCES ADMINISTRATION UNIT UPDATES

9. HRAU is pleased to announce the appointment of a new Grants Coordinator. Renúe Jones joined Austin Public Health on August 19 and will be the Ryan White Part C Grant Lead. Grants Coordinators also manage a combination of Part A, Part C, HOPWA, and General Fund contracts.
10. Three HRAU staff attended the U.S. Conference on AIDS (USCA) in Washington, D.C. from September 4th – 8th.
11. The Contract renewal process for HOPWA and City General Fund contracts is underway. The City received an increase of approximately \$190,000 in HOPWA funding for the new grant fiscal year.

QUALITY MANAGEMENT & DATA MANAGEMENT UPDATE

12. The CQI Committee met on August 8th. Agenda topics included discussion on definition of out-of-care, System of Care assessment, Ending the HIV Epidemic: A Plan for America, Undetectable=Untransmittable awareness campaign, and preliminary results of stratification of Consumer Satisfaction Survey data. Initial subpopulations were Hispanic/Latinx MSM ages 13-24, Hispanic/Latinx MSM ages 25-44, African American/Black MSM, and Other including Transgender and persons without secure housing.
13. JoAnne Keatley will be the presenter for a transgender awareness training, *Transforming Health*, to be held on November 20th and 21st. All City approvals have been secured, and contract development is underway. Because of the large interest in the training, two one-day sessions will be offered. Participants will be subrecipient staff, Planning Council, and HRAU staff.
14. Austin TGA Universal Standards, developed by the AA based on HRSA HAB Universal Standards, were reviewed and approved by the Comprehensive Planning Committee on August 13th.
15. QM staff participated in Austin Fast Track Cities Seamless System of Care/Rapid Linkage workgroup on August 22nd.

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16. The QM Coordinator facilitated a Center for Quality Improvement and Innovation (CQII) Training on Coaching Basics post-work study group review and discussion of assigned articles related to QM.
17. The planned comprehensive assessment of the local HIV system of care has been postponed until 2020, in order to coordinate with Ending the Epidemic work plan activities, which will not be finalized until funding is awarded. The assessment and recommendations will help inform service delivery models and the scope of work in RFAs/RFPs.
18. The 2019 Ryan White Services Report (RSR) timeline and manual have been issued; preparation is underway for training providers on 2019 RSR requirements.
19. Training will be provided in the coming months on introduction to ARIES, HIPAA, document upload in ARIES, and how to produce reports in ARIES.
20. The Data Manager will attend the 2019 HIV Surveillance Symposium on November 6th-8th.

CLIENT COMPLAINTS

21. No written complaints have been received this month.

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Appendix C

Austin Area Comprehensive Planning Council
Ryan White Part B Administrative Agency Report
Submitted by Mattyna L. Stephens
September 30, 2019

I. Part B Grants Administration/Management Update

II. Part B Expenditure Summary Update

The FY19 Part B expenditure summary is shown in Table 1 below. Thirty-three percent of the year has expired with Thirty-three percent of the funds having been used through July 2019. For supplemental funding, Sixty-seven percent of the year has expired with Thirty-two percent of the funds having been used through July 2019.

**Table 1: Ryan White FY19 Part B Billing Summary
July 2019**

CATEGORY	Budgeted Amount	Expended Amount	Percent Expended
Service Delivery	3,314,111.00	\$1,108,680.45	33.45%

Excluding Supplemental:

CATEGORY	Budgeted Amount	Expended Amount	Percent Expended
Service Delivery	\$3,147,111.00	\$1,019,466.87	32.39%

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

Service Category	Allocation	Expended	Justification
Health Insurance	\$71,705 (31.61%)	\$36,987.69	<i>Within variance.</i>
Oral Health	\$146,600 (31.61%)	\$46,334.46	<i>Within variance</i>
Oral Health Supplemental	\$10,000 (100%)	\$10,000.00	<i>Goal Complete</i>
Outpatient Ambulatory Health Services	\$650,282 (35.60%)	\$231,088.35	<i>Within variance.</i>
Outpatient Ambulatory Health Services Supplemental	\$45,000 (68.51%)	\$30,829.13	<i>Within variance.</i>
Early Intervention Services	\$40,000. (26.72%)	10,687.26	<i>Within variance.</i>
Emergency Financial Assistance	\$25,500 (98.04%)	\$25,000.00	<i>Within Variance</i>

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Local AIDS Pharmaceutical Assistance	\$82,700 (32.07%)	\$26,524.37	<i>Within variance</i>
Mental Health	\$115,000 (37.24%)	\$42,821.54	<i>Within variance</i>
Non-Medical Case Management	\$35,000 (32.49%)	\$11,372.93	<i>Within variance</i>
Food Bank	\$3,400 (100%)	\$0.00	<i>Goal Completed</i>
Total Ryan White Supplemental	\$62,000 (76.34%)	\$47,327.87	
Total Regular Ryan White	\$1,170,187 (37.20%)	\$435,323.69	

V. Client Complaints

- No complaints at this time