Special Meeting of the HIV Planning Council
Tuesday, July 14, 2020

Business Meeting to be held 07/14/2020 with Social Distancing Modifications

Public comment will be allowed via telephone; no in-person input will be allowed. **All speakers must register in advance** (07/13/2020 by Noon**).** All public comment will occur at the beginning of the meeting.

To speak remotely at the July 14, 2020 HIV Planning Council Meeting, residents must:

•Call or email the board liaison at **(512) 972-5806 and Jaseudia.Killion@austintexas.gov** no later than noon, (the day before the meeting). The information required is the speaker name, item number(s) they wish to speak on, whether they are for/against/neutral, and a telephone number or email address.

•Once a request to speak has been called in or emailed to the board liaison, residents will receive either an email or phone call providing the telephone number to call on the day of the scheduled meeting.

•Speakers must call in at least 15 minutes prior to meeting start in order to speak, late callers will not be accepted and will not be able to speak.

•Speakers will be placed in a queue until their time to speak.

•Handouts or other information may be emailed to **Jaseudia.Killion@austintexas.gov** by Noon the day before the scheduled meeting. This information will be provided to Board and Commission members in advance of the meeting.

•If this meeting is broadcast live, residents may watch the meeting here: **http://www.austintexas.gov/page/watch-atxn-live**

HIV PLANNING COUNCIL
BUSINESS COMMITTEE
Tuesday, July 14, 2020, 10:00 A.M.
Remote
Austin, Texas

HIV PLANNING COUNCIL MEMBERS:

Chair L.J. Smith, Vice-Chair Barry Waller, Secretary Glenn Crawford, Adriana Neves, Akeshia Johnson-Smothers, Bart Whittington, Brian Johnson, Brooks Wood, Dennis Ringler, Julio Gómez, Karson Jensen, Lee Miranda, Mattyna Stephens, Michael Everett, Samuel Goings, Tara Scarbrough, Tarik Daniels, and Taylor Stockett

Council Members in Attendance:
Chair, *L.J. Smith,* Vice-Chair, *Barry Waller,* Secretary *Glenn Crawford, Akeshia Johnson-Smothers, Bart Whittington, Julio Gomez, Lee Miranda, Mattyna Stephens, Michael Everett, Samuel Goings, Tara Scarbrough, Tarik Daniels, Taylor Stockett*

Members Absent: *Adriana Neves, Brian Johnson, Brooks Woods, Dennis Ringler, and Karson Jensen*

Staff in Attendance: *Hailey de Anda,* Interim Unit Manager *Jaseudia Killion,* Planner II, *Anjelica Barrientos,* AmeriCorps VISTA

Administrative Agent: *Anthony Kitzmiller, Brenda Bounous, Glenn Selfe, Nancie Putnam, Renue Jones,*

Presenters: *Brenda Bounous*

Citizen Communication: *None*

Other: *Antonio Menchaca, Emma Sinnott, Leah Graham, Martha Breck, Susan Campion, William Thomas, Valerie Ramirez*

AGENDA

CALL TO ORDER

1. **CERTIFICATION OF QUORUM**
    a. Chair L.J. Smith called the meeting to order at 10:03 a.m.
2. **CITIZEN COMMUNICATION**

    Speakers who have registered one day prior to the meeting will have a three-minute allotment to address concerns regarding items on the agenda

    a. None
3. **ADMINISTRATIVE AGENT PART A DATA PRESENTATION AND DATA Q&A**

a. Client Satisfaction Survey Data Presentation
    i. Presented by Brenda Bounous
        1. A copy of the full survey report is available and can be sent out via email upon request from the HIVPC Office of Support
        2. Brenda Bounous presented an overview of the Client Satisfaction Survey and key data findings, including data on special populations and summary of disparities. The report is available in members' data binders for reference
b. Data Q&A from Planning Council members (The following summarizes the Q&A, please refer to the meeting recording for more details)
    i. Q: Taylor Stockett: 53B: A significant number of participants did not respond to this question. Do you have any insight on to why people may not have answered? Could it be related to stigma and/or shame?
        1. Brenda: Some of the responses are not as clear or profound as they would be if there were a larger number of respondents. We do not know why participants chose not to answer certain questions. You mentioned stigma, and yes, it could have been that for some people. The short answer is, I do not know.
    ii. Q: Chair L.J. Smith: Is there a plan to do a deeper dive into the aforementioned question in the next survey?
        1. Brenda: Yes, that is something we can do. The majority of participants completed the survey by themselves; participants always had the option to not answer a question. We can request comments if participants choose not to answer a question.
    iii. Q: Nancie Putnam: Do you know the race and gender of the people distributing the survey?
        1. Brenda: The majority of the participants took the survey via paper, there were some tablets available as well. Most participants completed the survey via paper and then turned it in; there were only a few 1:1 interviews. There is an executive summary available for reference. Other than the language fluency, I do not have the race and gender information of the field interviewers.

iv. Q: Mattyna Stephens: Q53 and Q53B: Do you know if these questions were asked with regards to barriers to services?
    1. Brenda: No, the satisfaction survey had a different focus and did not address barriers to services like you may see in a needs assessment
v. Q: Mattyna Stephens: Was this survey specific to gay and bisexual men?
    1. Brenda: That was the population that was identified for this stratification. All the demographic information is available in the full report, and other populations can be stratified.
        a. Request to see more information on African American Women
            i. Brenda: We can run more information on African American Women
        b. Nancie Putnam: Some data was run on Black Women and their disparities were not as big when compared to the populations discussed today

4. APPROVAL OF MINUTES

a. Minutes approved as written

5. FISCAL YEAR 2021 PRIORITY SETTING

a. Declaration of Conflict of Interest, if applicable of any Planning Council member present
    i. Vice-Chair Barry Waller reviewed the Conflict of Interest (COI) Policy
        1. COI: Tara Scarbrough: Mental health service category
b. Discussion of data for each criteria factor of the priority setting tool
    i. The Council reviewed core medical and support categories
        1. Discussion facilitated by Vice-Chair Barry Waller
c. Adjust priority setting tool to ensure tool aligns with identified data needs (adjust tool as necessary)
    i. Vice-Chair Barry Waller reviewed the four criteria categories to be used in Fiscal Year 2021
        1. Vice-Chair Barry Waller requested members to consider if the four categories are appropriate for the next fiscal year; this will be a future discussion point for Fiscal Year 2021
    ii. Weight of criteria factors to be used in Fiscal Year 2020

1. Excel document of average criteria factors presented by Jaseudia Killion and reviewed by Chair Barry Waller (Council members referred to data binders for criteria factor definitions):
    a. Access to Care and/or Maintenance in Care 36%
    b. Consumer Priority 21%
    c. Specific Gaps/Emerging Needs 24%
    d. Early Intervention of Individuals with HIV/AIDS (EIIHA) 20%
2. Vice-Chair Barry Waller opened the floor to discuss any requests to modify weighted averages as they currently stand (The following summarizes the discussion, please refer to the meeting recording for more details):
    a. Taylor Stockett: Is there any missing data from Council members that would change the current weighted averages?
        i. Barry Waller: This workshop is an opportunity for the whole Council to come together to make a decision. We would like to come to a decision by July/August.
        ii. Hailey de Anda: Weighted averages would change if we received numbers that were drastically different; but if we saw people coming in and ranking things consistently, we wouldn't see a huge difference. A lot of the onus is on Council members to send in rankings and have discussions about rankings. We need to have the allocation process completed by the time of its application submission in September, so we would like it finalized this month. We would like to vote on this and have it set in stone today. Members can always abstain from voting if they do not feel prepared.
        iii. Bart Whittington: If we don't have all the data, how can we vote on a moving target?
        iv. Barry Waller: Members can still participate in the discussion even if they have not submitted their rankings
        v. Chair L.J. Smith: We have all the data we need to move forward, and we will be moving forward at this point

b. Council members discussed their approach to ranking the criteria factors

d. Use priority setting tool to rank service categories and set service category priorities

i. In the event of a tied ranking for a service category, a discussion will take place amongst the Planning Council to rank the service categories

1. Council members discussed their approach to ranking Access to Care and/or Maintenance in Care and met consensus (36%)
2. Council members discussed their approach to ranking Consumer Priority and met consensus (21%)
3. Council members discussed their approach to ranking Specific Gaps/Emerging Needs and met consensus (24%)
4. Council members discussed EIIHA and met consensus (20%)
    a. Hailey de Anda: EIIHA has been a criteria factor since I have been part of the Council. The Council voted to remove several factors last year. EIIHA is a caveat of how the Ryan White Grant is written. EIIHA was kept when the other factors were removed because it is a critical factor of ending the HIV epidemic
    b. Vice-Chair Barry Waller: Ryan White can't put funding into prevention. Early intervention gets people into testing, referral, access, and linkage to care
    c. Jaseudia Killion: Referred members to HRSA definitions and data
    d. Taylor Stockett: Expressed willingness to reduce personal score of Access to Care and/or Maintenance in Care by 5 points and add 5 points to EIIHA. Prioritizing EIIHA will be the most fiscally responsible in the long-term.
    e. Samuel Going: Expressed willingness to reduce personal score of Emerging Needs to allocate to EIIHA
    f. Barry Waller: Recommended keeping the 20%, but suggested the Council re-visit other categories and discuss moving points from other categories
        i. Council agreed with Barry's recommendation
5. Vice-Chair Barry Waller opened the floor to discussion to move some points
    a. Chair L.J. Smith: Recommended moving points from Access to Care and/or Maintenance in Care to EIIHA
    b. Taylor Stockett: Recommended to move Access to Care and/or Maintenance in Care down to 30%, and move EIIHA up to 25%, and leaving the other two categories as they stand

c. Consensus on the following:
    i. Access to Care and/or Maintenance in Care 30%
    ii. Consumer Priority 21%
    iii. Specific Gaps/Emerging Needs 24%
    iv. EIIHA 25%
        1. The following agree with the above weighted distributions:
            a. Mattyna Stephens
            b. Bart Whittington
            c. Michael Everett
            d. Tara Scarbrough
            e. Julio Gomez
            f. Tarik Daniels
            g. Barry Waller
            h. L.J. Smith
            i. Samuel Goings
            j. Lee Miranda
            k. Taylor Stockett
            l. Akeisha Johnson-Smothers

Break for lunch at 11:53 a.m.

Meeting reconvened and called to order at 12:36 p.m.

Council Members in Attendance:
Chair, *L.J. Smith,* Vice-Chair, *Barry Waller,* Secretary *Glenn Crawford, Akeshia Johnson-Smothers Bart Whittington, Julio Gomez, Lee Miranda, Mattyna Stephens, Michael Everett, Samuel Goings, Tara Scarbrough, Tarik Daniels, Taylor Stockett*

Members Absent: *Adriana Neves, Brian Johnson, Dennis Ringler, and Karson Jensen*

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Administrative Agent: *Anthony Kitzmiller, Brenda Bounous, Glenn Selfe, Nancie Putnam, Renue Jones,*

Other: *Martha Breck, Leah Graham*

6. **VOTE TO APPROVE FINAL SERVICE CATEGORIES PRIORITIES**
    a. Vice-Chair Barry Waller presented the service categories and opened the floor for questions and discussion (the following is a summary of the discussion, refer to the meeting recording for more details):
        i. Access to Care and/or Maintenance in Care

1. Taylor Stockett: Recommended increasing Medical Transportation from 3.4 to 4
    a. Bart Whittington: Proportionate raise should be applied to the other top 4 categories, but the top score possible is only 5
    b. L.J. Smith: We need to discuss recommendations to increase/decrease individual scores in order to manipulate the averages
2. Jaseudia Killion updated the Excel document to reflect Council members' changes to the service category rankings
3. Michael Everett shared high variance scores:
    a. Home and Community Based Health Services: 2.6
    b. Linguistic Services: 2.4
        i. Jaseudia Killion referred to data and Special Study supporting linguistic services
    c. Jaseudia Killion updated the Excel document to reflect Council members' changes to these service category rankings
4. Tara Scarbrough's ranking for line 26 was removed due to COI
5. Consensus met on this service category

ii. Consumer Priority
1. High variance scores:
    a. Linguistics, followed by Child Care
        i. Jaseudia Killion updated the Excel document to reflect Council members' changes to these service category rankings
    b. Vice-Chair Barry Waller: Reminded Council that 75% of dollars have to go to core service and 25% go to support services
    c. Mattyna Q: Are there services that support the workforce training?
        i. Anthony Kitzmiller: I do not believe so
        ii. Hailey de Anda: CQM department does provide trainings on cultural competency on providing care for transgender and the Latinx community
2. Consensus met on this service category

iii. Specific Gaps/Emerging Needs
    1. High variance scores:
        a. Linguistics, Early Intervention Services (EIS), Oral Health Care
            i. Jaseudia Killion updated the Excel document to reflect Council members' changes to these service category rankings
    2. Consensus met on this service category
iv. EIIHA
    1. High variance scores:
        a. AIDS Pharmaceutical Assistance – Local
            i. Anthony Kitzmiller: The service is for long term medication; it is a bridge to getting onto insurance or ADAP. It is a 30-day supply of medication, but this time can be extended
        b. Housing Services
        c. Health Education Risk Reduction
        d. Emergency Financial Assistance
    2. Jaseudia Killion updated the Excel document to reflect Council members' changes to these service category rankings
v. Consensus met on this service category

7. 1:30 pm: Short break as Office of Support prepared final document
8. 1:43 pm: Meeting re-convened
9. Jaseudia Killion presented the calculated final rankings
    a. Rankings extended to two decimal points in Excel document
        i. In the event of ties, Council members discussed which service category should be prioritized
10. Chair Barry Waller motioned to approve the service categories in their current ranking status
    a. Taylor Stockett seconded the motion
    b. In agreement:
        i. L.J. Smith
        ii. Bart Whittington
        iii. Julio Gomez
        iv. Lee Miranda

v. Taylor Stockett
vi. Michael Everett
vii. Barry Waller
viii. Tara Scarbrough
ix. Glenn Crawford
x. Mattyna Stephens
xi. Tarik Daniels

c. Oppose: None

11. MOCK RESOURCE ALLOCATION DATA

a. Data review of one-pager documents
   i. Presented by Hailey de Anda
b. Review of Allocation spreadsheet
   i. Presented by Hailey de Anda
   ii. Office of Support will be sending out a spreadsheet and compile feedback in preparation for the second workshop

12. PLANNING COUNCIL STAFF REPORT

a. Resource Allocation take home assignment explanation
   i. Presented by Hailey de Anda

ADJOURNMENT

Meeting adjourned at 2:33 p.m.

Indicative of action items

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. TTY users route through Relay Texas at 711.

For More Information on the HIV Planning Council, Allocations Committee, please contact Hailey de Anda at (512) 972-5862.