



EXECUTIVE COMMITTEE MEETING
Meeting Date: November 1, 2011

MINUTES

Meeting Location: 1520 Rutherford, Austin TX

Meeting Called to order at: 6:08 p.m.

Committee Members in attendance: *Christopher Hamilton, Tim Bailey, Paul Hassell, Courtney McElhaney*

City of Austin Staff in attendance: *John Waller, Greg Bolds*

Community members in attendance: none

Citizen Communications:

- Homeless Hunger Awareness Week is next week
- 100 Homes Campaign to identify most needy homeless for housing. COA Council already endorsed.
- Symposium on HIV AIDS Aging will be held November 4, 2011 at Meals on Wheels. Kimberly Pemberton to attend.

Approve Minutes

- Reviewed and approved meeting minutes from September 6, 2011. No corrections noted .

Chair Report

- Reviewed attendance and membership reports
- By-Laws Update:
 - All changes identified during retreat were updated and sent to COA attorney for comment. Still pending response.
- Noted flyer announcing HRSA conference call on Affordable Care Act
- World AIDS Day
 - Mayor has accepted invitation and will read proclamation
 - Reviewed flyer on World AIDS day and reviewed agenda
 - Life Above All movie will be played at the event
 - Carlos Rivera will also attend
 - Another planning meeting to be held tomorrow at Rutherford office
- Reviewed Work Flow diagram. Will update for next meeting to incorporate changes identified during retreat.
- Developing a Comparison Grid of services will be available for next meeting.



EXECUTIVE COMMITTEE MEETING
Meeting Date: November 1, 2011

Administrative Agent Report

- Greg Bolds reviewed written AA report
- Grant Application has been completed and sent to HRSA. Chair requested that AA send Grant Application to Kimberly Pemberton so that it can be sent out to the Planning Council so that the PC is aware of what is in proposal.
- Have not received carryover request yet from HRSA. Project Officer indicated it will be sent out within next few days.
- RFA is under development and should go out within next week.
- Reviewed expenditure report and discussed services where percentages are significantly higher or lower than anticipated.
- Discussed Part A dollars that need to be reallocated - \$132,731
- Quality Manager position should be posted in the next two weeks.
- Discussed status of CQI meetings and status of Case Management Model and Standards

Part B Report

- New Part B grant year begun in September. Allocations had to be split between two fiscal years. Explained implications in terms of continuity of services.
- Continuing to manage transition of case management services to include a second service provider
- Announced promotion of Ms. McElhaney and plan to fill the Planner position.

Staff Report

- Beyond the Plan Newsletter will be ready tomorrow.
- Discussed status of Resource Guide. Printer indicated they did not receive electronic file required to print the Guide. Staff following up and will ensure necessary file provided.
- Discussed status of updates to data. Prerequisite updates completed in May.
- Chair expressed importance and set end of November 2011 as deadline for completion.
- Reported reorganization and fact that HIV Planning Council Staff will be supervised by Vince Cobalis effective November 7, 2011.
- Reported on project assigned to Intern to perform "secret shopper" calls regarding ease to which someone who wants to be tested can find a testing resource and how responsive the providers are to the needs of consumers.

Allocations Sub-Committee Report

- Discussed status of sub-committee review of the dollars available for reallocation. Decision to recommend funding \$117,731 to Health Insurance and \$15,000 to medical transportation.
- Discussed need to reallocation MAI in amount of \$54,182. Discussed decision to recommend reallocation of \$34,908 to Food Bank and \$19,274 to Medical nutrition Therapy.
- AA noted that an additional \$2,366 in MAI that is being turned back. This amount should be added to the \$54,182. Discussed options in Since the Allocations Sub-committee has



EXECUTIVE COMMITTEE MEETING

Meeting Date: November 1, 2011

already voted on amounts above, this new amount can be added as an amendment to the Allocations proposal to the PC.

Needs Assessment Sub-Committee Report

- Reviewed Needs Assessment Research Request (handout). This is the list of questions and data which Needs Assessment would like to have answers for in order to prepare for next year's Needs Assessment work. These questions relate to the services that are not funded but which continue to rank high in terms of need. Feel this is important in light of health care reform and reauthorization changes that are on the horizon to have insight into these areas. Expressed importance of not going through another Needs Assessment cycle without good data – this means it is needed no later than May 2012.
- Posed question to Executive Committee - how should this effort be completed (in-house or via contract service)? Chair stated that this should be discussed with managers during monthly meeting with Administrative Agent and HIV PC staff to determine ability to take on this effort in addition to the Comprehensive Plan and other tasks.
- Greg Bolds noted that a lot of this information parallels topics already being explored as part of the community collaborative effort.
- Courtney McElhaney noted that this information is also needed by Part B and that pooling resources is a possibility. Information will also be very meaningful for Allocations.
- Justin Irving will take the lead on this effort while the Needs Assessment Chair is absent (January through April). Needs Assessment will work together with Care Strategy during the period that Tim Bailey is absent.

Care Strategy Sub-Committee Report

- Did not meet last month

Evaluation/QM Sub-Committee Report

- Completed consumer satisfaction surveys with Cynthia Manor for update into system. Received 623 surveys. She has about one quarter entered and hoping to be finished entering within a week. She will run standard ARIES data sets. All providers followed process.

Agenda for Business Meeting

- Allocation presentation for reallocation of Part A and MAI funds

Hearing no objection the meeting was adjourned at 7:40 p.m.