



## MEETING MINUTES

For Meeting Held: *Tuesday December 9, 2014*

### Comprehensive Planning/Needs Assessment Sub-Committee Meeting

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#### **Members in Attendance:**

*Shanika Cornelius, Justin Smith, Aubrey Staples, Jerry Juarez, and Charlotte Simms-Sattiewhite*

**Members Not in Attendance:** *Justin Irving; Curtis Weidner(E)*

**Staff in Attendance (City of Austin HHSD):** John Waller, Luze Davis and David Garza

**Community members in Attendance:** 0

**Meeting Called to Order at:** 6:09 p.m. by Acting Chair Justin Smith

**Citizen Communications & Community Announcements:** None

#### **Approve Previous Meeting Minutes:**

The minutes from the meeting of 10/14/14/were reviewed and approved with the following corrections:

- Correct the spelling for Michael Lassiter to *Laster*
- Use full name for Charlotte Simms-Sattiewhite (draft minutes read Charlotte Simms)

#### **Update on status of Comprehensive Plan:**

John Waller provided an update regarding the Health Resources and Services Administrations (HRSA) expectations for the next Comprehensive Plan. According to a letter posted on the HRSA website the new Comprehensive Plan will focus on integrated planning, reporting and activities to help further the goals of the National HIV/AIDS strategy, and specifically activities that focus on outcomes on the HIV Continuum of Care. HRSA will provide guidance on the preparation and content of the new Comprehensive Plan in early 2016 and the finalized plan will be due in September 2016. John Waller pointed out that the current Comprehensive Plan expires at the end of 2014, potentially leaving the Austin TGA without a Comprehensive Plan for nearly two years. Mr. Waller also noted that while there is no instruction from HRSA regarding an interim plan that based upon contacts with other EMA/TGA's are implementing a Comprehensive Plan.

#### **Comprehensive Plan:**

The Committee discussed the value of the Comprehensive Plan. It was noted that the Plan is the public facing document that informs the public of the Planning Council's goals and objectives. Following discussion, a motion was made by Jerry Juarez to extend the expiration date of the existing Comprehensive Plan to September 2016. Vote 5 in favor none opposed. Motion carried. The recommendation will be presented to the full Planning Council at the next Business meeting.

#### **Update on Potential enhancements to ARIES:**

*(E) – Denotes Excused Absence based on Attendance Policy and Chair Discretion.*

John Waller reported on the request made by the Committee during the last meeting to determine if the Department of State Health Services (DSHS) has active plans to enhance ARIES to enable users to share eligibility documents as a possible solution to a key aspect of the “administrative burden”. Mr. Waller reported that he had received a response from DSHS indicating that there are no current plans for enhancing ARIES to enable service providers to document eligibility verification via ARIES. *(Note: This relates to previous Committee exploration regarding Enabling providers to upload a PDF of documents used to verify Ryan White eligibility so that other providers would not have to require the consumer to provide the same documents).*

The Committee engaged in extensive discussion regarding the “administrative burden” and other potential solutions. It was recognized that while the administrative burden issue does reduce the efficiency of providers in delivery of service, resolution of the issue is beyond the scope and purview of the Planning Council and needs to be addressed by the Administrative Agent. Following discussion, a motion was made to draft a directive for the Administrative Agent to recommend that the AA and contract providers work toward a solution. Vote 5 in favor and none opposed. The Committee directed John Waller to draft language for the proposed directive to include (a) a timeline for specific action and (b) to request feedback to the Planning Council. The Committee requested John Waller to have the directive drafted in time to be on the agenda for the next Business Meeting.

#### **Consumer Satisfaction Survey:**

The Committee discussed the need to develop a new Consumer Satisfaction Survey. The Committee discussed limitations with the existing survey instrument and the process used to administer the survey. It was noted that the Planning Council receives limited feedback on survey results and that the high satisfaction results reported seem inconsistent with the perception of some Committee members. It was noted that there are never any formal consumer grievances reported.

**Meeting adjourned at 8:35 p.m.**

*(E) – Denotes Excused Absence based on Attendance Policy and Chair Discretion.*