



Versión en español a continuación.

**The Strategic Planning/Needs Assessment Committee
Meeting of the HIV Planning Council
MONDAY, February 8, 2021**

**The Strategic Planning/Needs Assessment Committee Meeting to be held
February 8, 2021 with Social Distancing Modifications**

Public comment will be allowed via telephone; no in-person input will be allowed. **All speakers must register in advance (02/7/2021 by noon).** All public comment will occur at the beginning of the meeting.

To speak remotely at the **February 8, 2021 HIV Planning Council** Meeting, members of the public 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>



Reunión del **Strategic Planning/Needs Assessment
Committee Meeting of the HIV Planning Council**
MONDAY, February 8, 2021
FECHA de la reunion (Febrero 8, 2021)

La junta se llevará con modificaciones de distanciamiento social

Se permitirán comentarios públicos por teléfono; no se permitirá ninguna entrada en persona. Todos los oradores deben registrarse con anticipación (**02/07/2021** antes del mediodía). Todos los comentarios públicos se producirán al comienzo de la reunión.

Para hablar de forma remota en la reunión, los miembros del público deben:

- Llame o envíe un correo electrónico al enlace de la junta en **(512) 972-5806 and Jaseudia.Killion@austintexas.gov** a más tardar al mediodía (el día antes de la reunión). La información requerida es el nombre del orador, los números de artículo sobre los que desean hablar, si están a favor / en contra / neutrales, y un número de teléfono o dirección de correo electrónico.
- Una vez que se haya llamado o enviado por correo electrónico una solicitud para hablar al enlace de la junta, los residentes recibirán un correo electrónico o una llamada telefónica con el número de teléfono para llamar el día de la reunión programada.
- Los oradores deben llamar al menos 15 minutos antes del inicio de la reunión para poder hablar, no se aceptarán personas que llamen tarde y no podrán hablar.
- Los oradores se colocarán en una fila hasta que llegue el momento de hablar.
- Los folletos u otra información pueden enviarse por correo electrónico a **Jaseudia.Killion@austintexas**. antes del mediodía del día anterior a la reunión programada. Esta información se proporcionará a los miembros de la Junta y la Comisión antes de la reunión.
- Si esta reunión se transmite en vivo, los residentes pueden ver la reunión aquí:
<http://www.austintexas.gov/page/watch-atxn-live>



**HIV PLANNING COUNCIL
STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE
MONDAY, FEBRUARY 8, 2021
at 6:00 P.M.
CITY HALL/REMOTE**

STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE MEMBERS:

Committee Chair-Glenn Crawford, Lee Miranda, Brian Johnson, and Tara Scarbrough

REVISED AGENDA

CALL TO ORDER

Meeting called to order at 6:05 pm by Chair Glenn Crawford.

Committee Members in Attendance: Glenn Crawford, Lee Miranda, and Tara Scarbrough

Staff in Attendance: Katia Avalos, Jaseudia Killion, Dylan Keesee, Mallory Scott

AA in Attendance: Brenda Bounous, Justin Ferrill

CITIZEN COMMUNICATION

Jaseudia: No citizen communications.

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

- 1. CERTIFICATION OF QUORUM**
- 2. INTRODUCTION/ANNOUNCEMENTS**

Jaseudia: Welcome Katia, a new intern that will be housed within this committee.

Jaseudia: Welcome new AA manager, Justin Ferrill.

Jaseudia: Covid 19 response is the priority of Austin Public Health. Office of support staff will be down to just me at times and slow response times. We are going to try not to cancel any meetings at this time.

- 3. APPROVAL OF MINUTES **



Minutes approved as written.

4. DEVELOP YEAR 1 NEEDS ASSESSMENT PLAN

1. Discussion of ways to administer the survey safely

Glenn: I know we had talked about piggy backing on other events that will be taking place to get the survey out. Has anything else changed?

Jaseudia: No, just accepting ideas on how to get the survey out to people. We will be piggy backing on PPE events, any kind of community events that have physical distancing measures in place. I have contacted Laure Steele to get her calendar and when they will be out with the van in the community for testing. Katia, you can speak if you would like. Katia will be the person kind of working on that plan.

Glenn: I know The Q had a big testing event the other day. That would be a good one to piggyback as well, it was at the Springdale location. They had a lot of volunteers, not sure on how many people showed up.

Lee: Is Allgo going to have anything at their new place?

Tara: I have an idea, but I don't have a contact. Blue Starlite Mini Urban drive in. Would that be an appropriate place to have these surveys? They are showing Clueless and then having a Drag show after it.

Jaseudia: Yes.

Glenn: I guess, we will keep trying to come up with ideas. Any events that may be missed, let staff know.

Lee: How are we planning on rolling this out? Logistics?

Jaseudia: Your intern will be working on rolling out a plan. Who, What, When, Where, and How? I did reach out to Laura and asked for calendar events so we can piggyback on those. Statistical significance is really important. Getting with the interns to work it out and to see what the appropriate number for our unmet and unknow group.

Glenn: I just watched a video with an epidemiologist with one of the outlined communities in LA. How they are getting people vaccinated. They had all kinds of good crazy ideas on how to get to people. I will try to get that information.

Jaseudia: Yes, get that to us.

Glenn: I'll look for that.

2. Review Provider Capability and Capacity Survey for Recipients and Service Providers.

Glenn: I saw it but didn't know what it was.



Jaseudia: When you look at the legislative requirements for Needs Assessments: it's client satisfaction info, the survey, a provider capability and capacity survey, epidemiological profile, it's so you can get a big picture of what the needs are of the people in the community. What provider in the community provide services and what's the capacity for their services look like? Linguistic services. Taking that and you'll see that it kind of mirrors a survey to providers and kind of support questions that you give to people in the community. Get the view of services providers and the community. Emily and Hila gave me two documents that I gave you guys. I hope you were able to look at them. I wanted to get your guys input on how you felt on the questions. Any questions that need to be added or changed. We got the go ahead in January from Anthony that we can roll this out to the subrecipients and bring it up on February 11th meetings. Rolling it out to the providers and providers in Fast Track Cities. This is what it looks like. We also use this to inform the resource inventory.

Glenn: Have we ever sent this out before? I don't remember doing this. Lots of good information should come from this.

Jaseudia: I don't think you have done before. It's a great year to do this since his year you will be do rebidding for contracts, it's going to go out to as many providers as we can get. Fast Track Cities is helping with this.

Glenn: Waiting time list will be interesting to compare to what the client survey says.

All: I agree, Yes.

Glenn: Is there a qualification on who fills this out?

Jaseudia: No. It would go to all service providers, all who are providing service to HIV positive clients.

Glenn: I meant more the person who is at the agency filling it out.

Jaseudia: Yes. Scroll to the top to see how they worded it. We do want one person per agency to fill it out, like with the AAM.

Glenn: Some for these questions are going to take someone with a lot of knowledge to fill out.

Lee: I was wondering the same thing when I read through it.

Glenn: At J – undocumented immigrants- I think its ok now that I look at it.

Jaseudia- I do want to go through and have the language looked at. They did this in 2018. Using Plain language.gov, also use appropriate culturally language. Assessing for that.

Tara: It seems like a thorough set of questions.

Jaseudia: If you scroll back to the top, I do want to look at who takes this to the providers office. I would recommend the people who completed the AAM, they might be better suited to answer this survey as well. I did have a recommendation from Care



Strategies, and they do want to add a question about resources that they use. What are the resources do you guys use? They want to ensure that people can go to different pharmaceuticals companies and get assistance with this. They want a question to ask what resources are you using to cover cost? I will ask them to word it.

Glenn: That's goods.

Jaseudia: Anything you want to change or add?

Glenn: I like it.

Tara: Would this be instead of the other survey we were working on? That one was for clients, right?

Jaseudia: This is for the provider capacity and capability tool and you guys worked on needs assessments survey for clients.

Glenn: Formatting question, should there be more space under please provide a brief summary for of your mission purpose? That's a very tiny space.

Jaseudia: Mission services. I will say, I think it should be virtual and kind of maybe be emailed out to people. I know the Office of Support won't email it out to subrecipients, usually the AA helps with that. As far as Fast Track Cities is concerned it will be emailed out or a link provided to them to complete.

Tara: Did the survey ask how Covid has impacted them?

Jaseudia: No, it was a 2018 tool.

Lee: That that would go into transportation, getting services, it has to be a factor in how people have been getting services.

Tara: We can ask how they've adapted their services in response to covid?

Glenn: Tara, do you have a section in mind where that should be added?

Tara: Sorry, I do not. I'm not familiar with the different sections.

Jaseudia: That's fine. Probably in core medical related services.

Glenn: Yes. Another one I saw was childcare, we don't fund it, but it will be interested to see what agencies offer it, if they do fund it.

Glenn: Dylan, can you go back up again. Transportation section.

Tara: Letter I.

Glenn: That's good. That's what I wanted to see.

Jaseudia: Languages: Adjust it. I don't know if there is a Haitian Creole population here. We could replace it with Vietnamese or Burmese language. I was informed recently that we have a huge population, replacing French and Haitian creole with these.

Glenn: I can't think of anything else that we have seen. What are the maximum clients with HIV that your office can see? No, that's fine.

Jaseudia: I don't know if it's on here, but we want to ask the county because we do want to capture that, the goal is to for the entire TGA.



Glenn: Get the county? Isn't Travis county part of APH or did y'all separate again?

Jaseudia: We service Travis as a part of the TGA.

Glenn: A would be a good question for our peer navigation system.

Jaseudia: yes.

Glenn: I know we put medical rideshare off to the side. Has any of that changed? We were able to set that up?

Jaseudia: I think there is a service provider that uses rideshare, Uber/ Lyft for their clients. Emma is the one who told us on how the agency was able to do. I have a pin to go back to that conversation. I know the issue was HIPPA.

Lee: Has anyone looked at it being open on the weekend or afterhours? That way family could help with transportation.

Jaseudia: Fast Track Cities is working on that. It will be shared information on a dashboard.

Glenn: I know they are working on locations. Some were kind of clustered. Getting them out to surrounding areas. I don't see anything else other than we talked about. Does anyone else have recommendations?

Jaseudia: The things we discussed today; I will get it changed in with your input. I will get it to you to review via email. I will reach back out to the AA and talk about ways that it will be distributed.

Glenn: Will you have time to get a statement from Daniel before?

Jaseudia: yes, I will Him and Barry want to see it.

5. 2021 DIRECTIVES

1. Discussion around potential Directives

a. Piloting Peer Navigation Program

Glenn: Will we need to wait for Care Strategies writes their standard of care before we write a directive?

Jaseudia: I wanted to take that time to update you on what they have done. They have kind of listed out service standards and service categories that would be of potential interest and might need minor updates. Michael Everett is developing a tool that with help them narrow down exactly the service category and from there. Scott Lyles with Fast Track Cities would like to do something in April/ May that he wants to do a public virtual session with the community about what the piolet looks like. It is a lot more complicated directive. It will be a series of 3 to 4 sessions. Having the planning council take whatever can be used within Ryan White and then you guys vote on a draft that works for your piolet. I also talked to Brandon from the Texas and I let him know about this.

Glenn: I know Hila and Emily are trying to complete survey results. Did they ever get back with us about who is doing a peer navigation program?



Jaseudia: No, they haven't. I will follow up with them on that

b. Language Directive

Jaseudia: Emily and Hila sent a report that you all saw from the service standards training that you all had. If you look through that, some planning council members want to do a language directive. Barry is aware of it. With all that is going on peer navigation language, somebody will be defunded or there will be a decrease in funding in some service category. Some planning council members are interested in a language directive, and that directive has implication for that linguistic service category. Its been ranked in the top 10 but never funded. That directive will get that category funded this year. This is the committee that will write that directive. It is coming and you need to consider the financial implications of that.

Glenn: I know we had a one time to send out a survey for what agencies we are using for languages and what their capacity was. Am I right?

Jaseudia: Yes, the Latinx cultural competency survey. Thank you for reminding me, I'll go back to it. I'll email it you guys so that you can see it. It was done in 2019. Hailey and I recommend asking the AA with help for the financial implications would like for the per navigation piolet. Anthony provided me what the salary would look like. What does the salary look like? What impact does that have on a service provider? Gil Flores from Tarrant said they funded it last year for the first time, under MAI and they also put something in their universal standards about Spanish. Look at your options so you are ready for PSRA.

Justin: I spoke with Anthony recently, he was also floating the idea with another grant, maybe EHE.

Jaseudia: Yes, thank you. Ending the epidemic.

Justin: Yes, the cost, the funding would be better spent in the other grant.

Jaseudia: I'm going to put this on the PSRA for data.

Glenn: I remember the results of the survey. I know that most of the subrecipients have someone on staff that is bilingual.

Jaseudia: I think there is or there is a language line. I think this directive looks like it's going to have to be a person not the language line. This will be y'all baby. A lot simpler, a few paragraphs.

6. REVIEW ANNUAL CALENDAR

1. Review of the work plan calendar for this committee

Jaseudia: February will probably move to March because when you all will see the System of care analysis in March. Your timeline will change because Finance/ Allocation is aware of potential change to the PSRA timeline.

Glenn: Because of peer navigation?

Jaseudia: So that we can give the AA contracts out.

Glenn: Don't we need to do our strategic plan?

Jaseudia: Your comp plan will be October. Let me get that on your calendar.



Glenn: It won't be the same huge event because we are going to mirror Fast Track Cities, right?

Jaseudia: It will be in alignment with it. Provider and capability survey, Hila and Emily's system of care analysis, you have to take what you got from there. I will bring a copy of Fast Track Cities action plan to the next meeting so y'all can take a look at it.

Glenn: The last time we did it, it was over a couple of days and 40 people in the Austin Energy training room.

2. Recommendations for training calendar

Glenn: What's TMHP stand for?

Jaseudia: I forgot what it stands for. Does anyone on AA know? Let me google it. It's Texas Medicaid Providers, Texas Medicaid and Healthcare Partnership.

Tara: Are these all proposed training for council members? Also, presentation that can be done with the community.

Glenn: I had added the transgender training. That would be really good to do. Is Daniel able to do it? Would we need to get somebody else to do it?

Jaseudia: Rocky works for TENT, he is the most qualified. Transgender Education Network of Texas.

Glenn: Very dynamic young woman who did a presentation on people who were intersex. A lot of information that I didn't know. Not sure if it is related to Ryan White but it would be interesting.

Lee: That would be interesting.

Jaseudia: I will get that added.

Glenn: I can give you her name. She is a huge advocate. The overview of city government is going to be interesting.

Jaseudia: If I could get someone booked. I have been trying to book but nothing is happening because of Covid. I'm trying to get TOMA, Robert's Rule of Order, and the Overview of City for February. If not, it will be Ann Dills and Ann Robins. Epi 101 with Flor Hernandez. I'm working on it. I do have one from Tarrant that we can do.

Glenn: We were going to do a training through Sylvia Lopez. We weren't able to do it.

Jaseudia: Sylvia was booked. Barry was the back up, but he was out. They were out last year.

7. HIV PLANNING COUNCIL STAFF REPORT

1. Committee Budget Review

Jaseudia: Do you have any budget recommendations? Any purchases?

Glenn: Not that I can think of. We already have our gift cards. I don't think there is anything that we need.

Lee: No, I agree



Tara: No, I agree

Glenn: Anyone have anything else?

Lee: The Aging & HIV conference has been set for December 1st, if can't be in person, it will be virtual. Its \$10 to sign up.

Tara: Can y'all remind how we have rolled out the survey in the past?

Glenn: A lot of it was to go out to the agencies in person.

Tara: Do we have devices to use safely?

Jaseudia: Y'all have iPads to use. Barry got a lot if it before.

Lee: I would like to help.

Tara: I'll let you know if I come up with anything.

ADJOURNMENT

Meeting adjourned at 7:11 pm by Chair Glenn Crawford.

 *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, Comprehensive Planning Committee, please contact Hailey de Anda at (512) 972-5862.