



*Roberta Stewart & Chris Cole, Co-Chairs*

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**Priority Setting and Resource Allocation Meeting Minutes**

**Meeting Date:** Thursday, August 6, 2020  
**Start Time:** 9:05 a.m.  
**End Time:** 1:46 p.m.  
**Location:** Zoom Videoconference  
**Presiding Chairs:** Lauren Gau and Joanne Montgomery  
**Recorder:** Michael Koran

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**Summary of Committee Business Votes**

**(1.0) Moment of Silence**

Lauren called the meeting to order at 9:05 a.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(1.0) Welcome and Introduction**

Lauren welcomed everyone and requested that all Planning Council members and guests introduced themselves, state their conflicts of interest, where they town of residence in the EMA and their Planning Council leadership role, if applicable.

**(2.0) Co-Chair Announcements**

Lauren shared that she would be stepping down from the Planning Council and as Co-Chair of the Strategic Planning and Assessment (SPA) committee. The SPA committee will be looking for a new co-chair to fill the vacancy.

**(3.0) FY 2021 Priority Setting and Resource Allocation Discussion/Decision**

Lauren gave a summary of the entire process, the work that has been done throughout the year to prepare for this meeting and the data that was collected.

Lauren presented a training on the PSRA process. This training included:

1. NHFF EMA Overview
2. Roles and Responsibilities
3. HRSA Legislative Requirements
4. 2020 PSRA Methodology
5. 2020 Resource Allocation Methodology
6. 2020 Priority Setting Methodology

Jeff Daniel, Collaborative Research, presented an overview of the PSRA Data Sheet which included:

1. Service Category Priorities 2020 vs 2019
2. Epidemiological Data for 2015, 2016 and 2017
3. Grant Awards for 2017, 2018 and 2019
4. Client Utilization for grant years 2016-2018
5. Returned to Care and Newly Diagnosed through EIS for 2015, 2016, 2017 and 2018

**2021 Priority Settings Process**

Jeff Daniel presented the data sets that were to be reviewed and the weighting system assigned to each data set.

1. 2020 In Care Needs Assessment – this received a weighting of 1, most important

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2. 2018 Non-Virally Suppressed Needs Assessment Survey – this received a weighting of 1, most important
3. 2019 Service Utilization – this received a weighting of 3, somewhat important
4. 2020 Newly Diagnosed Needs Assessment - this received a weighting of 3, somewhat important
5. 2019 Aged Needs Assessment - this received a weighting of 3, somewhat important
6. 2019 Priority Populations- this received a weighting of 3, somewhat important

Rich Radocchia made a motion to accept the FY2021 service category priorities. Charlotte Teel seconded the motion.

**For: (11)** Ardila, Cisneros, Cole, Delgado, Gau, Lame, Montgomery, Namias, Radocchia, Stewart, Teel

**Against: (1)** Colbert

**Abstain: (0)**

Service Category	2021 Ranking
Outpatient/Ambulatory Health Services	1
Food Bank/Home Delivered Meals	2
Medical Transportation	3
Medical Case Management	4
Oral Health Care	5
Housing Services	6
Mental Health Services	7
Emergency Financial Assistance	8
Substance Abuse Services-Outpatient	9
Health Insurance Premium/Cost Sharing Assistance	10
Substance Abuse Services-Inpatient	11
Local AIDS Pharmaceutical Assistance	12
Denotes Core Service	
Denotes Support Service	

**2021 Resource Allocation Process**

Joanne Montgomery and Lauren Gau led the 2021 Resource Allocation process. Listed below is the resource allocation methodology for each service category.

1. **Outpatient/Ambulatory Health Services:** Level funding for Regions 1, 2 and 3/Unduplicated client count in Regions 4 & 5 multiplied by cost per client average across all Regions (\$927)
2. **Medical Case Management:** \$1292 cost per client multiplied by FY 19 unduplicated client count for each Region (Offset for Region 1 for FY 19 unspent funds totaling \$19,317)
3. **Substance Abuse Services-Outpatient:** Level funding for all Regions except Region 2 (avg cost/client for Regions 1, 3, 4, 5 (\$2,492) multiplied by Region 2's 2019 unduplicated client count (n=22))

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4. **Oral Health Services:** \$1000 cost per client multiplied by each Region's FY19 unduplicated client count
5. **Health Insurance Premium/Cost Sharing Assistance:** FY 19 cost per client average across all Regions (\$357) multiplied by each Region's FY 19 unduplicated client count
6. **Mental Health Services:** \$2500 cost per client multiplied by each Region's FY 19 unduplicated client count (Offset for Region 2 for FY 19 unspent funds totaling \$16,991)
7. **Substance Abuse Services-Inpatient:** Level funding based on FY19 allocation
8. **Housing Services:** FY 19 cost per client in each Region multiplied by FY 19 unduplicated client count in each Region (Offset for Region 2 for FY 19 unspent funds totaling \$12,361)
9. **Food Bank/Home Delivered Meals:** FY 19 cost per client in each Region multiplied by FY 19 unduplicated client count in each Region
10. **Emergency Financial Assistance:** \$500/client multiplied by FY 19 unduplicated client count in each Region +15 RWPB clients due to RWPB funding reductions
11. **Medical Transportation:** FY 19 average cost per client across all Regions multiplied by FY 19 unduplicated client count in each Region

Chris Cole made a motion to approve the FY2021 Resource Allocation. The motion was seconded by David Colbert.

**For: (12)** Ardila, Cisneros, Colbert, Cole, Delgado, Gau, Lame, Montgomery, Namias, Radocchia, Stewart, Teel  
**Against: (0)**  
**Abstain: (0)**

		<b>Total Request</b>	<b>\$ 5,691,195</b>
		<b>Max Request</b>	<b>\$ 5,691,195</b>
<u>Service Category</u>	<u>FY21 Part A Grant Request</u>	<u>% of Allocation</u>	<u>FY21 MAI Grant Request</u>
Outpatient/Ambulatory Health Services	\$ 319,367	7%	
Medical Case Management	\$ 1,495,376	34%	\$ 407,100
Substance Abuse Services-Outpatient	\$ 694,395	16%	
Mental Health Services	\$ 680,509	15%	
Oral Health Care	\$ 169,000	4%	
Health Insurance Premium/Cost Sharing	\$ 48,177	1%	
Substance Abuse Services-Inpatient	\$ 350,086	8%	
Housing Services	\$ 248,817	6%	
Food Bank/Home Delivered Meals	\$ 178,988	4%	
Emergency Financial Assistance	\$ 166,500	4%	
Medical Transportation	\$ 79,200	2%	
<b>TOTAL ALLOCATION</b>	<b>\$ 4,430,415</b>	<b>100%</b>	<b>\$ 407,100</b>

**(4.0) Announcements**

None



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**(5.0) Adjournment** - The meeting adjourned at 1:46p.m.

**Attendance Record**

Planning Council Members:

*Inthiany Ardila, Max Cisneros, David Colbert, Chris Cole, Sabrina Delgado, Lauren Gau, Albana Lame, Joanne Montgomery, Mitchell Namias, Rich Radocchia, Roberta Stewart, Charlotte Teel*

Recipient:

*Tom Butcher, Lakeisha Green, Arvil Alicea, Dionne Kotey*

Guests:

*Jennifer Loschiavo, Nancy Kingwood, Sara Burns, Charlene Lee, Krystal Moore, Tequetta Valeriano, Ben Geertz, Merceditas Villanueva, Maritza Bond, Kathleen Pitner*