

San Antonio Area HIV Health Services Planning Council

Department of Community Investment, 233 N. Pecos, Ste. 590, San Antonio, TX 78207 (210) 335-7056 FAX (210)335-6755



Service Priority Setting and Allocations Committee Minutes from March 5, 2009

Members Present: R. Davidson, D. Garriott, J. Jackson, B. Kalusevic, A. Price, L. Smith, K. Sullivan, R. Stewart

Members Absent: R. Lachel, J. Ortega

Guests Present: S. Valentin, A. Sanchez, L. Castro

Call to Order

Doug Garriott called the meeting to order at 2:38 p.m.

Welcome and Introductions

Members and guests of the Committee introduced themselves.

Public Comment

There was no public comment.

Approval of the Agenda

The agenda was approved without objections.

Approval of Minutes from January 8, January 27, February 5, 2009

The minutes were approved without objection.

Presentation: "Invoicing Payments and Contract Amendments"

Aurora Sanchez, Executive Director of the Department of Community Investment, gave a presentation on "Invoicing Payments and Contract Amendments."

Ms. Sanchez discussed the Request for Payment (RFP) process. She gave the Committee reasons for which the Administrative Agency (AA) will engage in contract amendments. These reasons include:

- Add money as a result of more funding from various sources
- Decrease original contractual amounts for various reasons

Each contract must be reviewed by the following offices:

- The District Attorney's Civil Section
- The Auditor's Office
- The Planning and Resource Management Office (Budget)

Ms. Sanchez gave the Committee an overview of the contract amendment process. She discussed the invoice review and payment process.

Ms. Sanchez stated that the deadline in which service providers are required to submit completed and documented invoice packages is by either the 15th or 20th of each month.

The AA will work to improve the timelines so that the Planning Council and the AA can have the most accurate information on which to base their funding actions.

Ms. Sanchez stated that there are a high percentage of providers that submit incomplete invoice packages every month.

Additionally, the AA will work to give service providers a limited amount of time to re-submit invoice packages.

Scheduling of Next Meeting

The next meeting is scheduled for May 21, 2009 at 9:00a.m. The meeting will take place at Vista Verde Plaza.

Announcements

There were no announcements.

Adjournment

The meeting was adjourned without objections.

Submitted by:

AA Planning Representative

Date

Certified by:

Committee Chair

Date

Approved by:

Committee Chair

Date