



**HIV PLANNING COUNCIL
BUSINESS MEETING
Meeting Date: 7/12/2011
MINUTES**

Meeting Called to order at: 6:02 p.m.

Planning Council Members in attendance: *David Barstow, Brandi Bodenheimer, Joseph Collins, Shanika Cornelius, Leah Graham, Christopher Hamilton, Paul Hassell, Justin Irving, Victor Martinez, Courtney McElhaney, Winifred Muhammad, Tom Schnorr, Charlotte Simms*

City of Austin Staff in attendance: *John Waller, Brenda Mendiola, Greg Bolds, Keizhia Carlyle*

Community members in attendance: *Lu Russell (Parliamentarian), Nora Maposa, Amy Lopez, Debbie Lowndes, Sylvia Lopez, Mathilde Hyams-Flores*

Minutes from the June 14, 2011 Business Meeting were approved with the noted corrections:

- *Date changed to June 14, 2011*
- *Addition of Leah Graham to attendance*

CHAIR "SHARE"

Christopher Hamilton reviewed the July membership report and noted the Planning Council was comprised of the following: 16 voting members with 2 vacancies. Planning Council members were urged to respond to meeting requests sent by staff in order to prepare accordingly for scheduled meetings. Chair Hamilton also reviewed the attendance policy and emphasized that attendance to all meetings was critical for the successful completion of Planning Council work.

RYAN WHITE PART A ADMINISTRATIVE AGENT REPORT (*Back-up written report available*)

Greg Bolds presented the Administrative Agent report, highlighting the following announcements: Mark Peppler's retirement and David Watts' resignation. Mr. Bolds also stated that Stephanie Hayden would be the contact person until someone was hired for Mark Peppler's [program manager] position. Mr. Bolds announced **partial** receipt of the Ryan White Part A Notice of Grant Award in the amount of \$4,007,562.

RYAN WHITE PART B ADMINISTRATIVE AGENT REPORT

Courtney McElhaney announced continuing work with providers on changes to the transportation services. She also shared she would be attending a Ryan White All Parts meeting [sponsored by Department of State Health Services] to discuss possible reductions in Ryan White Part B funding.

HIV PLANNING COUNCIL STAFF REPORT (*Back-up written report available*)

Staff health planner, John Waller reviewed the written staff report, noting the following points contained in the report: Possible relocation of staff office to the Bettye Dunkerley Campus on



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Levander Loop; Future Business meetings scheduled at One Texas Center. Additional report highlights: Publishing of the Beyond the Plan Quarterly Newsletter and completion of HIV Planning Council Data binders; Data binders available in the Staff Office.

SUB-COMMITTEE REPORTS

ALLOCATIONS: Sub-committee chair, Courtney McElhaney reported the committee was working on a process for Allocations for the upcoming year [FY12].

CARE STRATEGY: No meeting was held for this sub-committee in the month of July.

COMPREHENSIVE PLANNING: No meeting was held for this sub-committee in the month of July. Sub-committee chair, Joseph Collins asked Committee members to review documents provided by staffer John Waller. The documents would be topic for discussion at the August sub-committee meeting.

EVALUATION/QUALITY MANAGEMENT: A motion was made and presented by the sub-committee to accept the Client Satisfaction Survey. Sub-committee chair, Paul Hassell reviewed the sample Client Satisfaction survey designed for each funded agency, noting the front page of the survey was the same for each provider, whereas the back page of the survey was customized for each provider. Mr. Hassell brought to the Council's attention that there were three (3) typos on the AIDS Services of Austin (ASA) survey.

Discussion ensued about the administrative process of the survey and specific guidance to ensure a proper random sampling of surveyed clients. Mr. Hassell stated the outcome of the Client Satisfaction Survey would be used to help facilitate development of the Planning Council's guidance and directives.

A recommendation was made to add the length of a client's receipt of services. A discussion ensued about the pros and cons of making such addition to the survey. Planning Council member, Tom Schnorr made an amendment to the original motion to include the question with a check box option: "How long have you been receiving services here?"- *Less than 6 months, 6 months to 1 year, 1- 5 years, 5+ years.* Planning Council member, Victor Martinez seconded the amendment. ***Voting results for amendment: 13 - favor; 0 - opposed; Amendment passed. Voting results on amended motion: 13- favor; 0 - opposed; Motion passed.***

NEEDS ASSESSMENT: No meeting was held for this sub-committee in the month of July; However, Chair Christopher Hamilton stated sub-committee members completed work on rankings for the Priority Setting process.

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