



EXECUTIVE COMMITTEE MEETING

September 6, 2011 ~ 6:00 p.m.

1520 Rutherford Lane, Building 1, 2nd Floor, Austin, TX 78754

MEETING MINUTES FOR August 2, 2011 EXECUTIVE COMMITTEE MEETING

The Executive Committee of the HIV Planning Council convened on Tuesday, August 2, 2011 at the staff Office of Coordination and Planning, located at 1520 Rutherford Lane, Austin, Texas.

COMMITTEE MEMBERS IN ATTENDANCE: Christopher Hamilton, Chair; Paul Hassell, Secretary; Joseph Collins, and Courtney McElhaney.

CITY OF AUSTIN STAFF IN ATTENDANCE: Keizhia Carlyle, Stephanie Hayden, and Vince Cobalis.

Community Member in attendance: None

The meeting was called to order at 6:04 p.m. by Christopher Hamilton, Chair of the HIV Planning Council.

PREVIOUS MEETING MINUTES: The committee reviewed minutes from the June 7, 2011 Executive committee meeting. Minutes were approved with noted corrections.

Chair report: Christopher Hamilton reviewed the membership report and attendance report; he stated that there is a need to recruit consumers. He also asked the Executive Committee if there was a need to have another provider forum; Courtney McElhaney stated that Transportation, Home Health, and Substance Abuse were some areas that her Committee needed more information on. Christopher Hamilton asked Courtney McElhaney to send an email to Kimberly Pemberton and Stephanie Hayden about getting more information on the areas the Allocations Committee needed more information on. Christopher Hamilton asked the Executive Committee if there was still a need for the Planning Council to have the Health Planner position, a discussion ensued about the Health Planner position and how having the position helps the committees.

Joseph Collins made a motion to retain the Health Planner position in support of the Planning Council, Courtney McElhaney second the motion, No discussion on the motion. **Voting Results: 4-favor; 0-Opposed; motion passed.**

Review of Ryan White Part A Administrative Agent Report: Stephanie Hayden presented the Administrative Agent report for the month of August; she reviewed the expenditure summary and the unobligated balance for FY 10. She also stated that David Watts has resigned and she has reassigned all his duties to Hugh Beck and David Garza. (Back-up document available upon request)

Sub-Committee Reports:

Allocations: Courtney McElhaney stated that Planning Council member Shanika Cornelius has been added to the Allocations Committee while David Barstow is in Africa. She also said that the Committee is working on an increase, decrease, or keep level plan for core services.

Care Strategy:

Christopher Hamilton stated that the committee is working on the Continuum of Care and defining what is useful and meaningful to the client. The next step is to hold a focus group to find out about services.

Comprehensive Planning:

Joseph Collins stated that the committee is looking at the Continuum of Care and the EIIHA strategy to find ways of integrating them into the Comprehensive Plan.

Evaluations/Quality Management:

Paul Hassell stated that the English version of the Client Satisfaction Survey is finalized and the Spanish version is being worked on, he also said that a Special Called meeting is scheduled for Thursday August 4, 2011 to review sampling and methodology.

Needs Assessment:

Christopher Hamilton reported that the Priority Setting has been completed.

Hearing no objection the meeting was adjourned at 7:33pm.

Approved