



## **EXECUTIVE COMMITTEE MEETING**

June 7, 2011~ 6:00 p.m.

1520 Rutherford Lane, Building 1, 2<sup>nd</sup> Floor, Austin, TX 78754

### **MEETING MINUTES FOR May 3, 2011 EXECUTIVE COMMITTEE MEETING**

The Executive Committee of the HIV Planning Council convened on Tuesday, May 3, 2011 at the staff Office of Coordination and Planning, located at 1520 Rutherford Lane, Austin, Texas.

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

**CITY OF AUSTIN STAFF IN ATTENDANCE:** Kimberly Pemberton, John Waller, and Mark Peppler.

**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 April 5, 2011 Executive committee meeting. Minutes were approved with noted corrections.

#### **Ryan White Part A Administrative Report:**

Mark Peppler noted that FY10 expenditures are being reconciled with the city's accounting system and a final report will be provided June 2011.

He also stated that the HIV Community Planning Stakeholder meeting will be held on May 18, 2011 and the HIV Community Planning Community Forum will be held June 6, 2011.

Christopher Hamilton reviewed the attendance report.

#### **Transition Planning for Vice Chair leaving in December:**

Tim Bailey stated that he maybe leaving the country in December, he stated he maybe leaving the Planning Council for good and wanted to start planning a transition for replacing his position on the planning council.

#### **Boards and Commission Cost analysis:**

Kimberly stated that the City clerk's office will be monitoring cost, she also stated that the analysis will be conducted for three months.

#### **Executive Retreat agenda items the following items were discussed:**

- Attendance policy
- Having someone from DSHS on the planning council
- Dash board for things going on
- Absence policy and procedures
- Epi presentation
- Policy on directives

**Sub-Committee Reports:**

**Allocations:** Courtney McElhaney reviewed the rapid reallocation policy, the allocations committee will present the rapid re-allocation policy at the May Business meeting.

**Comprehensive Planning:** Joseph stated that the committee will look at the formatting of the goals and objectives of the comprehensive plan.

**Evaluations/Quality management:** Paul stated that the administrative mechanism survey was sent out April 25, 2011.

**Care Strategy:** Christopher stated that the committee is working on a work plan for Early Intervention Services.

**Needs Assessment:** Tim Bailey stated that the committee reviewed the growth rate and reviewed the process for priority setting. Growth rate will be voted on at the May business meeting.

Hearing no objections the meeting was adjourned at 8:24 pm