



## EXECUTIVE COMMITTEE

November 5, 2013 ~ 6:00 p.m.

Meeting Location:

7201 Levander Loop Austin TX 78702

Building H - Conference Room

### MEETING A G E N D A

*All topics below will be discussed by the Executive Committee of the HIV Planning Council, with the possibility of recommendations and/or motions made for consideration by the full Planning Council membership.*

#### **CALL TO ORDER** (Dr. Victor Martinez, Chair)

1. Citizen Communication & Community Announcements
2. Approve Previous Meeting Minutes (*August 6, 2013*)
3. Interview prospective Planning Council member (applicant)
4. Discuss and vote on re-application of current member
5. Chair Report
  - a. Review Attendance Records and Membership Report
  - b. Review Attendance Policy and Leave of Absences
  - c. Chair expectations for committee & staff deliverables, timelines, projects
  - d. Secretary Vacancy
  - e. Chair Membership replacement/assignment on Executive Committee
  - f. Holiday meeting schedule
6. Memorandum of Understanding (MOU) for Grantee and Planning Council (Exhibit A)
7. Policies and Procedures : Create plan for new P&P manual (Operations of Ryan White Program and Support Staff)
8. Discuss Administrative Mechanism Survey Results
9. Sub-Committee reports
  - a. Allocations (*Dr. Victor Martinez, Chair*)
  - b. Needs Assessment/ Comprehensive Planning (*Justin Irving, Chair*)
10. HIV Planning Council Staff Report – Kimberly Williams

#### **ADJOURN**