



**HIV PLANNING COUNCIL  
BUSINESS MEETING  
Meeting Date: January 28, 2014**

**MEETING MINUTES**

**Meeting Location:** 1520 Rutherford, Austin TX

**Meeting Called to order at:** 6:01 p.m.

**Planning Council Members in attendance:** *Leah Graham, Christopher Shaw, Paul Hassell, Justin Irving, Dr. Victor Martinez, Jerry Juarez, Justin Smith, Aubrey Staples, Shanika Cornelius*

**City of Austin Staff Members in attendance:** John Waller and Gregory Bolds

**Number of Community Members in attendance:** 0

**Community Announcements:** None

**Review and Approval of Minutes:**

Business meeting 10-22-2013 and 12-03-13: Minutes for both meetings were reviewed and approved with no corrections.

**Chair "Share":**

Membership Report

Dr. Victor Martinez reviewed the Membership report.

NMAC Training

Dr. Martinez reported that he attended leadership training in Florida sponsored by the National Minority AIDS Council. Dr. Martinez reported that he had the opportunity to interact with a number of Planning Council Chairs from around the country and indicated that the training was very productive.

Boards and Commissions Task Force

Dr. Martinez indicated that in conjunction with the change in structure for the City Council to 10 members, a task force has been created to review the 60 existing Boards and Commissions the City currently has with the objective of reducing and streamlining the process. Dr. Martinez will Chair the Task Force.

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

Greg Bolds presented the Administrative Agent report.

Part A TGA Grant Award

Mr. Bolds reported that a partial grant award notice from HRSA has been received providing funding for the first 3 months of the Ryan White grant cycle. This is the earliest that HRSA has provided award notice in several years. He noted that at the budget approved by Congress and signed into law provides for a moderate increase in Part A which is in contrast to the 5% decrease from last year. However the final amount to be awarded the Austin Area TGA is not yet known. Mr. Bolds also noted that the Part C award reflects a 5% decrease.

#### HIV Contract monitoring Audit

Mr. Bolds indicated that the City Auditor is conducting a follow up audit to review corrective action for findings from the previous audit.

#### Status of Gift Card Request

Mr. Bolds indicated that there is still no response from HRSA regarding the request for gift cards as an incentive for the Needs Assessment.

#### Expenditure Report

Mr. Bolds reviewed the expenditure summary table (as reflected in the written report) which indicates that 83% of the year has expired and 77% of the funds have been billed through December.

#### **Part B Report**

Dr. Martinez indicated that Jessica was not able to attend due to the weather. Dr. Martinez briefly reviewed the written report that Part B provided.

#### **PLANNING COUNCIL BUSINESS:**

#### Boards and Commissions Email

Paul Hassel provided insight into the importance of utilizing the City of Austin Boards and Commissions email system. Paul also provided insight into the consequences of communicating via personal email. Paul stressed that all Planning Council members must obtain a BC address.

#### Sub Committee Report

##### Allocations

Dr. Martinez indicated that the Allocations Committee did not meet in January. A meeting is scheduled for February to review expenditures.

#### **Comprehensive Planning/Needs Assessment**

Justin Irving reported on the status of planning for the Needs Assessment Survey. Letters have been drafted to send out to private practice physicians. Justin discussed the fact that there is no word on approval for gift cards. Justin indicated that the survey will be placed on Survey Monkey and should be available in the next few days. Justin discussed the plan to ask for Planning Council volunteers to assist with survey completion on designated dates at provider locations. Members asked about the status of the Part B Needs Assessment and absence of coordination with part A. Justin indicated that staffs are following up with Part B.

Justin discussed the Committees review of goals for the Comprehensive Plan.

Justin indicated that the Committee is awaiting a planning calendar from staff that will assist in ensuring that all Part A Council/Committee activities and responsibilities are scheduled and addressed timely.

## **STAFF REPORT**

John Waller provided a staff report.

### Food Budget

John stressed the importance of all members responding to the meeting request for planning Council meetings in order to better manage the food budget. The rule is that if a member does not respond to the meeting request by noon then food will not be ordered for that member.

### Reducing Paper

John discussed the directive of the City Manager to reduce use of paper. John noted the frequent waste of paper to make copies of everything available when the number of attendees is unknown. Members expressed support for the objective and provided the suggestions for reducing paper. The following recommendations were proposed by members of the Planning Council:

- Post as many documents as possible on the website in advance in lieu of hard copies at the meeting
- Project specific documents on the overhead screen such as spreadsheets
- Limit printing of large documents that cannot realistically be read during meetings. Instead, make copies available electronically.
- Do not make copies of documents for the public that have been posted to the website prior to the meeting.
- Print on both sides of paper including documents regarding separate topics.
- Add email address to community sign-in so that community members desiring a copy of a document discussed during the meeting can receive a copy (if not previously posted to web-site).

### Events

John reported on Planning Council involvement in the planning for the National Week of Prayer on March 2<sup>nd</sup> and National Black HIV/AIDS Day on February 8<sup>th</sup>.

## **Adjourn**

Hearing no objection the meeting was adjourned at 7:11 p.m.