



**HIV PLANNING COUNCIL  
Special Called  
BUSINESS MEETING  
Meeting Date: September 3, 2013**

**MINUTES**

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

**Meeting Called to order at:** 6:04 p.m.

**Planning Council Members in attendance:** Leah Graham, Paul Hassell, Justin Irving, Dr. Victor Martinez, Winifred Muhammad, Jessica Pierce, Amelia Reinwald, Christopher Shaw, Seth Shulman, Justin Smith, Charlotte Simms-Sattiewhite, and Curtis Weidner.

**City of Austin Staff in attendance:** Greg Bolds, John Waller.

**Community Members in attendance:** 5

**Priority Setting Presentation:**

- Justin Irving provided a PowerPoint presentation describing the methodology used by the Comprehensive Planning/Needs Assessment Committee to determine priorities for FY2014.
- Justin Irving reviewed the Needs Assessment Ranking Tool (spreadsheet handout) and explained the ranking of each service category. Justin responded to questions regarding the methodology and ranking of specific services. Justin noted that there are several ties and that the Committee did not opt to break ties.

**Priority Setting Motion and Vote:**

Justin Irving indicated that the Comprehensive Planning/Needs Assessment Committee has voted in favor of a motion to accept the ranking tool in accordance with the rankings contained on the PSRA Ranking Tool handout.

The motion carried with a vote of 12 in favor and none opposed.

**Needs Assessment Consumer Survey:**

Justin Irving presented a draft of the consumer survey intended update consumer needs. Discussion followed regarding the scope of questions, order of various questions and the wording of those questions, including General Information, Incarceration History and Case Management.

A motion was made by Paul Hassell to move General Information questions 1 through 4 to the end of the General Information section. The motion was seconded by Victor Martinez. The motion carried with a vote of 12 in favor and none opposed.

A motion was made by Justin Irving to amend question 23 to create two columns for responses in order to distinguish between referrals made by jail/prison staff and referrals made by other organizations. The motion carried 12 in favor and none opposed.

A motion was made by Charlotte Simms-Sattiewhite to change question 16 to read “how many people in your household are supported by your income”. Motion seconded by Paul Hassell. The motion carried with a vote of 12 in favor and none opposed.

A motion was made by Amelia Reinwald to amend question 32 to specify “HIV” care. The motion was seconded by Victor Martinez. The motion carried with a vote of 12 in favor and none opposed.

A motion was made by Justin Irving to add a dental care section followed by two specific dental care questions. Paul Hassell seconded the motion. Vote carried with 11 in favor and none opposed.

A motion was made by Amelia Reinwald to modify question 38 to delete “drug holiday” and to move to the first position “I can’t afford the co-pay”. The motion was seconded by Paul Hassell. The motion carried with a vote of 11 in favor and none opposed.

Following extensive discussion regarding how to design questions related to case management; it was decided to return the survey to Committee for further discussion and recommendation. The motion was seconded by Paul Hassell. The motion carried with a vote of 11 in favor and none opposed.

#### **Affordable Care Act Directives**

Victor Martinez presented the two draft Directives (handout) regarding the Affordable Care Act proposed for approval by the Planning Counsel. The Directives were recommended by the Executive Committee.

Paul Hassell seconded the motion to approve the Provider Directive. The motion carried with a vote of 11 in favor and none opposed.

Paul Hassell seconded the motion to approve the Administrative Agent Directive with a modification to make the words “Technical Assistance and Quality Assurance from upper case to lower case. The motion carried with a vote of 11 in favor and none opposed.

Hearing no objection the meeting was adjourned at 7:42 p.m.