



**EXECUTIVE COMMITTEE MEETING
Minutes from the August 6, 2013 Executive Meeting**

MINUTES

Meeting Location: 1520 Rutherford Lane, Austin TX

Meeting Called to order at: 6:08p.m.

Committee Members in attendance: Dr. Victor Martinez, Paul Hassell, Shanika Cornelius, Justin Irving and Amelia Reinwald.

City of Austin Staff in attendance: Keizhia Carlyle

Approve Minutes

- Minutes from the Executive meeting held on July 2, 2013 were approved with noted corrections: Strike out "Shanika Cornelius reviewed what" and "Review recruitment cards"

Interview new applicant for membership

- The Executive Committee interviewed new applicant Jerry Juarez. Paul made a motion to accept Jerry Juarez for full planning council membership, Justin Irving seconded the motion. Voting Results: 5-favor; 0-Opposed; Motion passed.

Chair report

- Dr. Victor Martinez reviewed the Membership report and the attendance records.

Review the new Ryan White Part A manual

- The Executive committee discussed the Ryan White Part A manual. They talked about having a role in planning for the Planning Council's budget and having a role in evaluating staff.

Review Robert's Rule of Order

- The Executive Committee discussed using Robert's Rule of Order at the meetings and if it was a requirement to use it. It was decided that Dr. Victor Martinez and Paul Hassell will read the book on Robert's Rule of Order and discuss further with the Executive members.

Discuss the summer retreat

- Dr. Victor Martinez reviewed the summer retreat post evaluation results; a brief discussion ensued on how the summer retreat.

Sub-Committee reports

Comprehensive Planning/Needs Assessment

- Justin stated that he will have John Waller give a review of the focused Needs Assessment project and they will also review the Standards of Care. He also stated that the sub-committee will talk about guidance for Medical Case Management tier II.

Allocations

- Dr. Victor Martinez stated that there was nothing to report. He stated that the expenditure report looked right on target.
- Hearing no objection the meeting was adjourned at 7:36 p.m.