



**HIV PLANNING COUNCIL
BUSINESS MEETING
Meeting Date: April 22, 2014**

MEETING MINUTES

Meeting Location: 1520 Rutherford, Austin TX

Meeting Called to order at: 6:06 p.m.

Planning Council Members in attendance: *Shanika Cornelius, Jerry Juarez, Victor Martinez, Jessica Pierce, Aubrey Staples, Christopher Shaw, Justin Smith, Lily Smullen*

Planning Council Members not in attendance: L.J. Smith, Seth Schulman, Justin Irving, Charlotte Simms- Sattiewhite, Curtis Weidner

City of Austin Staff Members in attendance: Kimberly Williams, Gregory Bolds, Ashton Gray

Number of Community Members in attendance: 1

Community Members who signed in to speak:

Citizen Communication: Brandon Wollerson announced HIV Aging Symposium will be held on May 2, 2014.

Review and Approval of Minutes: Business meeting for February 25, 2014 and March 25, 2014 were reviewed and approved.

Mayor's Office introduction: Lily Smullen introduced herself as the new Mayor's Representative for the Planning Council. She stressed the Mayor's commitment to the issue of HIV/AIDS. Ms. Smullen further stated the importance of the Planning Council's work and that she looked forward to engaging with the Planning Council.

Chair "Share":

Dr. Victor Martinez reviewed the monthly membership report of the Planning Council and provided a briefing of the April 1, 2014 Executive meeting. During that meeting, the Chair stressed importance of attendance and that all members should notify staff prior to the meeting if they will not attend. He also referred to the bylaws and forfeiture of membership. There was a discussion of working with staff to change Planning Council membership interview process/interview questions as well as requiring letter of recommendation. Kimberly Williams explained the meaning of former incarcerated membership slot.

Ryan White Part A Administrative Agent Report:

Greg Bolds presented the Administrative Agent report.

- Mr. Bolds shared with the Planning Council the written Part A Administrative Agent Report, providing an expenditure summary of FY13 Part A funds. He reported that new contracts are in place but that they had not received final notice and are still operating under partial awards, which are expected to last through May 2014. Mr. Bolds also noted there were no client complaints this month.

Part B Report

Jessica Pierce presented the Ryan White Part B Administrative Agent Report for April 2014. 52% of Part B funds have been expended through March 2014, with 58% of the year expired. Ms. Pierce explained that one agency had other funding sources until March and will start using funding later than others.

Planning Council Business:

Sub Committee Report

Allocations

Dr. Victor Martinez reported that Allocations discussed expenditures. The committee also discussed the Administrative Mechanism Survey, and how they could work to transform that into actionable items.

Comprehensive Planning/Needs Assessment

In Justin Irving's absence, Justin Smith and Shanika Cornelius offered information that was covered during the Comprehensive Planning/Needs Assessment committee meeting. Community activities such as the AIDS Candlelight Vigil sought speaker nominations. . The committee also addressed complications while working with the written survey of the needs assessment and what changes needed to be made.

Staff Report

- Kimberly Williams introduced new staff member Ashton Gray. An update on the Needs Assessment project was provided, citing written surveys are now closed, and 328 completed surveys were received, pending more. 80% of surveys have been inputted and analyzed by Cynthia Manor. Preliminary data is now available to the Needs Assessments committee. Information on upcoming focus groups was provided. A reminder of the date and time of the AIDS Candlelight Memorial event was announced.

Adjourn

Hearing no objection the meeting was adjourned at 6:51 p.m.