



**EXECUTIVE COMMITTEE MEETING
Minutes from the June 3, 2014 Executive Meeting**

MINUTES

Meeting Location: 7201 Levander Loop, Bldg. H, Austin TX

Meeting Called to order at 6:10 p.m.

Committee Members in attendance: Dr. Victor Martinez, Shanika Cornelius, Justin Smith, and Justin Irving

City of Austin Staff in attendance: Kimberly Williams

Guests/Community Members in attendance: 1

Approve Minutes

- Minutes from May 6, 2014 Executive Meeting were reviewed and approved as submitted.

Chair Report

Dr. Victor Martinez reviewed the Membership Activity Report, Attendance Report, and Membership Roster, requesting the following Changes/actions:

- Staff was asked to follow up with member Curtis Weidner on return date.
- Make corrections to Planning Council Members' attendance (modify Justin Irving's March 2014 absence to excused)
- Chair would like to discuss with legal to change by-laws, by adding flexibility to quorum rules, mandating quorum not be affected by Planning Council members who are on medical leave.
- Planning Council members will discuss Sub-Committee Restructure Plan after members come back from leave.

HRSA Monthly Project Officer Call Briefing

- Planning Council would like to know more information on proposed consultant and what areas the consultant has worked with. It was suggested by Dr. Martinez to contact other Planning Councils to provide references for proposed consultant.
- Staff was asked to send meeting invite to all executive members to participate on project officer call.

The committee discussed proposed changes for the membership application, noting the following points

- Planning Council applicants must submit letter of recommendation.
- Add statement to let Planning Council members know they will be required to use the provided e-mail account from the boards and commissions department.
- Update attendance policy on application
- Move signature and release to bottom of Page 6 (or after full application: Conflict of Interest Statement, Affiliation Disclosure, Leadership Principles).
- Bullet Conflict of Interest (COI) paragraph; Add statement about COI not necessarily precluding prospect from appointment or serving on Planning Council.

Review of Interview Questions

- Committee discussed revising question number 3 for membership interviews to include language relating to "How do you see yourself in a conflict resolution—peacemaker? Avoidance? Etc.;" "Tell us how you handle conflict and provide examples;" "Tell about a time where you have worked in a team and had to resolve conflict."

Web pages/IT Resources

- Planning Council discussed e-mail from the IT department regarding Outlook Resource Calendar to register virtual Planning Council events.
- Mr. Chair stated he would research Planning/Zoning Board to find out what external calendar they utilize.

Planning Council Budget

- Mr. Chair announced he would be requesting 53% of total Ryan White Part A admin budget for Planning Council use.

- Staff was requested to send e-mail to Greg Bolds (Administrative Agent) asking Carmen Chronis (AA financial manager) to re-calculate Planning Council budget with following variables: Full-time administrative employee, \$3,500 in training (\$250 per member). Stephanie Hayden should be copied on this message to Mr. Bolds.

HIV Coalition Engagement

- A discussion about the Planning Council's lead role in the Coalition was discussed: Contact Sylvia Lopez and other key community members. Talk to Brandon Wollerson about starting with psychosocial group. Staff provided updated information that another HHSD department has taken the lead for this group.

Staff Report

- Kimberly gave a reminder that the DSHS training will be held August 19th-21st and will have administrative staff (Ashton Gray) register Planning Council members interested in attending.
- Staff is currently getting prepared for provider presentations that will take place during the June, July, and August Business Meetings. Kimberly states that Staff has been more specific in the information that has been asked from the providers, and is currently working to get items together for the Allocations Committee that will be presented at their meeting.

The committee requested that the highlights of previous meetings be shared with them in bulleted format.

Mr. Chair concluded that for the August timeline, he would like to add the MOU to next month's agenda, as well as review bylaws relating to attendance policy.

Hearing no objection, the meeting was adjourned at 8:08 p.m.