



**EXECUTIVE COMMITTEE MEETING  
Minutes from the July 1, 2014 Executive Meeting**

**MINUTES**

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

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

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

**City of Austin Staff in attendance:** Kimberly Williams and Ashton Gray

**Guests/Community Members in attendance:** 0

**Approve Minutes**

Minutes from June 3, 2014 Executive Meeting were reviewed and approved with the following changes:

- Change “members” to “applicants” under proposed changes for membership
- Change “effected” to “affected” under Chair Report

**Chair Report**

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

- The committee discussed absences and attendance –how to balance upholding service to the Council and managing absences. It was agreed to take the discussion to full Planning Council to gauge their sentiments of attendance policy and solicit recommendations.
- Recommendation was made to create a new re-application for members (presumably for those whose terms have lapsed due to absences).

**Review of Membership Category representatives and local Organization/ Agency List:**

Membership Category list was reviewed. Planning Council members will receive this list periodically and are asked to assist in recruitment efforts if they know an individual who is employed at any of these organizations.

**Membership Application Changes:**

Committee reviewed changes to the Membership Application; the new application will soon be available on the City of Austin Health and Human Service website.

**HRSA Monthly Project Officer Call Briefing:**

Committee had a brief discussion on the HRSA Monthly Project Officer Caller. Planning Council would like to receive a reoccurring calendar entry for all future project officer call briefings.

**MOU between Part A and Part B:**

The Committee discussed MOU and next steps; they will be considering Executive’s changes/ input and City Legal’s review.

**Consultant training- Planning and objectives**

Original training date was changed from July 29<sup>th</sup> to August 26<sup>th</sup>. This meeting will replace the regular Business Meeting for that month.

**Planning Council Budget**

Planning Council Budget was reviewed and discussed. It was agreed that Executive Committee will have this responsibility.

**Staff Report**

- Kimberly gave a reminder that staff will be registering all interested Planning Council members for the HIV/STD Conference.
- Administrative Mechanism Survey closed last Friday. A report on the Survey will be presented to the Allocations Committee.

**Hearing no objection, the meeting was adjourned at 8:11 p.m.**