



**HIV PLANNING COUNCIL
BUSINESS MEETING
Meeting Date: September 23, 2014**

MEETING MINUTES

Meeting Location: Animal Center- 7201 Levander Loop, Austin TX

Meeting Called to order at: 6:01 p.m.

Planning Council Members in attendance: Jerry Juarez, Victor Martinez, Jessica Pierce, Seth Shulman, Charlotte Simms-Sattiewhite, Justin Smith, Aubrey Staples, Curtis Weidner, and Lily Smullen

Planning Council Members not in attendance: Shanika Cornelius, Justin Irving (*E*), Christopher Shaw, and L.J. Smith

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

Number of Community Members in attendance: 2

Community Members who signed in to speak: 0

Citizen Communication: None

Review and Approval of Minutes:

Business meeting minutes for August 26, 2014 were reviewed and approved with the following corrections:

- Correct spelling in Seth Shulman's last name.

Chair "Share":

Dr. Victor Martinez reviewed the monthly membership and attendance report, reporting no changes or pending applications.

Executive Briefing:

- Victor Martinez provided Council with briefing from the Executive Meeting, reporting that Committee reviewed Charlotte Simms-Sattiewhite's re-application for membership and unanimously voted to recommend her for another two-year term. Committee entertained motion and Council voted 7 in favor, 0 opposed. Motion carried.
- Committee is requesting Mental Health providers to attend Allocations Meeting in December to present a status of their spending levels and how they expect their year to finish; this will allow Committee to make reallocations if necessary.
- Committee is working on creating an electronic re-application for Council members.

Ryan White Part A Administrative Agent Report:

Gregory 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 FY14 Part A funds.
- The percent of the total funds billed through August 2014 is 42%. 50% of the year has expired.
- No client complaints were received.
- The FY15 Ryan White Grant Application was submitted on September 18, 2014 to Grants.gov and accepted by the Grantor on the same date. A copy of the application will be placed on the Planning Council's website.

Part B Report

Jessica Pierce presented the Ryan White Part B Administrative Agency Report.

- Jessica Pierce states that the Part B Grants Administration/ Management are working with Part A to finalize their MOU.
- Grant year is completed with 94% of funds expended. Contractors have until October 20th to submit any additional expenditure to close out award.
- Ms. Pierce notes money was taken out of transportation and put into OAMC and also moved money from OAMC into APA.

Officer Elections:

Kimberly Williams brought to Council's attention that Executive Committee has not yet reviewed candidates in accordance to bylaws. Executive Committee will review candidates and eligibility and full Council will vote on Officers at the October Business Meeting.

Victor Martinez made a motion to extend terms of all officers until November 1st. Jerry Juarez seconded that motion. Council voted all in favor, none opposed. Motion carried.

Sub Committee Report

Allocations

Victor Martinez provided Allocations briefing, noting that committee reviewed the Administrative Mechanism Survey and ended in requesting comments from the survey. Committee will review those comments at the next Allocations meeting and formulate an action plan to improve the issues.

Comprehensive Planning/Needs Assessment

- Committee discussed Administrative Burden.
- Staff will be further reviewing the presentations to find more specific information regarding burdens.

HIV Planning Council Staff Report- Kimberly Williams

- Currently collaborating with the State on updating the Standards of Care --focusing on one category per week.
- Council will be receiving Staff Satisfaction Survey through email directly from Stephanie Hayden.
- Staff is working on creating a Skills Building/ Training schedule to be available to all Planning Council members.

Adjourn

Hearing no objection, the meeting was adjourned at 6:59 p.m.