



**HIV PLANNING COUNCIL
BUSINESS MEETING
Meeting Date: October 28, 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: Shanika Cornelius, Justin Irving, Jerry Juarez, Victor Martinez, Jessica Pierce, Christopher Shaw, Seth Shulman, Charlotte Simms-Sattiewhite, L.J. Smith, Justin Smith, Aubrey Staples, Curtis Weidner, and Lily Smullen

Planning Council Members not in attendance: None

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

Number of Community Members in attendance: 5

Community Members who signed in to speak: 0

Citizen Communication: None

Review and Approval of Minutes:

Business meeting minutes for September 23, 2014 were reviewed and approved as submitted.

Chair "Share":

Dr. Victor Martinez reviewed the monthly membership and attendance report, reporting no changes -but one application received. Dr. Martinez encourages Council to continue seeking possible candidates for Planning Council.

Executive Briefing:

- Victor Martinez provided Council with briefing from the Executive Meeting, reporting that Committee is currently working to revise bylaws which will be voted on and then presented to the City.
- Dr. Martinez is drafting a letter to the City Manager requesting assistance with recruiting possible Planning Council candidates.
- Committee is working on changing attendance spreadsheet.

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 September 2014 is 42%. 58% of the year has expired.

- No client complaints were received.
- The Austin TGA received a Notice of Award (NOA) on Monday, October 27, 2014. This NOA authorizes the carryover of an unobligated balance in the amount of \$91,894 from budget period 03/01/2013 to 02/28/2014 into the current budget period. These funds can only be used for the purposes stated in the Prior Approval request.
- HRSA is considering moving away from annual grant applications.
- FY15 awards may be impacted by another round of sequestration cuts.

Part B Report:

Jessica Pierce presented the Ryan White Part B Administrative Agency Report, stating that 8% of the year has expired; however 7% of Part B funds have been expended through September 2014. Jessica provided Council with a Ryan White Part B Expenditure Summary update for Austin agencies.

Jessica reported no client complaints have been received.

Vote on new member application:

Victor Martinez presented Council with application for Debra Washington. Victor Martinez made a motion from the Executive Committee to accept Debra Washington for membership to the Austin Area Comprehensive Planning Council. All in favor, none opposed, motion carried.

Officer Elections:

Due to all officer positions having one candidate, Planning Council voted for all nominated officers to be elected. All in favor; none opposed.

Nominated Officers: Victor Martinez, *Chair*
 Justin Smith, *Vice-Chair*
 Jerry Juarez, *Secretary*

Sub Committee Report

Allocations

Victor Martinez provided Allocations briefing covering the following:

- Committee would like to query the AA to seek services that can use \$10,000-20,000 additional funds; if there are, the committee will consider rapid re-allocations.
- Mental health is being asked to plead their case to committee if there are extenuating circumstances for lack of expending funds. For service providers that seek additional \$10,000-20,000 it must be justified.
- Committee wants follow-up on CCU taking months to provide written feedback on audit/monitoring
- Committee will meet again on December 9th

Comprehensive Planning/Needs Assessment

Justin Irving provided Planning Council with a briefing of the Comprehensive Planning/ Needs Assessment Committee. Justin discusses how Committee is currently reviewing close-out reports.

HIV Planning Council Staff Report- Kimberly Williams

- End of year event will be held December 2, 2015
- Reminded Council importance of checking Boards and Commissions emails daily

Adjourn

Hearing no objection, the meeting was adjourned at 6:53 p.m.