Austin Area Comprehensive HIV Planning Council Executive Committee Meeting Minutes December 1, 2015

Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.

MEMBERS PRESENT

Dr. Victor Martinez, AACHPC Chair Justin St Justin Irving, AACHPC Comprehensive Plan Committee Chair

Justin Smith, AACHPC Vice-Chair

MEMBERS ABSENT

None

AACHPC STAFF PRESENT

Crystal Flores, Program Manager John Waller, Planner

anager Dwight Scales, Admin ADMINISTRATIVE AGENT STAFF PRESENT

None

OTHERS PRESENT

None

- I. Call to Order: AACHPC Chair, Dr. Martinez at 6:01pm
- II. <u>Certification of Quorum</u>: Quorum was established and certified by Chairperson Dr. Martinez
- III. <u>Introductions/Announcements:</u> Crystal Flores, Program Manager, informed the council about the overall turn out and results from the AIDS Walk
- IV. <u>Approval of October 6, 2015 Minutes:</u> Justin Irving motioned the minutes be approved as submitted with edits, AACHPC Chair Dr. Victor Martinez Seconded Motion Carried

V. Review of AACHPC and Committee Attendance:

The committee discussed the attendance of members with unexcused absences and directed that edits be made to the record to update attendance and correct totals. The committee reviewed the membership roster to identify upcoming issues with meeting quorum. The Chair expressed concerns about the Planning Council being below HRSA requirements and discussed strategies to recruiting new members. Program Manager, Crystal Flores informed the council of one new potential member. She discussed future recruiting plans, strategies and possible collaborations with other organizations.

VI. Discussion of new meeting locations and Sub-Committee meeting dates

Program Manager, Crystal Flores, discussed potential new locations and meeting days for better public access and participation. She proposed adding an extra meeting date in December to make up for the last meeting which resulted in no quorum. She reminded the Executive committee about being behind in meeting the activities calendar goals. Staff will poll the Planning Council to see if second or third week in December will suffice for an additional meeting.

VII. <u>Sub-Committee Reports</u>

Allocations Committee: The Allocations Chair Dr. Martinez discussed the committee's November report form the Administrative Agent

Needs Assessment Committee: The Needs Assessment Chair Justin Smith discussed:

- Reviewing future roles and responsibilities of the committee
- Discussing plans for Comprehensive Needs Assessment Plan and better collaboration with Part B.
- Researching and reviewing different Priority Setting tools and processes, Committee member Justin Irving discussed using a modified Allocations Committee tool to determine "Need" as to "Funding"
- The Committee talked about looking at the current MOU with Part B and updating the language.
- o Discussed using public forums as open scripts and topics
- Potentially utilizing the gift cards for participation

> <u>Comprehensive Planning Committee:</u>

The Committee Chair Justin Irving discussed the committee's events from the November meeting that did not make quorum:

- o Reviewing the Health Insurance Premium and Cost Sharing Assistance policy
- o Review and vote on Outpatient/Ambulatory Medical Care Standards of Care
- o Review and vote on Substance Abuse Services- Residential Standards of Care
- Review the roles and responsibilities for the Comprehensive Plan construction and the timeline of expectations
- Discuss possibly using a facilitator for the comp plan development
- Discussed questions and concerns for the upcoming 2017- 2021 Comprehensive Plan timeline

VIII. <u>HIV Planning Council Staff report</u>

- Crystal Flores, Program Manager discussed and reviewed the upcoming December Planning Council Calendar
- Discussion of upcoming Holiday meeting
- John Waller discussed and reviewed with the executive committee with a 2017-2021 Comprehensive Plan proposed timeline and objectives
- The Planning Council Staff discussed upcoming social media strategies

IX. Meeting Adjourned at 7:34pm

Draft Submitted by:

Dwight Scales, AACHPC Admin

Draft Certified by:

Crystal Flores, AACHPC Program Manager Final Approval by:

Dr. Victor Martinez, AACHPC Chair

Date

Justin Smith, AACHPC Vice-Chair

NEXT SCHEDULED MEETING January 5, 2016 Date

Date