

**Austin Area Comprehensive HIV Planning Council
Executive Committee Meeting Minutes
January 5, 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 Smith, AACHPC Vice-Chair (Arrived @ 6:43pm)
Justin Irving, AACHPC Comprehensive Plan Committee Chair

MEMBERS ABSENT

None

AACHPC STAFF PRESENT

Crystal Flores, Program Manager Dwight Scales, Admin
John Waller, Planner

ADMINISTRATIVE AGENT STAFF PRESENT

None

OTHERS PRESENT

None

I. Call to Order: AACHPC Chair, Dr. Martinez at 6:01pm

II. Certification of Quorum: Quorum was established and certified by Chairperson Dr. Martinez

III. Introductions/Announcements: None

IV. Approval of December 1, 2015 Minutes: *Justin Irving motioned the minutes to be approved as submitted, AACHPC Chair Dr. Victor Martinez seconded motion , motion approved unanimously.*

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.
- Debra Washington has 4 unexcused absences within this year, thus making her no longer eligible to serve as a member of the Planning Council/ Standing committees.
- Program Manager, Crystal Flores informed the council of two new potential members. She discussed future recruiting plans, strategies and possible collaborations with other organizations for further recruitment.
- Council Member, Justin Smith, suggested seeking recruitment from the M.A.C foundation
- Program manager, Crystal Flores, suggested reaching out to former members from previous Planning Councils to see about re-joining.

VI. Discussion of Secretary nomination process:

- After approaching select candidates to apply. There still have been no applications and therefore the seat is still available.

VII. 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. The committee reviewed the Planning Calendar and made suggestions for the standing committee agendas.

Sub-Committee Reports

- **Allocations Committee:** The Allocations committee did not meet
- **Needs Assessment Committee:** No Report
- **Comprehensive Planning Committee:**
The Committee Chair Justin Irving discussed the committee's events for the upcoming January 12th, 2015 Meeting
 - Review and discussed draft DSHS Standards of Care
 - Outreach
 - Case Management
 - Review the roles and responsibilities for the Comprehensive Plan construction and the timeline of expectations
 - Review updates on possible facilitator options for the comp plan development

VIII. HIV Planning Council Staff report

- Crystal Flores, Program Manager discussed and reviewed the upcoming January Planning Council Calendar
- John Waller discussed and reviewed with the executive committee the findings from possible facilitators for the upcoming Comprehensive Plan
- The Planning Council Staff discussed upcoming social media strategies

IX. Meeting Adjourned at 6:53pm