# Austin Area Comprehensive HIV Planning Council Executive Committee Meeting Minutes October 6, 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

Justin Irving, AACHPC Comprehensive Plan Committee Chair

## **MEMBERS ABSENT**

None

#### **AACHPC STAFF PRESENT**

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

## ADMINISTRATIVE AGENT STAFF PRESENT

None

## **OTHERS PRESENT**

None

- I. Call to Order: AACHPC Chair, Dr. Martinez at 6:00pm
- II. <u>Certification of Quorum</u>: Quorum was established and certified by Chairperson Dr. Martinez
- **III.** <u>Introductions/Announcements:</u> Justin Irving reminded the council about the upcoming AIDS Walk on November 8<sup>th</sup>, 2015
- **IV.** <u>Approval of September 1, 2015 Minutes:</u> The minutes were reviewed and approved as submitted.

## 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 membership roster to identify upcoming term expirations. The Chair expressed concerns about the Planning Council being below HRSA requirements and discussed strategies to recruiting new members. Crystal Flores, Program Manager, discussed upcoming recruiting tours and strategies to recruit more potential Planning Council members.

#### VI. Bylaws review and discussion

The Committee reviewed a draft "Grievance Procedures" document that John Waller, Planner, proposed be included in the current policy as an addendum. The draft document is a combination of a variety of grievance procedure documents from other Planning Councils in the Texas region. The committee voted to send the new drafted grievance procedures to the law department for legal review and their comments.

## VII. <u>Discuss Secretary nominations process</u>

The Committee discussed the current vacancy of the Secretary position. They decided to ask current members if they would consider filling this role on the Planning Council at their next meeting.

## **VIII. Sub-Committee Reports**

- Allocations Committee: The Allocations Chair Dr. Martinez discussed the committee's review of Ryan White Allocation vs Billed by Service Category spread sheet for 2011-2016.
- **Needs Assessment Committee:** The Needs Assessment Chair Justin Smith discussed:
  - o Future roles and responsibilities of the committee
  - o Discussed plans for Comprehensive Needs Assessment.

## **Comprehensive Planning Committee:**

The Committee Chair Justin Irving discussed the committee's approval of and recommended passage of:

- o Oral Health standards of care
- Mental Health Services standards of care

## IX. HIV Planning Council Staff report

- o Crystal Flores, Program Manager discussed and reviewed new methods and procedures for polling for quorum. This will include sending meeting materials a week prior to the scheduled meeting when emailing the committee.
- The executive committee reviewed and discussed new formats for upcoming meeting agendas and minutes.
- o Crystal Flores and the executive committee reviewed and discussed a new planning calendar format which has the proposed agendas for the month. This allows the committee chairs to notify staff of any additional items or changes to the agenda.
- Crystal Flores discussed possible new locations for upcoming meeting that are more accessible to the public. Staff will research and present options at the next meeting.

## X. Meeting Adjourned at 7:22pm

Draft Submitted by:	
Dwight Scales, AACHPC Admin	Date
Draft Certified by:	
Crystal Flores, AACHPC Program Manager	Date
Final Approval by:	
Dr. Victor Martinez, AACHPC Chair Justin Smith, AACHPC Vice-Chair	Date