

**Austin Area Comprehensive HIV Planning Council  
Executive Committee Meeting Minutes  
May 03, 2016**

**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

Dwight Scales, Admin

**ADMINISTRATIVE AGENT STAFF PRESENT**

Charles Loosen

**OTHERS PRESENT**

**I. Call to Order:** AACHPC Chair, Dr. Martinez at 6:09pm

**II. Certification of Quorum:** Quorum was established and certified by Chair, Dr. Martinez

**III. Introductions/Announcements:** Crystal Flores, Program Manager informed the council about the 2016 AIDS Candlelight Memorial Proclamation at City Hall on May 5, 2016 @ 5:15PM. They are requesting that a representative from the HIV Planning Council be present to honor the collaboration of organizations in hosting this event

**IV. Approval of March , 2016 Minutes:** *Chair, Dr. Martinez motioned the minutes to be Approved as submitted*

**V. Potential Planning Council Membership Interview:**

The Executive Committee interviewed potential Planning Council member L.G. Smith.

The Committee voted to recommend L.G. Smith to the AACHPC

**Voted: 3 to 0 Motion Carried**

**VI. Review of AACHPC and Committee Attendance:**

The Chair, Dr. Martinez expressed concerns about the Planning Council being below HRSA requirements and discussed strategies to recruiting new members.

Program Manager, Crystal discussed future recruiting plans, strategies and possible collaborations with other organizations for further recruitment. She also discussed the status of two Planning Council candidates being sent to the Mayor for approval.

**VII. Discussion of Secretary nomination process:**

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

**VIII. Sub-Committee Reports:**

- **Allocations Committee:** Chair, Dr. Martinez discussed the update on the second disbursement of HRSA Part A funds that should be expected by May.
- **Needs Assessment** Needs Assessment Committee did not meet
- **Comprehensive Planning Committee:**  
Committee Chair, Justin Irving reviewed observations and new findings from the previous Comprehensive Planning Special Called meetings on 4-12-16 and 4-19-16. The Executive committee discussed observations and concerns of the current HIV Prevention and Care overview draft goals 1-4. Crystal Flores asked Justin Smith to address recruitment at the next Comprehensive Planning Meeting.

**IX. HIV Planning Council Staff Report :**

- Program Manager, Crystal Flores discussed and reviewed the new Priority Setting Resource Allocation Timeline. She asked the committee if they wanted to appoint the Needs Assessment Committee members to the Allocations Committee or have a joint meeting. The Chair decided to create a new committee and appoint new members.
- Crystal Flores discussed updates on the current AACHPC Facebook page.
- Committee options for the drop down menu on the Boards and Commissions website (Priority Setting Resource Allocation Committee)
- Updates on the new Planner position vacancy

**X. Meeting Adjourned at 7:45pm**

Draft Submitted by:

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Dwight Scales, AACHPC Admin

\_\_\_\_\_  
Date

Draft Certified by:

\_\_\_\_\_  
Crystal Flores, AACHPC Program Manager  
Final Approval by:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Victor Martinez, AACHPC Chair  
Justin Smith, AACHPC Vice-Chair

\_\_\_\_\_  
Date

**NEXT SCHEDULED MEETING**  
City Hall 301 W 2nd St, Austin, TX 78701 Room 2003  
Tuesday, June 7, 2016  
6:00 P.M.