

**Austin Area Comprehensive HIV Planning Council  
Executive Committee Meeting Minutes  
January 03, 2017**

**MEMBERS PRESENT**

Justin Smith, AACHPC Chair  
L.J. Smith, AACHPC Vice-Chair  
Glenn Crawford, Secretary

**MEMBERS ABSENT**

None

**AACHPC STAFF PRESENT**

Crystal Flores, Program Manager      Laura Still, Planner      Dwight Scales, Admin

**ADMINISTRATIVE AGENT STAFF PRESENT**

None

**OTHERS PRESENT**

**I. Call to Order:** AACHPC Chair, Justin Smith at 6:07pm

**II. Certification of Quorum:** Quorum was established and certified by Chair, Justin Smith

**III. Introductions/Announcements:** None

**IV. Approval of December 6th, 2016 Minutes:** *Chair, Justin Smith motioned the minutes to be Approved as submitted*

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

The Chair, Justin Smith expressed concerns about the Planning Council being below HRSA requirements and discussed strategies to recruiting new members. The council also reviewed current attendance. Program Manager, Crystal Flores discussed recruiting plans, upcoming events, strategies and possible collaborations with other organizations for further recruitment. She also discussed the status of two potential Planning Council candidates. Chair, Justin Smith noted we officially have 9 Planning Council members with (1) membership pending. , Justin Smith also appointed Vice-Chair L.J Smith the Allocations committee Chair. Several other new PC members were placed on different committees.

**VI. Sub-Committee Reports:**

➤ **Allocations Committee:** did not meet

➤ **Comprehensive Planning Committee:**

The Comprehensive Planning Committee reviewed, discussed and made edits to the current Standards of Care provided by HRSA.

1. Local Aids Pharmaceutical Assistance :  
**Voted to approve 4 to 0 Motion Carried**
2. Emergency Financial Assistance:  
**Voted to approve 4 to 0 Motion Carried**

➤ Reviewed and discussed Needs Assessment Timeline

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

- Community Survey updates
- New meeting locations review
- Upcoming training opportunities
- Meeting Planning Calendar

**VIII. Meeting Adjourned at 7:15 pm**

**NEXT SCHEDULED MEETING**

**City Hall 301 W 2nd St, Austin, TX 78701 Room 2003  
Tuesday, February 7th, 2017 6:00 P.M.**