

**Austin Area Comprehensive HIV Planning Council  
Executive Committee Meeting Minutes  
June 6<sup>th</sup>, 2017**

**MEMBERS PRESENT**

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

**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 6:01pm

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

**III. Introductions/Announcements:** None

**IV. Approval of May 2<sup>nd</sup>, 2017 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 as well as consumers to reflect our HRSA requirements and bring more diversity. The council also reviewed current attendance. Chair, Justin Smith noted we officially have 11 Planning Council members with (2) membership pending.

**VI. Sub-Committee Agendas:**

The Executive committee reviewed and discussed upcoming topics for the upcoming sub-committee meetings.

- Comprehensive Planning Committee Meeting Planning (6-13-17)
- Allocations Committee Meeting Planning (6-20-17)
- Business Meeting Planning (6-27-17)

**VII. Executive Committee July Meeting:**

Due to the original meeting date falling on a scheduled holiday of July 4<sup>th</sup>, 2017.  
The Executive Committee meeting will be moved to Thursday July 6<sup>th</sup>, 2017 from  
12:00 to 2:00pm

### **VIII. Review Planning Council Documents:**

The Executive committee reviewed, discussed:

1. Resource Guide
2. Bylaws (No changes made at this time)
3. Membership Application (Minimal edits to make sure the document is up to date and provisional.
4. MOU (No changes made at this time)

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

- Ongoing Training
  - DSHS Present 2015 HIVEPI Data on June 27 @ Business Meeting
- Priority Setting Resource Allocations (PSRA) Timeline Review
- HIV in the Transgender Community Forum Planning Update June 22<sup>nd</sup>
- Discuss the AACHPC Participation in the Red Ribbon Guardians Event
- Provider Survey on Capacity and Other Functions

#### **NEXT SCHEDULED MEETING**

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