

**Austin Area Comprehensive HIV Planning Council
Executive Committee Meeting Minutes
October 3rd, 2017**

MEMBERS PRESENT

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

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 Vice Chair, L.J. Smith at 6:15pm

II. Certification of Quorum: Quorum was established and certified by Vice Chair, L.J. Smith

III. Introductions/Announcements: None

IV. Approval of September 5th, 2017 Minutes: *Chair, Justin Smith motioned the minutes to be
Approved as submitted*

V. Chair Report:

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. The current percentage of membership with a conflict of interest 18%. There are 14 federally-mandated membership categories and five (5) membership categories currently vacant.

- **Membership Activity Report & Updated Membership Roster:** A change has been made under the Demographic snapshot of Planning Council Membership VS. PLWHA Prevalence in Austin TGA section. An additional column of Ryan White client demographics will be added to better show reflectiveness in the current TGA.
- **Ideas for recruitment:** The Executive committee reviewed and discussed additional options for upcoming recruitment opportunities and strategies.
 - Focusing on Non Traditional Parties
 - Changing the Planning Council name from

The Austin Area Comprehensive HIV Planning Council to
HIV Planning Council

- Seeking willing to serve Case Managers on certain committees to provide a better scope of what's happening in the community of the TGA and how services are being utilized.

VI. Sub-Committee Calendar and Agendas:

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

❖ Evaluation-Quality Management Committee Meeting Planning (10-10-17)

- Review and provide feedback on Standards of Care:
- Health Insurance Assistance (comments)

Up for committee vote:

1. Mental Health
2. Psychosocial Support

Evaluation-QM Committee Next Steps:

1. Review upcoming Standards of Care up for vote prior to meeting
2. Grant application review process

❖ Comprehensive Planning Committee Meeting Planning (10-10-17)

- Non Traditional Partners Focus Group Planning
- Comprehensive Plan Updates

Comprehensive Planning Committee Next steps:

1. Making sure consumers are our number one focus.

❖ Allocations Committee Meeting Planning (9-19-17)

- Discuss and review FY2017 Part A Allocation Plan (vote)

Allocations Committee Next Steps:

1. Possible reallocation meeting for October

Next Steps:

- Upcoming October barriers/changes (logistics)
- Austin AIDS Walk attendance and participants
- Full access to website content updates and will schedule meeting with Data Analyst to start designing in November.
- Training for Business meeting: Elevator Speeches
- Request cost and coverage comparison data for Ryan white vs Insurance from health insurance marketplace expert.

VII. Review and Discuss December Meeting Options:

The Executive committee reviewed and discussed options for the 19th of December holiday meeting. The location has been narrowed down to four (4) possible venues.

Staff will start contacting the locations to get availability and pricing according to the priority picks from the survey.

VIII. Review Community Star Award Online Application

The Executive Committee reviewed and edited the online nomination form and staff will be emailing out the announcement for open nominations October 5th. Nominations will be received until November 19th.

IX. Review of Planning Council Documents:

- **Letter from Chair for FY Grant Application:** Chair, Justin Smith is currently working on a letter that will be included in the grant applications. The letter will focus on the HIV Planning Councils' PSRA process
- **FY18 Ryan White Part A Grant Application Review Schedule:** Staff announced at the September Planning Council meeting that they would email a link to the grant application sections for the community to review and provide comments to on October 5th.

X. HIV Planning Council Staff Report

- Austin PRIDE takeaways
- AIDS Walk Participation
- Website access update: Full access to website content updates and will schedule meeting with Data Analyst to start designing in November.

Next Steps:

- ❖ City General Fund usage
- ❖ Upcoming attendance barriers
- ❖ Reaching out to facilitators

XI. Meeting Adjourned @ 8:15pm

NEXT SCHEDULED MEETING

TBD