

**Austin Area Comprehensive HIV Planning Council  
Business Committee Meeting Minutes  
January 23<sup>rd</sup>, 2018**

**Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.**

**MEMBERS PRESENT**

Glenn Crawford  
Justin Smith  
Whitney Bulna  
Aubrey Bragila

Nicole Evans  
Barry Waller  
Dale Thele  
Emma Sinnott

**MEMBERS ABSENT**

Akeshia Johnson-Smothers  
Jessica Pierce

L.J. Smith

**AACHPC STAFF PRESENT**

Laura Still  
Cassandra Deleon  
Scott Lyles

Planner, HIV Planning Council Support Staff  
Program Manager, Planning and Evaluation Unit  
Program Coordinator, Planning and Evaluation Unit

**ADMINISTRATIVE AGENT STAFF PRESENT**

Greg Bolds  
Brenda Mendiola  
Patricia Niswander

Program Manager, HIV Resources Administration Unit  
Quality Management, HIV Resources Administration Unit  
Grants Coordinator, HIV Resources Administration Unit

**OTHERS PRESENT**

Glenn Eaddy  
Mark Erwin

Thomas Vaughn  
Carmarion Anderson

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

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

**III. Introductions/Announcements:** None

**IV. Community Star Award Ceremony:**

Chair, Justin Smith and Secretary Glenn Crawford presented the *Community 2017 Community Star Award to Glenn Eaddy* for his tireless work, over the past twenty-plus years, to organize and host a toy drive for children living with HIV.

Other nominees for the award included:

- *Mark Erwin*, for his work leading Texas Health Action (THA), and its Austin PrEP Access Project and KIND Clinic program which provides sexual health and gender care services at no out-of-pocket expense to clients.
- Volunteering approximately 8 hours a week with Project Transitions housing program, *Chanda Henderson* facilitates weekly support groups and works one-on-one with clients identifying and achieving their goals. Additionally she coordinates teams of students who provide emotional support to any clients that are struggling, especially those home bound due to physical impairments.

- *Carmarion Anderson* for her integral role advocating for the trans-community.
- For years *Elaine Voeltz* has provided terrific meals to residents of Doug's House. Many residents are homeless and arrive undernourished; Elaine's every Wednesday hearty soups, upbeat interactions and array of homemade cookies are legendary.

**V. Approval of the December 19<sup>th</sup>, 2017 Minutes:** *Tabled*

**VI. Review of Administrative Agent Report Part A:** Patricia Niswander and Brenda Mendiola, HIV Resources Administration Unit (HRAU) staff, updated the council on the latest correspondence received from HRSA and provided a written copy. Council members discussed the information provided.

- A partial formula award will be issued by February 1, 2018. Due to current funding and challenges of continuing resolutions related to the United States Federal Budget process, this is a lower award than is normally seen with a first award, at 31.5%.
- HRAU Staff and HIV PC members discussed the communication received from HRSA and possible implications notification of a lower partial award.
- HRAU staff will review the allocations already in place for FY18 and will communicate with agencies based on unit discussions.

**Review of the Administrative Agent Report Part B:** Part B Senior Planner, Jessica Pierce submitted the report for January 23, 2018.

**VII. Committee Reports:**

➤ **Executive Committee:**

Chairman Justin Smith reported no new applications to join the Planning Council. The Executive Committee is mainly structuring the work plan for 2018; next the Executive Committee will consider if a need exist to shift committee memberships and adjust workloads for committees.

➤ **Comprehensive Planning Committee:**

Planning Council Member Nicole Evans thanked all who assisted in reading and editing the Needs Assessment Report. Mrs. Evans noted a report project objective of delivering a product that could be used in a community meeting, or to engage a new stakeholder, or even to support in preparing a speech. The report is still in draft form. The next step in information gathering will be focus groups.

➤ **Evaluations – QM Committee:** The HIV Planning Council reviewed the standards of care provided and discussed and took action on the following:

➤ **Mental Health Standard of Care**

With a unanimous support of all those present, the Mental Health Standard of Care was adopted by the HIV PC.

➤ **Housing Standard of Care**

This standard was tabled

➤ **Psychosocial Support Standard of Care**

With a unanimous support of all those present, the Psychosocial Support Standard of Care was adopted by the HIV PC.

- **Allocations Committee:** No meeting to report

**VIII. HIV Planning Annual Training and Satisfaction Survey:** Item Tabled

**IX. HIV Planning Council Staff Report**

Program Manager, Cassie DeLeon provided Planning Council Staffing:

- Staffing changes – Dwight Scales has taken a position with a different City of Austin department; Crystal Flores has resigned her position with the planning council. The program now has two vacant staff positions, we are moving swiftly to post the positions and fill the vacancies. The APH Planning and Evaluation will continue to support the HIV Planning Council, as has occurred of the past months.
- Laura Still continues the program liaison at this time
- Scott Lyles continues to assist with the unit
- Cassie DeLeon continues to manage the unit and program staff supporting the HIV Planning Council.

Program Planner, Laura Still provided a written staff report to the HIV PC.

**X. Adjourned at 7:50pm**

**NEXT SCHEDULED MEETING**

**February 27, 2018**