

**Austin Area Comprehensive HIV Planning Council
Executive Committee Meeting Minutes
February 6th, 2018**

MEMBERS PRESENT

Justin Smith, AACHPC Chair
Glenn Crawford, Secretary
Dale Thele
Nicole Evans

MEMBERS ABSENT

L.J. Smith, AACHPC Vice-Chair

AACHPC STAFF PRESENT

Laura Still, Planner
Cassandra DeLeon, Program Manager Planning and Evaluation Unit
Scott Lyles, Program Coordinator Planning and Evaluation Unit

ADMINISTRATIVE AGENT STAFF PRESENT

None

OTHERS PRESENT

None

I. Call to Order: AACHPC Chair, Justin Smith at 6:02pm

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

III. Introductions/Announcements: None

IV. Approval of December 5th, 2017 Minutes: *Approved, with format change on bullet XII*

V. Chair Report:

➤ **Review of the Attendance Report:**

The Executive committee reviewed and discussed the most recent Attendance Report.

➤ **Membership Activity Report & Updated Membership Roster:**

- Nicole Evans announced that she will not seek to renew her membership once her first term ends March 22nd.

➤ **Develop 2018 Recruitment Plan**

The Executive Committee developed plans for a 2018 Spring Recruitment Drive.

See Attachment 1

VI. Sub-Committee Planning Calendar:

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

❖ **Comprehensive Planning Committee** Meeting Planning (Second Tuesday of Each Month)

- ❖ Final Needs Assessment Report Review and Vote
- ❖ Identify Needs Assessment Report Highlights for presentation to full business
- ❖ 2018 Timeline for Comp Plan and Goals

❖ **Evaluation Quality-Management Committee** Meeting Planning (Second Tuesday of Each Month)

- 2018 Timeline for E-QM Committee Goals
- SOC Review Guidelines

- Drafts for Comments: Oral Health, Medical Transportation Services
- Approval of Final Versions for RW Austin Part A adoption: Substance Abuse Outpatient, Substance Abuse Residential, APA, EFA
- ❖ **Allocations Committee Meeting Planning** (Third Tuesday of each month)
 - ❖ Assessment of Administrative Mechanism
 - ❖ Expenditure Review
 - ❖ Priority Setting- using needs assessment data to assess priorities
 - ❖ 2018 Work Plan and timeline for committee
 - Additional items to take on include...
 - Communications Plan
 - Expanding time frame for priority setting
- ❖ **Business Meeting:**
 - ❖ No By-Laws (tabled)
 - ❖ Needs Assessment Report Presentation
 - ❖ Final Needs Assessment Report Vote
 - ❖ 2018 Spring Recruitment Drive
 - ❖ Standards of Care
 - ❖ Comprehensive Plan update-especially zeroes
 - ❖ Dale's birthday!

VII. Partial Part A Award Response Committee decided no response was necessary at this time.

VIII. Planning Council end of year survey results

Staff presented the results of the annual End of Year survey- including training needs of Planning Council, Planning Council member satisfaction, and satisfaction with support staff.

- ❖ Recommendation from committee: Increase knowledge of service categories for Planning Council- both the scope of the HRSA service category definition and how the service is functioning currently in the Austin setting- develop template for retrieving this information in a way that is not overly focused on service providers.
- ❖ Recommendation: Laura, Ask Nancie if we can we get service category utilization data broken down into units of various sub-services within the service category? Ie. OAHS- how many doctor visits? How many labs? How many intakes?
- ❖ Recommendation: Next training survey- separate out understanding of HRSA service category definitions and how the services are functioning in Austin into 2 separate questions.

IX. Annual Calendars Overview

Starting in March, combine E-QM Committee with Comp-Plan committee

X. 2018 Awareness Days

Staff gave the committee posters calendars of all 2018 awareness days.

XI. Document Review:

- **By-Laws:**
 - Reviewed and revised By-Laws
 - Developed list of general formatting and grammatical changes
 - Interest in making seats for organizations rather than individuals. Scott will review examples of other by-laws, Laura will do the same for other Planning Councils
 - Continue to review at March Executive Committee meeting

XII. 2017 Comprehensive Plan Progress Report- tabled

XIII. HIV Planning Council Staff Report

1. Austin Getting to Zero
2. Texas HIV Syndicate End the Epidemic- request for community engagement in the plan
 - a. Revised One pager
 - b. Revised areas of focus
 - c. Still updating by steering committee, probably late Feb/early March ready for community input
3. Update on Central Health Equity Policy Council opt- Out Testing Initiative
 - a. Launch for the 2018 CHEP Council HIV clinical opt-out policy initiative at Central Health on Thursday, March 8th from 11:30-1. More information TBD.
4. David Powell- resource guide- in progress
5. HIV Website update
 - a. Email regarding the HIV website overhaul, "The [AusitnHIV](#) website was created for the community and providers as a central hub for all things HIV. With all of the exciting developments going on with HIV in Austin, now is the perfect time to start a dialog and reinvent the website. Please send me your thoughts, ideas and if you would like to be involved in future meetings. Please forward this email along to anyone who may have interest or input."
 - b. Please email me laura.still@austintexas.gov feedback and I will forward to Nancie or let me know if you wish to be more involved in regular meetings/updates.
6. Next CAEAR Call for Planning Councils-March 13th- see email

XIV. Adjournment: 9:36PM

Attachment 1

2018 Recruitment Plan

Timeline:

Spring Recruitment

February- March Recruitment Period

March 27 5:30-6:00 Recruitment meeting before full Planning Council meeting

April 3- Executive Committee Interviews

April 24- Planning Council Vote

May- Mayor signature and official induction of new members

Goals

Process

1. Attend ANAC and case management meeting (Justin) during Spring recruitment period
2. Attend an event affiliated with affected communities during Spring recruitment period
3. Contact providers and request them to nominate 1 staff and 1 client during Spring recruitment period

- Measures: Commitment from groups to talk with their clients

Outcome

- By January 2019, have at least 12 members that will not be terming out of their 6 year term maximum in 2019.
- Meet HRSA requirement of 1/3 client representation on council
- Someone to represent the transgender population
- Someone to represent youth
- Someone to represent Hispanic males/MSM

Who to recruit

- **Ryan White clients/potential clients**
- **Under-represented groups: Hispanic, transgender**
- Individuals
 - Dell Medical- Dr. Gavara, Kasey Claborn, Dr. Virginia Brown
 - HRAU- Brenda Mendiola
- 3 classes or Central Health- Health Champions
- Retirees- SAGE/AGE of Central Texas

Strategies

- Follow up with Needs Assessment survey participants
- Establish Institution seats: Dell Medical, HRAU, DSHS/ Part B
- Develop bios of current Planning Council members
- Community groups to reach out to
 - Brenda's case managers meetings
 - Texas Pharmaceutical Association (UT students)- youth
 - ANAC nursing group (largely case managers)
 - YAC/AHA
 - A&M Nursing Students
 - UT School of Social Work
 - Art Erotica attendees (March)

Planning Council and Staff Next Steps

- **Elevator speech-** finalize- **Glenn** and staff- add info graphics, ask **Halana** (end of year statement and Justin's response to Texas Tech student). **Laura-** Send additional resources to Glenn.
- **Glenn-** contact Mark Erwin to ask for a representative from KIND/ the PrEP field to join the Planning Council
- **Dale-** provide contact information for Health Champions
- **Laura/Akeshia-** Coordinate booth to recruit for PC at the PRIDE Festival
- **Laura/Cassie-** t-shirts, magnetic name tags with changeable name plates
- **Scott-** follow up on incorporating institutional seats into by-laws- include looking into by-laws of other TGAs/EMAs in Texas