

**Austin Area Comprehensive HIV Planning Council  
Executive Committee Meeting Minutes  
March 6<sup>th</sup>, 2018**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Nicole Evans

**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 6:10pm

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

**III. Introductions/Announcements:** None

**IV. Approval of February 6<sup>th</sup>, 2018 Minutes:** *Tabled until April Executive Committee Meeting*

**V. Chair Report:**

➤ **Review of the Attendance Report:**

The Executive committee reviewed and discussed the February Attendance Report.

- Discussed absences of Vice- Chair L.J. Smith. Agenda item to vote to excuse some of L.J.'s absences will be added to the March 27<sup>th</sup> Full Business meeting.

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

- Discussed developing an Exit Interview- either in Survey Monkey or in-person, for members leaving the Planning Council. Justin and Laura will follow up for April Executive Committee meeting.
- Glenn Crawford will chair the Comprehensive Planning Committee
- Akeshia or Aubrey will move from the Comp Plan committee to the Allocations Committee

**VI. Spring Recruitment Drive**

Staff and Planning Council members provided an update on progress made toward the recruitment drive

- Staff reached out to potential new members
- Staff plan to promote the Planning Council at upcoming HIV Community

- Stakeholders forum
- Staff are working with APH internal partners for assistance with social media
- Mentioned that initial timeline will need to be extended to complete all outreach activities
- Dale Thele recruited two interested people to attend the upcoming Planning Council Business meeting
- Glenn will reach out the Mark Erwin for a suggestion of who to recruit from the KIND Clinic
- Glenn made draft of Elevator Speech, edited by the committee: “The HIV Planning Council is a group of dedicated volunteers that help steer the response to the HIV crisis. Council members prioritize services to help people living with and affected by HIV. The HIV Planning Council works to ensure the best care for the community.”
  - Add info graphics, ask **Halana** (end of year statement and Justin’s response to Texas Tech student). **Laura**- Send additional resources to Glenn.
- Upcoming Tabling/Outreach Opportunities
  - CHE Ball- march 31<sup>st</sup>
  - Hill Country Ride for AIDS
    - Flyers in packets- Dale Thele follow up
    - Speak at a practice ride
- **Dale**- provide contact information for Health Champions
- **Laura/Akeshia**- Coordinate booth to recruit for PC at the PRIDE Festival
- **Laura/Cassie**- purchased t-shirts and name tags for members to wear at outreach events
- **Scott**- follow up on incorporating institutional seats into by-laws- include looking into by-laws of other TGAs/EMAs in Texas

## **VII. 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)
  - Combined committee work plan 2018
  - Needs Assessment Findings/Next Steps
    - Scott/Cassie will provide CHA/CHIP Focus Group information for Comp Plan Committee
  - Comp Plan Monitoring
  - SOCs: Early Intervention Services (EIS) (draft), Outreach, APA)LPAP), EFA
- ❖ **Allocations Committee** Meeting Planning (Third Tuesday of each month)
  1. Priority setting process and tool
  2. Data review for PSRA
  3. Assessment of Administrative Mechanism
- ❖ **Business Meeting:**
  - ❖ Neighborhood Housing presentation
  - ❖ PSRA Update
  - ❖ Spring Recruitment
  - ❖ Comparison of EIS/Outreach as service categories
  - ❖ Vote on Standards of Care

- ❖ Motion to remove L.J. Smith's absences

### **VIII. Document Review:**

- **By-Laws:**
  - Reviewed and revised Conflict of Interest section of By-Laws
  - List of formatting and grammatical changes reviewed
  - Final draft will be brought back to Executive Committee for vote in April
- **Resource Guide:** Scott will follow up with David Powell Clinic on the progress of their HIV Resource Guide. Once this is finished, review of this document will be added to the Executive Committee Agenda.

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

- March 9<sup>th</sup> Community Input Session
- HRSA site visit tentatively moved to August 27-31
- Vacant Support Staff positions are in the process of being filled
- Getting to Zero Update- will ask for Planning Council representation at upcoming meeting
- Project Officer provided an update that there will be a limited number of grant opportunities for Getting to Zero Campaigns- there will be an update from HRSA at the end of the month or early next month with more information
- Staff are taking vacations in March in April- will affect primary staff member for some upcoming committee meetings, but should not affect any Planning Council processes
- Central Health Policy Advisory Board is launching the Opt Out Testing policy initiative for 2018 in March
- NOFO for Ryan White Part A will be open June 22- September 22- this means the Allocations PSRA process will need to occur earlier in the year than usual

### **X. Adjournment: 8:18PM**