

**Austin Area Comprehensive HIV Planning Council
Executive Committee Meeting Minutes
April 3, 2018**

MEMBERS PRESENT

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

MEMBERS ABSENT

AACHPC STAFF PRESENT

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 6:00pm

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

III. Introductions/Announcements: None

IV. Approval of March 6th Minutes: Approved as submitted
February 6th, 2018 Minutes will be added to the May Executive Committee Meeting agenda

V. Chair Report:

➤ **Review of the Attendance Report:**

The Executive committee reviewed and discussed the March Attendance Report.

- Discussed absences of Whitney Bulna. Agenda item to review and take action on Whitney's absences will be added to the April 24th Full Business meeting.
- Discussed Emma Sinnott's unexcused absence in June 2017 needs to be considered excused due to death in family.
- Discussed members that need to receive reapplication from City Clerk. LJ Smith's and Aubrey Bragila's terms will expire on 5/26/2018

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

- Reviewed membership committee structure to ensure that there are two committees with five members.
- Akeshia or Aubrey have moved from the Comp Plan committee to the Allocations Committee.
- Will need to reassess committee assignments once new members are brought on.

VI. Spring Recruitment Drive

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

recruitment drive

- Reviewed four submitted member interest forms.
- Glenn indicated that Roger Baltazar is planning to submit an application. He attended/observed the April Business Meetings as well.
- Staff promoted the Planning Council at HIV Community Stakeholders forum
- Upcoming Tabling/Outreach Opportunities
 - CHE will be hosting monthly listening sessions and can provide recruitment materials.
 - Hill Country Ride for AIDS
 - Flyers in packets- need to be provided by April 17th at Wright House

VII. 2018 National Ryan White Conference Washington DC, Dec. 11-14

The Executive Committee discussed interested members for the conference: LJ Smith, Barry Waller, and Emma Sinnott. Discussed sending a consumer and asked staff to clarify the reimbursement process and identify out of pocket expenses.

VIII. 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)
 - Needs Assessment Findings/Next Steps
 - Review core questions for focus groups
 - Review relook at priority list of focus group target populations
 - Comp Plan Monitoring-Review feedback from Planning Council Members and providers on areas lacking information.
 - SOCs: Early Intervention Services (EIS) (draft), approve final versions of Medical Nutrition Therapy, Food Bank and Health Insurance Assistance
- ❖ **Allocations Committee** Meeting Planning (Third Tuesday of each month)
 - 1. Confirm Priority setting process and tool
 - 2. Data review for PSRA
- ❖ **Business Meeting:**
 - ❖ Standards of Care
 - ❖ Action on Absences – Whitney Bulna and Emma Sinnott
 - ❖ Bylaws approval

The Executive Committee reviewed the Annual Calendar/workplan review

- Need to add Call for Officer Nominations to July Business and elections to October Business Meeting
- Add Officer Nominations review to August Executive Meeting
- Comp Plan focus group and needs assessment Dissemination work needs to be broken up into smaller milestones.

IX. Document Review:

- **By-Laws:**
 - Reviewed and revised by-laws see attachment for final version
 - Final draft was approved for Business meeting for vote.
- **Recruitment Materials:**

- Reviewed and edited member interest form to include address, HIVPC contact information, and elevator speech. (See Attachment 1)
 - Reviewed tri fold promotional pamphlet. Asked that staff revise into one page infographic and present draft at next meeting.
 - Reviewed promotional booklet. Asked that focus be on updating information on website.
 - Would like to have a QR code incorporated into recruitment materials that would connect individuals directly to member application or other website landing page with all information.
- **Exit Interview:** Chair Justin Smith tabled this item. The group discussed needing to identify two survey mechanisms for members that leave the council and for interested individuals that do not follow through with an application or withdraw application.
 - **Resource Guide:** Scott is following 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.

X. HIV Planning Council Staff Report

- HRSA site visit tentatively scheduled August 27-31
- Vacant Support Staff positions are in the process of being filled
- Getting to Zero/Fast Track Cities Update- Executive Committee will meet on May 15. Fast-Track-Cities technical support will be engaged at the Executive Committee meeting. The larger consortium meeting is being planned for early to mid-June. The Mayor signing on to Fast-Track-Cities is being planned as part of the consortium meeting.
- Reviewing HIVPC MOU with Administrative Agency specifically, roles and responsibilities related to priority setting and resources allocations process.
- Staff liaison expectations and support- Staff support should engage in the meeting at the request of HIV Planning Council Members through recognition of the Chair

XI. Adjournment: 8:38PM