

**Austin Area Comprehensive HIV Planning Council  
Executive Committee Meeting Minutes  
May 1, 2018**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

None

**AACHPC STAFF PRESENT**

Cassandra DeLeon, Manager, Planning and Evaluation Unit  
Scott Lyles, Program Coordinator, Planning and Evaluation Unit  
Laura Still, Planner, Planning and Evaluation Unit  
Halana Kaleel, Administrative Senior, Planning and Evaluation Unit

**ADMINISTRATIVE AGENT STAFF PRESENT**

None

**OTHERS PRESENT**

Roger Baltazar  
Holly Ainsworth

**I. Call to Order:** Vice-Chair, L.J. Smith at 6:01pm.

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

**III. Introductions/Announcements:** Guests Roger Baltazar and Holly Ainsworth introduced themselves.

- Roger Baltazar will be completing initial interview for council membership.
- Holly is a community member and nurse going for an advance degree. Currently in a class that requires field work and is focusing on HIV.

**IV. Memberships Interviews:**

- Roger Baltazar
  - Justin Smith motioned recommendation for Planning Council membership, Dale seconded the motion.
  - 4 Votes For-0-Against-0 Abstain
- Jerry Elrod: Postponed indefinitely

**V. Approval of February 6<sup>th</sup>, 2018 Minutes:** Moved to approve with typed corrections.

**VI. Approval of April 3<sup>rd</sup>, 2018 Minutes:** Moved to approve with attachment of interest form.

**VII. Chair Report:**

➤ **Review of the Attendance Report:**

The Executive committee reviewed and discussed the April Attendance Report.

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

- L.J. Smith's reapplication will be brought to Business Meeting for full council vote.
- Aubrey Braglia's membership will expire May 26<sup>th</sup>.
  - She plans to let her membership expire due to upcoming work opportunities and unsure if she will have the time dedication for Planning Council.

**VIII. Spring Recruitment Drive**

- 12 interest forms submitted at the Hill Country Ride for AIDS.
- Executive Committee expressed interest in having members with food bank experience.
- Possible recruitment locations and events recommended by Executive Committee.
  - May 12<sup>th</sup>, Art of Erotica.
    - Glenn Crawford will follow up with board of the event.
  - May 20<sup>th</sup>, Candlelight Memorial.
    - Event may not be occurring or may turn into a virtual event (participation from home).
  - Dale Thele informed Executive Committee that identified outreach with Texas Pharmaceutical Association would not work out because they are busy with their community project for this year.
  - Scott Lyles suggested outreach at the Fast Track Cities Summit, slated for June 15<sup>th</sup> or 20<sup>th</sup>.
    - L.J. Smith recommended having table reserved at the event and bringing sign up to full committee so there is coverage throughout the Summit.
    - Laura Still will prepare time blocks and add sign ups to Business Meeting Agenda.
    - Justin Smith will extend invitation to Dr. Huang to May 2018 Business Meeting.
  - Reach out to KIND Clinic was recommended.
    - Glenn Crawford will reach out to his contact there and let staff know if he needs follow up support.

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

- Committee needs to finalize planning council members who will be attending the conference.
- Staff followed up with accounting to determine coverage of costs.
  - Flights and hotels can be covered by Austin Public Health in advance.
  - Ground transit (to and from the venue and airport), airport parking, and food per diem will be reimbursed.
- Planning council member Akeshia Johnson Smothers submitted abstract for conference.
  - Additional spots are available for community stakeholders (limited-first

come first served).

- 2 Planning Council members to attend and 2 staff members to attend. LJ Smith and Barry Waller were identified as Planning Council members to represent.
- Administrative Agent will make request for client attendee.
- Planning Council member Emma Sinnott will attend with her employer does not need support from planning council.

#### **X. Sub-Committee Planning Calendar:**

- **Comprehensive Planning Committee** Meeting Planning (Second Tuesday of Each Month)
  - Plan to work on focus groups.
    - Scott Lyles will reach out and finalize dry run focus group with Out Youth.
    - Completing a focus group with Project Transitions was recommend.
    - Committee concern over timeline of focus groups.
  - Begin preparing for key informant interviews.
  - Whitney Bulna has been preparing a one pager summarizing the Needs Assessment.
- **Allocations Committee** Meeting Planning (Third Tuesday of each month)
  - Final allocation decision needs to be made during July 2018 Business Meeting.
  - Priority setting vote needs to be made on carry-forward funds at next meeting.
  - Administrative Agent will provide spending trends by service category at next meeting for advisement on carry over funds.
- **Business Meeting** Meeting Planning (Fourth Tuesday of each month)
  - Dr. Huang will be invited to speak at next meeting.
  - Action on LJ Smith's reapplication
  - Sign in for Fast Track Cities Summit tabling requested by L.J. Smith.
  - Creators of RedRibbon.us requested 30 minutes of next meeting to talk to Planning Council.
    - Committee expressed concerns about being listed as a resource on this website due to no content control.
  - Need to adopt resource guide by August 2018.
    - Dale Thele has previously made a resource guide.
    - Goal to present something at this month or next month's Business Meeting.

#### **XI. Document Review:**

- **Memo of Understanding**
  - Committee expressed concern over the name of the department being listed as *Austin/Travis County Health and Human Services*.
  - Important to highlight separation between Planning Council staff and Administrative Agent.
  - Mayor is supposed to have non-voting representative at all meetings.
  - Focus on establishing communication norms-funnel matters through

Planning Council staff.

- Committee will review Memorandum of Understanding and finalize at June 2018's meeting.
- Committee recommended inviting Glenn Selfe to next Executive Committee meeting for more time on the Memorandum of Understanding.

➤ **Planning Council Interest Form**

- Committee requested a fillable PDF form.

➤ **Promotional Material-Tri-fold**

- Recommended establishing one set of data points for consistency.
- Update the visual representation.
- Remove AIDS from reference for consistency with new practices.
- What we do and who we are should be in one section.
- Include pictures to represent service categories.

**XII. HIV Planning Council Staff Report**

- Scott Lyles invited the committee to the next Fast Track Cities Executive Committee occurring May 18<sup>th</sup>.
- Parliamentary Procedures training occurring May 14<sup>th</sup> at City Hall.

**XIII. Adjournment:** Meeting Adjourned at 8:50pm