

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, JULY 10, 2018**



**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES**

**REGULAR MEETING
TUESDAY, JULY 10, 2018**

The Austin Area Comprehensive HIV Planning Council Executive Committee convened in a regular meeting on Tuesday, July 10, 2018 at City Hall, 301 West 2nd Street, Room 2003 in Austin, Texas.

Chair Justin Smith called the Board Meeting to order at 6:00p.m.

Council Members in Attendance:

Chair Justin Smith, Secretary Glenn Crawford, Dale Thele

Council Members Absent:

Vice Chair L.J. Smith

Staff in Attendance: *Cassandra DeLeon, Program Manager, Laura Still, Planner*

Administrative Agent: *None*

Presenters: *None*

1. CERTIFICATION OF QUORUM

Chair Justin Smith established and certified Quorum.

2. CITIZEN COMMUNICATION

No Citizen Communication occurred.

3. INTRODUCTION/ANNOUNCEMENTS

Pride Parade is scheduled for August 11.

4. MEMBERSHIP INTERVIEWS

Alberto Barragan

- a. Recommendation for Planning Council membership was approved on a 4-0 vote.

Samuel Going

- a. Recommendation for Planning Council membership was approved on a 4-0 vote.

Adriana Sonsome Neves

- a. Recommendation for Planning Council membership was approved on a 4-0 vote.

5. APPROVAL OF June 5, 2018 MINUTES

The minutes from the meeting of June 5, 2018 were approved.

6. CHAIR REPORT

- a. Review of Attendance Report

- Committee reviewed attendance report and found no attendance issues.

- b. Review of Membership Activity Report & Updated Membership Roster

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- Reviewed updated membership Roster.
 - Chair asked about potential membership recruitment representation from Central Health to meet hospital planning agency or health care planning agency membership representation.
 - Discussed that Megan Cermak from Central Health had attended the Business meeting but was not ready to submit an application. Staff is also identifying other potential members from Central Health.
 - Chair identified the need for representation of grantees under subpart II of Part C, and representatives of individuals who formerly were incarcerated and had HIV/AIDS upon release.
 - Chair noted that Emma Sinnott and Dale Thele's terms were ending in December 2018.
 - Chair requested update regarding Part B representative. Staff informed that the Brazos Valley Council of Government is working to fill Jessica Pierce's position and that applying to the council is a job requirement. BVCOG will continue to provide a report regarding Part B activities until the new staff are formerly appointed.
- Memorandum of Understanding with Brazos Valley Council of Governments (BVCOG) outlines Ryan White Part B representation on HIV Planning Council and information sharing processes. Staff will follow up with BVCOG this issue.

7. CITIZEN COMMUNICATION FROM JUNE 26th Meeting

- a. Council Members discussed citizen communication related to reallocations of current grant dollars from outreach to EIS service categories. Council members agreed that EIS should be considered as a higher priority in the next priority setting allocations process.

8. SUB-COMMITTEE PLANNING CALENDAR

- a. Chair Justin Smith asked for staff reports to be incorporated under agenda item with other program reports for all meetings.
- b. Comp Plan Committee
 - Committee Chair Glenn Will review key informant interviews/focus group progress to identify adjustments to data gathering tools and methods. Agenda item 5 Qualitative Data Collection needs to include timeline and review latest efforts
 - Final standards of care are out for provider comment. Committee will need to adopt EIS standards. Request AA staff attend July committee meeting to provide guidance on final standards
 - Add Community Stories to the agenda after one page summary item.
- c. Allocations Committee
 - Committee Member Dale Thele identified that utilization data is not available for EIS service category may need to consider outreach as a subset.
 - Requested to move staff report to item 6
 - Item 8 change from report to update.
- d. Business Meeting
 - Discussed training and technical assistance needs Chair recommended delaying July's TA item until new members come on the council.
 - Community Spotlight: Chair asked to begin developing draft Mayor's Proclamation in observance of World AIDS Day December 1, 2018 for Council review
- e. Chair identified that the Community Star Award criteria needs to begin development next month. Need to consider expanding award or some other process for recognizing professional organizations and other non-volunteers contributions.

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- f. Chair asked that all meeting agenda items be more explicit on what the agenda item is about.

9. DOCUMENT REVIEW

- a. Resource Guide options were discussed.
 - Staff distributed the Quick Guide HIV Services and a PDF Document compiled by Council Member Dale Thele (See Attachment A).
 - Council members discussed that the items would suffice as HIVPC resource guides and requested staff update latest provider information and include a link to Red Ribbon US as another resource.
- b. By-laws are being routed to the Mayor for approval.
- c. Policies and Procedures: Staff distributed a working draft. Staff will distribute a new draft for council feedback by July 17th. Policy and Procedures will need to be finalized and signed by the Austin Public Health Director before August, 8th.
 - Chair discussed that Policy and Procedures are more step by step explicit
- d. Planning Council Promotional Sheet: (See Attachment B)
 - Two versions were reviewed a full page and half page
 - Members preferred the half page version, asked to not use red ink for type. Requested that 3rd bullet be reworded to be more inclusive and rework the HIVPC description to be left justified and combine the 2nd sentence to read: Council members prioritize services to help people living with and affected by HIV and work to ensure the best care for the community.
 - Council Members requested staff review both English and Spanish translated versions for cultural and linguistic appropriateness

10. HRSA SITE VISIT

- a. Staff distributed revised confidentiality and conflict of interest forms for member signature.
- b. HRSA has requested to meet with Executive Committee during site visit scheduled for August 27-29. Executive Committee will need to schedule a special called meeting prior to the Business Meeting on August 27th.

11. FY 19 Ryan White Part A Grant Application

- a. Staff Liaison provided an overview draft process for grant application review and proposed timeline.
- b. EIIHA section of report was discussed. Council Members recommended working with HRAU to compile funded ASO required reporting that includes EIIHA activities along with Austin Public Health prevention and outreach program teams.

12. HIV PLANNING COUNCIL STAFF REPORT

- a. Announced the new HIV Planning Council Support Staff Supervisor Hailey de Anda. Will begin position on July 16th.
- b. Staff Liaison requested feedback on the monthly digest. Council members requested that the draft meeting agendas be included.
- c. Program Terms report is being completed will need to have the Chair provide a letter.
- d. Will begin identifying December Business Meeting venues.

13. ADJOURNMENT

Chair *Justin Smith* adjourned the meeting at 9:33p.m. without objection.