

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, AUGUST 28, 2018**



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

**REGULAR MEETING
TUESDAY, AUG 28, 2018**

The Austin Area Comprehensive HIV Planning Council Executive Committee convened in a regular meeting on Tuesday, August 28, 2018 at City Hall, 301 West 2nd Street, Room 2005 in Austin, Texas.

Chair Justin Smith called the Board Meeting to order at 5:00p.m.

Council Members in Attendance:

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

Council Members Absent:

Staff in Attendance: Cassandra DeLeon, Program Manager, Laura Still, Planner, Hailey de Anda, Planner, Kamia Rathore, AmeriCorps VISTA

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

The process for Council elections was announced. Nominations for positions will be taken for two months, with Executive Council vetting submissions in October. Full vote in Business Meeting is tentatively scheduled for November.

4. MEMBERSHIP INTERVIEWS

Jerry Elrod

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

5. APPROVAL OF July 10, 2018 MINUTES

The minutes from the meeting of July 10, 2018 were approved.

6. HRSA SITE VISIT TEAM DISCUSSION

- a. Membership recruitment was brought up as a concern from HRSA.

- Chair discussed challenges facing recruitment, as well as successes in recruiting new members through personal contact between existing and potential new members. Discussed ongoing push for more focus groups to increase one-time engagement with community to get perspective from community members, if not a commitment to be on the Council.

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- Chair mentioned how new Fast Track Cities initiative may “compete” with Planning Council—focus needs to be on how to integrate both initiatives, along with other planning groups, together.
- Media presence was brought up as a concern from HRSA.
- HRSA discussed multiple website presences for the Council, with one leading to more recruitment and community engagement information than the other. Planning Council staff discussed City Boards and Commissions requirements for website, as well as efforts to promote separate website that integrates resources and Council information.

7. CHAIR REPORT

No chair report occurred due to time constraints.

8. SUB-COMMITTEE PLANNING CALENDAR

No discussion of sub-committee planning calendar occurred due to time constraints.

9. DOCUMENT REVIEW

No document review occurred due to time constraints.

10. COMMUNITY STAR AWARD

No discussion of the Community Star Award occurred due to time constraints.

11. HIV PLANNING COUNCIL STAFF REPORT

Planning Council staff confirmed that the next Executive Committee meeting would meet quorum despite potential scheduling conflicts due to the holiday weekend.

12. ADJOURNMENT

Chair *Justin Smith* adjourned the meeting at 6:00 p.m. without objection.