

**HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, MARCH 5TH, 2019**



**HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES**

**COMMITTEE MEETING
TUESDAY, MARCH 5TH, 2019**

The HIV Planning Council Executive Committee convened in a committee meeting on Tuesday, March 5th, 2019 at City Hall, 301 West 2nd Street, Room 1029 in Austin, Texas.

Chair L.J. Smith called the Board Meeting to order at 6:03 p.m.

Council Members in Attendance:

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

Council Members Absent: *None*

Staff in Attendance: *Cassandra DeLeon, Unit Manager, Halana Kaleel, Administrative Senior, Laura Still, Planner.*

Administrative Agent: *Glenn Selfe*

Presenters: *None*

1. CERTIFICATION OF QUORUM

Chair L.J. Smith established and certified Quorum.

2. CITIZEN COMMUNICATION

No Citizen Communication occurred.

3. INTRODUCTION/ANNOUNCEMENTS

- a. Secretary Glenn Crawford suggested to Executive Committee that an article discussing Gilead Sciences launching an age positive initiative to address unique challenges of aging population living with HIV to the whole Planning Council.
 - i. The committee agreed with this.

4. APPROVAL OF MINUTES

The minutes from the meeting of February 5th, 2019 were approved with no corrections.

5. MEMBERSHIP REVIEW

- a. Barry Waller Reapplication
 - i. Recommendation adopting Barry Waller's reapplication for Planning Council Membership was approved on a 3-0-1 vote. Vice-Chair Barry Waller recused himself from this item due to a conflict of interest and left the dais.
- b. Jonathan Wells
 - i. Recommendation adopting Jonathan Wells application for Planning Council Membership was approved on a 4-0 vote.
- c. Taylor Whalen

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- i. Recommendation adopting Taylor Whalen's application for Planning Council Membership was approved on a 4-0 vote.

6. HIV PLANNING COUNCIL STAFF REPORT

- a. The presentation was made by Cassandra DeLeon, Unit Manager, Planning and Evaluation Unit, Austin Public Health (*Please See Appendix A*).
 - i. Support Staff Laura Still is currently making edits to the Epidemiological Profile for the Needs Assessment.
 - ii. Executive Committee reviewed the language from the MOU between Planning Council and Austin Public Health regarding reallocations.
 - As Planning Council redevelops the allocations process the MOU needs to reflect the updated process.
 - iii. Regarding concerns expressed about time management Chair LJ Smith suggested voting items for agendas be in the beginning and other items/presentations can occur in the second half of the agenda.
 - iv. Committee was provided Austin HIV Services Performance Catalog
 - This provides service category definitions, unit of service definitions, and performance measures.

7. CHAIR REPORT

- a. Review of Attendance Report
 - i. Committee reviewed Attendance Report.
 - After review of the attendance report Executive Committee recommended membership termination of Roger Baltazar for failure to perform responsibilities on a 4-0 vote.
 - This voting item will be added to March's Business Meeting.
- b. Review of Membership Activity Report and Updated Membership Roster
 - i. Committee reviewed Membership Activity Report.
 - ii. Support Staff will send Secretary, Glenn Crawford reapplication information. His term will expire May 31st, 2019.
 - iii. Justin Smith's membership expires March 31st, 2019. He will need to apply again because this is his third term.
- c. Subcommittee assignments and review
 - i. Tabled at this time due to waiting for Mayor of Juan Troy's membership recommendation.
- d. Quality Management Complaint Reports
 - i. The committee discussed how Planning Council does not become involved in consumer complaints about services according to the Memorandum of Understanding (MOU) between the HIV Planning Council and Austin Public Health.

8. SUB-COMMITTEE PLANNING CALENDAR

- a. Month
 - i. Committee reviewed draft agendas for March Planning Council sub-committees and full council meeting.
 - ii. Comprehensive Planning Committee March 12th, 2019
 - Meeting location will be changed to Austin Public Health's Campus, Building E, 7201 Levander Loop, Austin, Texas, 78702 due to SXSW.
 - iii. Allocation Committee March 20th, 2019
 - iv. Business Meeting March 25th, 2019
- b. Annual (*Please See Attachment I*)
 - i. Committee reviewed the 2019 Work Plan.

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9. DOCUMENT REVIEW

- a. Bylaws
 - i. Executive Committee reviewed Planning Council Bylaws.
 - Consider moving forward with recommendation to amend bylaws to include teleconferencing.
 - This recommendation can move forward with approval from legal and clarification for the committee on what “emergency situations” means.

10. SPRING RECRUITMENT DRIVE UPDATE AND PLANNING

- a. Support Staff Halana Kaleel reviewed Spring Recruitment Plan and development with the committee.
 - i. Committee recommended creation of business cards for Executive Committee to hand out.
 - ii. Committee Member Dale Thele recommended adding Beyond Brothers to targeted invitations of community members who fill specific membership gaps.
 - iii. Add technical assistance to March’s Business Meeting regarding Planning Council Elevator speech for recruitment.

11. ADJOURNMENT

Chair *L.J. Smith* adjourned the meeting at 8:06p.m. without objection.

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Appendix A

**Planning Council: Office of Support Staff Report
March 5th, 2019 Executive Committee**

ANNOUNCEMENTS

HIV Advocacy Day at the Capital

Hosted by Legacy Community Health.

The 2019 HIV Advocacy Day is set for **Wednesday, March 20, 2019**
9:00 a.m. at the *Family Life Center* of the United Methodist Church of Austin
1201 Lavaca St, Austin TX 78701.

<https://legacytakesaction.org/hivday>

Fast Track Cities Upcoming Workgroup Meetings

March 29, 2019

www.facebook.com/AustinFTC/

National Week of Prayer for the Healing AIDS

19th Annual Citywide worship service

March 7, 2019

Freedom Home Baptist Church

3405 Oak Springs Road

Reception at 6:00pm

Service at 7:00pm

<https://www.facebook.com/events/1241151899375390/>

National Women and Girls HIV/AIDS Awareness Day-March 10th

Event observing #NWGHAAD on March 12 at AIDS Services of Austin (ASA) at Springdale.
The Q Austin and ASA hosting panel/conversation about Being Women and Navigating Sexual Health
Services

ASA providing free testing services until 8pm

Refreshments provided

<https://www.facebook.com/events/299714000735427/>

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- None at this time

Needs Assessment

- Updating Epidemiological Profile
- Working with AA to gather data requested from Allocations Committee for use in priority setting in March/April

Comprehensive Planning

- Technical Assistance plan underdevelopment with Integrated HIV/AIDS Planning Technical Assistance Center (IHAPTAC) to support update and monitoring of the Integrated Plan
- Supporting committee with plan alignment with Achieving Together: A Community Plan to End the HIV Epidemic in Texas and Fast Track Cities Austin

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Outreach and Recruitment

- Spring Recruitment for 2019 is being reviewed by Planning Council.

Technical Assistance and Training

- Request for direction on the type of content to include in presentations:
 - May- Brenda Mendiola HRSA requirements for RW Quality Management
- MOU Review of Reallocations
- Time management review and request
- Austin HIV Services Performance Catalog

Partnerships

- Central Health, Health Equity Policy Council is progressing opt-out HIV testing efforts in 1) federally qualified health centers, 2) local hospitals, most movement is with St. David's and 3) preliminary talks with Travis County Jail. This group is also finalizing a calculator which can be used by healthcare facilities to do a cost analysis if implementing opt-out HIV testing at their facility.

Other

- Staff are supporting HIV Prevention Grant writing for APH
- Public Hearings occurring Tuesday, March 5th for Gene Wu's Bill about opt-out only HIV Testing and Garnet Coleman's Medicaid Expansion Bill.