

**HIV PLANNING COUNCIL MEETING MINUTES  
TUESDAY, APRIL 2<sup>ND</sup>, 2019**



**HIV PLANNING COUNCIL  
EXECUTIVE COMMITTEE MEETING MINUTES**

**COMMITTEE MEETING  
TUESDAY, APRIL 2<sup>ND</sup>, 2019**

*The HIV Planning Council Executive Committee convened in a committee meeting on Tuesday, April 2<sup>nd</sup>, 2019 at City Hall, 301 West 2<sup>nd</sup> Street, Room 1029 in Austin, Texas.*

**Chair L.J. Smith** called the Committee Meeting to order at 6:01 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:** *Patricia (Trish) Niswander*

**Presenters:** *None*

**1. CERTIFICATION OF QUORUM**

- a. Chair L.J. Smith established and certified Quorum.

**2. CITIZEN COMMUNICATION**

- a. No Citizen Communication occurred.

**3. INTRODUCTION/ANNOUNCEMENTS**

- a. Committee Member Dale Thele announced Central Health's Clinic on Wheels which will deliver care to more underserved areas of Travis County.
  - i. This mobile clinic will be able to test/provide services for HIV
  - ii. Committee Member Dale Thele also announced how Southeast Health and Wellness Center opened a walk in clinic and how Dell Medical Schools Resident Program has move to the center allowing for increase of available appointments. Increasing access to health services for low-income people.
- b. Vice-Chair Barry Waller announced working with Charles Curry from LGBTQ Quality of Life Commission on presenting at HIV & Aging Conference.
  - i. They're wanting to focus on asking AIDS Service Organizations and Senior Organizations to have more communication.
  - ii. They have been invited to present at the Aging Services Council
  - iii. Barry has also been asked to participate in workgroup which will give feedback on a survey the LGBTQ Quality of Life Commission will be formalizing on community needs.
  - iv. Chair LJ Smith requested that Barry keep the committee updated on his work.

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**4. APPROVAL OF MINUTES**

- a. The minutes from the meeting of March 5<sup>th</sup>, 2019 were approved with no corrections.

**5. MEMBERSHIP REVIEW**

- a. Glenn Crawford reapplication
  - Recommendation adopting Glenn Crawford's reapplication was approved on a 3-0 vote. Secretary Glenn Crawford recused himself from the 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. Staff will follow up with Hill Country Ride for AIDS on tabling at the opening ceremony April 26<sup>th</sup>, 2019.
  - ii. Staff will follow up with Art Erotica on tabling May 18<sup>th</sup>, 2019.
  - iii. Chair LJ Smith has been requested to sign letter of support of the FY19 Allocations decided by council for Ryan White Part A grant reporting.
  - iv. City Clerk notified support staff that the Boards and Commissions Refresher Training is not mandatory for Planning Council Members. Instead will send updated Code of Conduct video for Planning Council review.
  - v. Committee reviewed training on Directives which will also be reviewed at Comprehensive Planning Committee, Allocations Committee, and the Business Meeting.
  - vi. Concerns expressed from Planning Council Members on staff report time during Business Meetings.
    - Chair LJ Smith requested that reports be moved to after voting items on agendas and that presenters request questions at the end of reports.

**7. CHAIR REPORT**

- a. Review of Attendance Report
  - i. Committee reviewed Attendance Report.
- b. Review of Membership Activity Report and Updated Membership Roster
  - i. Committee reviewed Membership Activity Report.
    - Chair LJ Smith signed letter to Mayor recommending membership termination of Roger Baltazar
    - Support Staff will work with Roger Baltazar how on he can best remain engaged with Planning Council moving forward.

**8. SUB-COMMITTEE PLANNING CALENDAR**

- a. Month
  - i. Committee reviewed draft agendas for April Planning Council sub-committees and full council meeting.
    - Comprehensive Planning Committee Tuesday April 9<sup>th</sup>, 2019
    - Allocation Committee Wednesday, April 17<sup>th</sup>, 2019
    - Business Meeting Monday, April 22<sup>nd</sup>, 2019
- b. Annual (*Please See Attachment I*)
  - i. Committee reviewed the 2019 Work Plan.

**9. DOCUMENT REVIEW**

- a. Promotional Materials
  - i. Committee reviewed one page promotional flyer for Planning Council with updated council photo.

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- ii. Committee reviewed Interest form and recommended adding mailing address.
- b. Bylaws
  - i. Committee reviewed recommendations on teleconferencing.
  - ii. Support Staff will propose language for April Business Meeting review.

**10. SPRING RECRUITMENT DRIVE UPDATE AND PLANNING**

- a. Support Staff Halana Kaleel reviewed Spring Recruitment Plan and development with the committee.
  - i. Committee reviewed proposed business cards for Planning Council Members to use for recruitment and recommended edits.

**11. ADJOURNMENT**

Chair *L.J. Smith* adjourned the meeting at 8:00p.m. without objection.

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**Appendix A**

**Planning Council: Office of Support Staff Report  
March 5<sup>th</sup>, 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/](http://www.facebook.com/AustinFTC/)

**National Week of Prayer for the Healing AIDS**

19<sup>th</sup> 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 10<sup>th</sup>**

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 5<sup>th</sup> for Gene Wu's Bill about opt-out only HIV Testing and Garnet Coleman's Medicaid Expansion Bill.