

**HIV PLANNING COUNCIL MEETING MINUTES  
TUESDAY, JUNE 4<sup>th</sup>, 2019**



***HIV PLANNING COUNCIL  
EXECUTIVE COMMITTEE MEETING MINUTES  
2019***

***COMMITTEE MEETING  
TUESDAY, JUNE 4<sup>TH</sup>,***

***The HIV Planning Council Executive Committee convened in a committee meeting on Tuesday, June 4<sup>th</sup>, 2019 at City Hall, 301 West 2<sup>nd</sup> Street, Room 1029 in Austin, Texas.***

***Vice-Chair Barry Waller called the Committee Meeting to order at 6:07 p.m.***

***Council Members in Attendance:***

***Chair LJ Smith, Vice Chair Barry Waller, Secretary Glenn Crawford, Dale Thele***

***Council Members Absent: None***

***Staff in Attendance: Hailey de Anda, Interim Manager Planning and Evaluation Unit, Rashana E. Raggs, APH Intern.***

***Administrative Agent: Glenn Selfe***

***Presenters: None***

**1. CERTIFICATION OF QUORUM**

- Vice-chair Barry Waller established and certified Quorum.

**2. CITIZEN COMMUNICATION**

- No Citizen Communication occurred.

**3. INTRODUCTION/ANNOUNCEMENTS**

- Rashana is a new intern to the planning council.

**4. APPROVAL OF MINUTES**

- The minutes from the meeting of May 7th, 2019 were approved with no corrections.

**5. MEMBERSHIP REVIEW**

- Adriana's membership will hit one year in August and her attendance will become an issue.
- Julio has completed all applications, will interview in July.
- Whitney is terming out if the Council, did not renew.
- Approval from mayor for Lee Miranda Membership. Lee is also a social worker who can fill the HRSA category previously held by Whitney.
- Found a historically document describing the role of the Standard of Care committee.

**6. CHAIR REPORT**

- a. Review of Attendance Report

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- i. Committee reviewed Attendance Report.
- b. Review of Membership Activity Report and Updated Membership Roster
  - i. Committee reviewed Membership Activity Report.
    - Support Staff recommended adding new committee when Planning Council membership is 15+.
      - The committee will edit and review documents, Service Standards, and Directive monitoring and oversight before Executive Committee reviews and approves.
      - Executive Committee recommended reviewing discussion of new committee at each committee and the Business Meeting.

**7. SUB-COMMITTEE PLANNING CALENDAR**

- a. Month:
  - Comprehensive planning committee not meeting for the month of June
    - i. 3-year special project planning
    - ii. Get more data, more information on peer-to-peer, letter of recommendation for transportation.
  - Allocations committee Wednesday June 19<sup>th</sup>, 2019
    - i. Allocation decisions may have to be pushed back until August or meet twice in the month of July.
    - ii. Communication between allocations and comprehensive planning committee on an ongoing basis at Executive Committee.
  - Business:
    - i. No voting item or finalizations
    - ii. No meeting will be held for the month of June.
  - Executive
    - i. July 2<sup>nd</sup> is next exec meeting
      - AA answers about outcome reports
    - ii. Julio's application in process
    - iii. Do group photo in July (possibly on Mayor's balcony)
- b. Annual (*Please See Attachment 1*)
  - i. Committee reviewed the 2019 Work Plan.
    - Currently Comprehensive and business will have no meeting scheduled for July 2019.
    - Move data review: Early Identification on individuals with HIV/AIDS (EIIHA) to August 2019 from May 2019 for Comprehensive Planning Committee.
- c. New member orientation
  - i. Possible one on one orientation, mentorship, sub-committee to be discussed.
  - ii. Add to both allocations and comprehensive planning agenda.
    - Mentorship
    - MAI and EIIHA data review
  - iii. Broad, general input, committee level, have a council member that does it on a regular basis

**8. DOCUMENT REVIEW**

- MOU between HRAU and PC

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- i. Changes recommended by Support Staff were reviewed by Executive Committee.
- ii. Executive Committee reviewed changes to formatting and organizational name changes.
- Directive policy and current directives
  - i. Executive Committee reviewed current approved directives.
  - ii. There have been potential changes with COBRA that could affect Planning Council Directive #02-2015.
    - Needs to be reviewed at next Directive review.
- Bylaws review
  - i. Executive Committee requested Support Staff follow up with IT on room capabilities for teleconferencing.
  - ii. Request to add criteria for teleconferencing.

**9. SPRING RECRUITMENT DRIVE UPDATE**

- Halana was leading it, Rashana onboarded, and spring recruitment will be by her. She will launch video and write up after action report.
- Business cards were ordered to help assist with recruiting for planning council
  - i. We have budget of \$100.

**10. HIV PLANNING COUNCIL STAFF REPORT**

- Hope & Healing in Recovery
  - i. LJ going to HIV & Aging Conference
    - LJ will put up tables, Glen S will volunteer as well
  - ii. Fast Track cities
    - June 20th Commissioner's court the following.
    - Discussion about "The Core"
  - iii. Pride on August 10<sup>th</sup>
  - iv. Ryan White Part A Activities
    - 10 applicants for administrative senior position. Posting up for a week, up for another week and then closed.
  - v. Technical Assistance: MAI, EIIHA (we say focus and not target)
    - Disparities
    - African American and Hispanic
    - Homeless and transgender
  - vi. Committee assignments:
    - Lee Miranda needs assignment - comp committee
    - This is Whitney's last month
    - Taylor isn't available 3rd Wednesday – absences won't count
    - Don't yet have enough members for new committee

**11. ADJOURNMENT**

Chair LJ Smith adjourned the meeting at 8:00p.m. without objection.

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**Appendix A**

**Planning Council: Office of Support Staff Report  
June 4<sup>th</sup>, 2019 Executive Committee**

**ANNOUNCEMENTS**

**Hope & Healing in Recovery**

**When:** Saturday, June 8<sup>th</sup>, 2019 at 12:00pm

**Where:** 1023 Springdale Rd. #14A, Austin, Texas, 78721

**Details:** An intimate conversation on substance abuse, self-care & cultivating a healthy life balance.

- Facilitated by Lisa, Medina, MA, LCDC
- Lunch will be provided
- All sexual and gender identities are welcome

For more information call: 512-220-7609

**Fast Track Cities Anniversary Celebration – June 20, 2019**

**HIV and Aging Conference**

**When:** Friday, June 21<sup>st</sup>, 2019 at 8:00am

**Where:** Commons Conference Center on the JJ Pickle Research Center campus (10100 Burnet Rd., Building 137, Austin, TX 78758)

**Details:** HIV Planning Council will be tabling at the event.

- Set-up at 7:30 am
- Registration and the Information & Resource Fair starts at 8:00 am
- First speakers start at 8:30 am
- Attendees will have an hour to visit the vendor tables again at lunchtime
- Conference will end at 4 pm (but the vendors can leave after lunch if they wish).

**Austin Pride Parade and Festival– August 10, 2019**

**2019 Texas Health Equity Summit**

**When:** August 9<sup>th</sup>-10<sup>th</sup>

**Where:** Austin, Texas

**Details:** This summit will bring together Black and Latinx gay and bisexual men, other men who have sex with men (MSM), transgender individuals, and gender non-confirming individuals to Austin for a weekend of skills building and planning.

The 2019 TX Health Equity Summit will focus on:

- **Leadership Skills:** Turning lived experiences into professional experiences and identifying additional opportunities for professional growth.
- **Find and Develop:** Spotlighting current projects and identifying ways to build on successes, overcome barriers, and create sustainability.
- **Looking Beyond Data:** Provide an update on state HIV statistics and current initiatives and discuss the story behind the numbers.
- **Achieving Together:** Introduce the community plan to end the HIV epidemic in Texas and discuss where our work fits and how we can work towards the goals outlined.

**To apply:** <http://tinyurl.com/2019EquitySummit>

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**STAFF ACTIVITIES**

**Ryan White Part A Grant Activities**

- Progress Report - submitted
- Monthly Project Officer Call
- Administrative Senior position is posted

**Needs Assessment**

- Planning Year 3 Special Studies- 4 special studies identified
- Data for Priority Setting and Resource Allocation (PSRA) cycle for 2020 grant year

**Comprehensive Planning**

- Priority Populations
  - Review Early Identification of Individuals with HIV/AIDS (EIIHA) Grant Requirements
  - Review Minority AIDS Initiative (MAI) Grant Requirements
  - Review data
  - Selection of EIIHA and MAI populations to recommend to Allocations Committee
- Technical Assistance plan underdevelopment with Integrated HIV/AIDS Planning Technical Assistance Center (IHAPTAC) to support monitoring of the Integrated Plan

**Outreach and Recruitment**

- Spring Recruitment for 2019
  - Business cards - ordered
  - Video – plan to be provided in July
- Volunteers needed for Tabling: - HIV and Aging Conference, pride parade

**Technical Assistance and Training**

- Review of MAI and EIIHA focus populations for 2019 RWPA Grant
- PSRA binders – one pager for each service category for resource allocations

**Partnerships**

- Fast Track Cities Core Coordinating Committee meetings occurring

**Other**

- Committee assignments - Lee Miranda and Taylor Whalon follow-up