

**HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, August 6th, 2019**



**HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES**

**COMMITTEE MEETING
TUESDAY, August 6, 2019**

The HIV Planning Council Executive Committee convened in a committee meeting on Tuesday, August 6th, 2019 at City Hall, 301 West 2nd Street, Room 1029 in Austin, Texas.

Chair LJ Smith called the Committee Meeting to order at 6:00 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 Administrative Senior.*

Administrative Agent: *Glenn Selfe*

Presenters: *None*

- **CERTIFICATION OF QUORUM**
 - Chair LJ Smith established and certified Quorum.
- **CITIZEN COMMUNICATION**
 - No Citizen Communication occurred.
- **INTRODUCTION/ANNOUNCEMENTS**
 - Rashana E. Raggs has become the new administrative senior.
 - Secretary Glen Crawford mentioned plan to highlight members for recruiting purposes.
- **APPROVAL OF MINUTES**
 - The minutes from the meeting of July 2nd, 2019 were approved with no corrections.

COUNCIL TOOK A SHORT RECESS AT 6:05PM

- **MEMBERSHIP REVIEW**
 - Table Alberto Daniel Ramos.
 - Mattyna Stephens – Unanimous voted to approve her application for full business council, assigned to allocations committee.

CHAIR LJ SMITH CALLED MEETING BACK TO ORDER AT 6:12PM

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- **CHAIR REPORT**

- Review of attendance report
 - i. Taylor Whalen and Jerry Elrod resigned due to personal reasons.
 - ii. Discussion on Adriana Neves membership attendance due to medical issues.
 - iii. Hailey De Anda notified Samuel Goings about attendance policy.
- Review of Membership Activity Report and Updated Membership Roster
 - i. No members are currently terming out in 2019, few members terming out in 2020.
 - ii. High interest of planning council due to Bart Whittington in the recruiting process.
 - iii. Julio Gomez to be assigned to comprehensive planning committee.

- **SUB-COMMITTEE PLANNING CALENDAR**

- Committee reviewed meeting agendas for the month of August:
 - i. Comprehensive Planning:
 - Currently still working on special studies.
 - Survey and promoting scheduling for star awards.
 - ii. Allocations:
 - Priority setting and resource allocation - Look at quality process, what worked well, what didn't work well, and make changes to the 2020 PRSA.
 - Administrative Agent to bring report back to the next full council meeting.
 - Response to the administrative assessment will be given in October.
 - Rapid re-allocations and Administrative Agent's input will be given in October.
 - Schedule September Allocations meeting but leave available to cancel.
 - Mention expanding eligibility area in September, letter of support needed from council.
 - iii. Business:
 - **No business meeting will be held in August**
 - Mention expanding eligibility area in October, letter of support needed from council.
 - Voting items:
 - Standards of care
 - Mattyna Stephens membership
 - iv. Executive:
 - Mention expanding eligibility area in October, letter of support needed from council.
- Committee reviewed annual work plan.

- **DOCUMENT REVIEW**

- Committee reviewed the Grievance Policy
 - i. Add last review date to the bottom of the last page.

- **SPRING RECRUITMENT DRIVE UPDATE**

- Moving forward date, Wednesday after comprehensive planning meeting.
- In case of push-back, have letter signed by LJ Smith prepared to respond.
- Alberto Barragan volunteered to make a second video.
- After action will be worked on by additional staff.

- **STARS AWARDS PLANNING**

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- Secretary Glen Crawford is working on Star awards.
- Send out a survey monkey for nominees, rewrite opening statement, get those nominating to write as much as possible about the person they are nominating.
- Once it's down to 3 candidates, send it out to the rest of the council for voting.

- **HIV PLANNING COUNCIL STAFF REPORT**
 - The presentation was made by Hailey de Anda, Interim Manager, Planning and Evaluation Unit, Austin Public Health (*Please See Appendix A*).

- **ADMINISTRATIVE AGENT STAFF REPORT**
 - Expanding eligibility area

- **ADJOURNMENT**

Chair LJ Smith adjourned the meeting at 7:51p.m. without objection.

Indicative of action items 

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. TTY users' route through Relay Texas at 711.

For More Information on the HIV Planning Council, Executive Committee, please contact Hailey de Anda at (512) 972-5862.

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Appendix A
Planning Council: Office of Support Staff Report
August 6th, 2019
Executive Committee Meeting

ANNOUNCEMENTS



AIDS Walk
September 21, 2019
Registration Open
9:00am-1:00pm
11:00am Walk step-off

Parade and Festival August 10th at Fiesta Gardens



There are safe spaces for the HIV community to learn, make friends & get emotional support

Real Talk ATX
A group for people who identify as men

The Hummingbird Circle
A group for people who identify as women

We are a trans-inclusive space
Get up to \$50 in gift cards + transportation support

Let's discuss:

- Reducing stress
- Improving Communication & Decision-Making
- Relationships, Sex & Stigma
- Health & Wellness
- Undetectable = Untransmittable, PrEP & PEP
- Disclosure to people close to you

Sign-up: 512-220-7609 / 7613 |
hrp@asaustin.org | asaustin.org/hrp

FAST TRACK CITIES

Save the Date!!!
Quarterly Consortium Meeting
Date: Thursday, August 22



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Location: TBD

FUNDING OPPORTUNITIES

Dell Med is hosting the next round of Call for Ideas and is looking for ideas from community members about how to improve the health of their community. Learn more about the call for ideas here, <https://dellmed.utexas.edu/coventures/collaborative-opportunities/community-driven-initiatives-call-for-ideas> . Ideas can be submitted online through August 11th. Applications in Spanish and paper applications. Link to submit information is here; https://utexas.qualtrics.com/jfe/form/SV_4HMPH3kuHeybP4V

Park with a Purpose: Saint David's Foundation is pleased to announce the availability of funding (\$20,000 to \$200,000) to leverage the power of parks to improve community health in Bastrop, Caldwell and Travis Counties. This request for proposals (RFP) is focused on maximizing park assets, broadly defined, to support and promote not physical activities for good health, but mental wellbeing and community connection with a strong emphasize on equity and underserved communities. Info is also available online here: <https://stdavidsfoundation.org/grantmaking/funding-opportunities/parks-with-purpose/>. Proposals due August 19, 2019.

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- Monthly Project Officer Call
- New Administrative Senior started August 5th – Rashana Raggs
- The Planner position has closed 17 applications submitted.
- NOFO due end of September
- HRSA will allow for more than three EIIHA populations to be submitted

Needs Assessment

- Planning Year 3 Special Studies – data collection phase

Comprehensive Planning

- Integrated Plan monitoring and alignment with Fast Track Cities and Achieving Together Plan
- Developing final format for integrated plan and plan monitoring

Outreach and Recruitment

- Spring Recruitment for 2019
 - Business cards – available for all Planning Council Members
 - Video
- Volunteers needed for Tabling/Walking: - Pride Parade and AIDS Walk

Technical Assistance and Training

- Budget discussion – planning for vacancy savings
- Developing a budget request to send to the AA as early as September

Partnerships

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- Fast Track Cities
- Need to consider moving the September Executive Committee meeting to allow for AA representation at meeting.

Other

- Mentorship program – on boarding of Julio Gómez and Mattyna Stephens. Mentors needed.
- Committee assignment for new members