HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, JANUARY 7th, 2020

HIV PLANNING COUNCIL **COMMITTEE MEETING**
EXECUTIVE COMMITTEE MEETING MINUTES ***TUESDAY, January 7th, 2020***

The *HIV Planning Council Executive Committee* convened in a committee meeting on *Tuesday, January 7th, 2020* at *City Hall, 301 West 2nd Street, Room 1029 in* Austin, Texas.

Chair, *LJ Smith* called the Committee Meeting to order at 6:02 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,* Administrative Senior, and *Jaseudia Killion,* Planner II, and *Anjelica Barrientos,* AmeriCorps Vista

Administrative Agent: *Anthony Kitzmiller*

Presenters: *None*

CALL TO ORDER

CITIZEN COMMUNICATION

Speakers who have submitted a completed Citizen Communication card prior to Citizen Communication being called will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda. Speakers on specific agenda items will each be allowed a three-minute allotment to address their concerns at the time that item is called.

1. **CERTIFICATION OF QUORUM**
   a. Chair, LJ Smith established and certified quorum at 6:02 p.m.

2. **INTRODUCTION/ANNOUNCEMENTS**
   a. Welcome back to Glenn Selfe after being on leave.
3. **APPROVAL OF MINUTES**
   a. The minutes from the meeting of November 12th, 2019 were approved with minor grammatical corrections.
4. **CHAIR REPORT**

a. Review of Attendance Report
    i. Council member Alberto Barragan is out of compliance. Alberto Barragan was notified about being close to absences via email. Support staff will email Alberto Barragan one more time, afterwards, move to make a voting item upon removing his absences.
    ii. Adriana Noves has excused absences.
b. Review of Membership Activity Report and Updated Membership Roster
    i. Currently in the process of on boarding 4 new membership applications.

5. EXECUTIVE AND CARE STRATEGY COMMITTEE MEETINGS

a. Dates, time, and location changes
    i. Executive
        - Tabled. Remain as a discussion item.
    ii. Care strategy
        - Still to be determined.
    iii. Name changes for committees:
        - Allocations to be named "Finance/Allocations".
        - Comprehensive planning to be named "Strategic Planning/Needs Assessment".
        - New committees will be "Care Strategy Committee" and "Governance/Member".

6. SUB-COMMITTEE PLANNING CALENDAR

a. Month
    i. Comprehensive Planning
        - Discussion item on proposed council realignment.
    ii. Allocations
        - Discussion item on proposed council realignment.
        - Move agenda item 4 to business agenda.
            - Update on priority setting and resource allocations cycle.
    iii. Business
        - Move agenda item 6 to after approval of minutes.
            - Community engagement and service.
                i. Star Awards ceremony
        - Remove agenda item 7.
            - Care strategy committee meetings.
b. Annual
    i. Executive council discussed annual calendar amongst proposed council realignment with new committees and their duties.

7. DOCUMENT REVIEW

a. Office of Support Policy and Procedures
    iv. No comments or changes were made.

8. RECRUITEMENT/PROMOTION

a. Review consumer focus groups to identify key target areas

v. Hailey da Anda and Jaseudia Killion presented on utilizing focus groups to get consumer feedback.

9. HIV PLANNING COUNCIL STAFF REPORT

a. Rashana Raggs presented on staff report for events and upcoming staff activities, conferences, and mentoring.
b. Jaseudia Killion presented on MOU.
   i. Administrative agent Glenn Selfe proposed changing from "the grantees administrative agent to the planning council office of support" on page 4, item number 3.
   ii. Administrative agent Glenn Selfe proposed on page 7, item number 8, to either take that item out or enforce it.
   iii. Administrative agent Glenn Selfe proposed on page 12, section 6 to also add HIV Resource Administration Unit (HRAU) manager.
   iv. Keep number 8 in and enforce it.
   v. AA Glenn Selfe proposed to replace the words "service provider" with "subrecipient" throughout MOU.
   vi. Make this an action item on business agenda.

10. ADMINISTATIVE AGENT STAFF REPORT

a. Administrative Agent manager Glenn Selfe mentioned Ryan White conference in Washington DC, August 11th-14th.
   i. Executive needs to pick 3 people out of council members and support staff to attend.
   ii. Discuss conference at business meeting as well as add as agenda item to allocations and comprehensive agendas.

ADJOURNMENT

- Chair LJ Smith adjourned the meeting at 8:14 p.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.