HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, MARCH 3rd, 2020

HIV PLANNING COUNCIL **COMMITTEE MEETING**
EXECUTIVE COMMITTEE MEETING MINUTES ***TUESDAY, March 3rd, 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 5:00 p.m.

Council Members in Attendance:
Chair LJ Smith,* Vice-Chair *Barry Waller*, Secretary *Glenn Crawford, Akeshia Johnson-Smothers, and Emma Sinnott

Council Members Absent: *Dale Thele.*

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: *None.*

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 5:00 p.m.

2. **INTRODUCTION/ANNOUNCEMENTS**
   a. None.

3. **APPROVAL OF MINUTES**

a. The minutes from the meeting of February 4th, 2020 were approved as written with no objections.

4. MEMBERSHIP INTERVIEW

a. Tarik Daniels
   i. Recommendation for approval of membership was approved on Secretary Glenn Crawford motion, Vice-Chair Barry Waller second on a unanimous 6-0 vote.

5. CHAIR REPORT

a. Review of Attendance Report
   i. Tabled due to moving to Membership/Governance committee.
b. Review of Membership Activity Report and Updated Membership Roster
   i. Tabled due to moving to Membership/Governance committee.

6. AGENDA SETTING

a. Discuss update on by-laws
   i. Discussion on new "Conflict of Interest" policy was had amongst the council.
b. Priority setting resource allocation (PSRA) process review/discussion
   i. Vice-chair Barry Waller explained the suggested changes to be applied for the PSRA cycle.
c. Approval of agendas for new committees
   i. Membership/Governance committee
      - March
        a. Committee met earlier in the day. Agenda approval was not needed.
      - April
        a. Social media calendar to be added to agenda.
        b. Membership attendance report to be added to agenda.
        c. Annual calendar review to be added to agenda.
        d. Policies and procedures with by laws and attendance to be added to agenda.
   ii. Care Strategies committee
      - Care Strategies committee will review the next months agenda moving forth due to following committee meeting after Executive committee meeting.
   iii. Finance/Allocations committee
      - Due to not meeting quorum, the March committee meeting was cancelled.
      - Suggested in April to add planning council budget into committee responsibilities.
      - Move PSRA review/discussion to April agenda.
   iv. Strategic Planning/Needs Assessment committee
      - Consumer questionnaire to be discussed at March meeting.
   v. Business committee
      - Suggested to bring finalized questionnaire to Business committee meeting.
      - Move all voting items as the first items on agenda.
      - Tarik Daniels membership will be voted on.
      - Move agenda item 5, PSRA cycle, to April.
d. Training recommendations for committees
   i. Directives for Care Strategies Committee

ii. PSRA for Business Committee
- Recommended to be moved to April for discussion and vote.

7. HIV PLANNING COUNCIL STAFF REPORT

a. Art Erotica event will be held May 16, 2020 with location to be announced at a later date and time.

8. ADMINISTATIVE AGENT STAFF REPORT

a. Rapid reallocation policy

ADJOURNMENT

- Chair LJ Smith adjourned the meeting at 6:12 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.