HIV PLANNING COUNCIL BUSINESS MEETING MINUTES
MONDAY, APRIL 27th, 2020

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BUSINESS MEETING MINUTES **Monday, April 27th, 2020**

The *HIV Planning Council* convened in a regular business meeting on Monday, April 27, 2020 at *City Hall, via Cisco Webex Teleconferencing Virtual Meeting*.

Chair LJ Smith called the meeting to order at 1:19 p.m.

Council Members in Attendance:
Chair, *L.J. Smith,* Vice-Chair, *Barry Waller,* Secretary *Glenn Crawford, Alberto Barragan, Akeshia Johnson Smothers, Bart Whittington, Dale Thele, Julio Goméz, Lee Miranda, Mattyna Stephens, Samuel Goings, and Tara Scarbrough*

Members Absent: *Adriana Neves, Brian Johnson, Brooks Wood, and Jonathan Wells, Michael Everett, and Taylor Stockett*

Staff in Attendance: *Hailey de Anda,* Interim Unit Manager *Jaseudia Killion,* Planner II, *Anjelica Barrientos,* AmeriCorps VISTA

Administrative Agent: *Anthony Kitzmiller, Brenda Mendiola, Patricia Niswander, Renue Jones, and William Thomas*

Presenters: *None.*

Citizen Communication: *None.*

1. **CERTIFICATION OF QUORUM**
    a. Chair LJ Smith established and certified quorum at 1:19 p.m.

2. **INTRODUCTION/ANNOUNCEMENTS**
    a. Care Strategies Chair Emma Sinnott resigned from the HIV Planning Council.
    b. The new Care Strategies Chair is now council member Bart Whittington.

3. **APPROVAL OF MINUTES**
    c. The minutes from the meeting of February 24th, 2020 were approved with minor corrections.
        i. Agenda item 1 c.: correct "Aids" to "AIDS".

4. **UPDATE FROM ADMINISTRATIVE AGENT (AA)**
    a. Emergency COVID-19 Funding announcement and recommendations for spending

i. Directive to specify emergency funding spending

- Council member Bart Whittington gave update stating no directive was needed at this time.
- Chair LJ Smith requested letter of support to be drafted for recipients stating the clarification of how funds are to be used and refer to service standards.

ii. Allocation of emergency funding

- Administrative Agent, Anthony Kitzmiller presented on the allocation numbers and updates. Also stating anything related to COVID-19 can be expended specifically for COVID related expenses.
- Funds are only available to be expended by service providers from April 1st to March 31st, 2021.
- Recommended funding allocated for service providers:
  - Housing - $50,000
  - Emergency financial assistance - $27,260
  - Food bank - $40,000
  - Health insurance - $55,000
  - Outpatient Ambulatory Health Services - $ 23,368
  - Substance abuse outpatient - $10,000
  - Mental health - $30,000
  - Non-Medical case management - $5,000
    - i. AA to administer contract - $26,736
    - ii. Total after AA administer contract - $267,364
- Vice-Chair Barry Waller motioned to approve recommendations for use of $240,628 for COVID-19 funding, Secretary Glenn Crawford seconded on a unanimous 12-0 vote.
- Council member Bart Whittington would like to recommend expediting some sort of system for future emergency situations. This concern would fall under Care Strategies Committee.

5. COMMITTEE REPORTS

a. Executive Committee

i. Membership votes

- Tarik Daniels

- Recommendation for approval of membership was approved on Vice-Chair Barry Waller motion, Secretary Glenn Crawford seconded on a unanimous 12-0 vote.

b. Finance/Allocations Committee
   i. Assessment of the Administrative Mechanism Tool

- Approval of the tool used for this yearly assessment
  - Vice-Chair Barry Waller presented on the Assessment of the Administrative Mechanism Tool
  - Vice-Chair Barry Waller motioned to approve to pass Assessment of the Administrative Mechanism Tool. Secretary Glenn Crawford seconded on a unanimous 12-0 vote.

c. Membership/Governance Committee
   i. Social Media Calendar

- Calendar for posting and messaging for the social media accounts of the Planning Council
- Agenda item tabled to be discussed as voting item on next month's meeting agenda.

d. Care Strategies Committee
   i. Tabled

e. Strategic Planning/Needs Assessment Committee
   i. Tabled

2. By Laws Update from the Office of Support

a. Edits have been added per Council recommendations
b. Policies will be drafted by the Governance/Membership Committee
c. Amendments to By Laws will go to Legal Department for final approval

ADJOURNMENT

a. Chair LJ Smith adjourned the meeting at 2:30 p.m. without objection.

Indicative of action items

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