



**HIV PLANNING COUNCIL
BUSINESS MEETING
Wednesday, May 27, 2020, 10:00 A.M.
City Hall/ Remote Meeting
Austin, Texas**

HIV PLANNING COUNCIL MEMBERS:

Chair L.J. Smith, Vice-Chair Barry Waller, Secretary Glenn Crawford, Adriana Neves, Akeshia Johnson-Smothers, Alberto Barragan, Bart Whittington, Brian Johnson, Brooks Wood, Dale Thele, Dennis Ringler, Julio Gómez, Karson Jensen, Lee Miranda, Mattyna Stephens, Michael Everett, Samuel Goings, Tara Scarbrough, Tarik Daniels, and Taylor Stockett.

The HIV Planning Council convened for a regular business meeting on Wednesday, May 27, 2020 at City Hall, via Cisco WebEx Teleconferencing Virtual Meeting.

Council Members in Attendance:

Chair, L.J. Smith, Vice-Chair, Barry Waller, Secretary Glenn Crawford, Akeshia Johnson-Smothers, Alberto Barragan, Dale Thele, Julio Gomez, Lee Miranda, Mattyna Stephens, Michael Everett, Samuel, Goings, Tara Scarbrough, and Tarik Daniels

Members Absent: Adriana Neves, Bart Whittington, Brian Johnson, Brooks Wood, Dennis Ringler, Karson Jensen, and Taylor Stockett

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

Administrative Agent: Anthony Kitzmiller

Presenters: None.

Citizen Communication: None.

Other: Adam, COA AV Staff

AGENDA

CALL TO ORDER

1. Chair LJ Smith called the meeting to order at 10:07 a.m.

CITIZEN COMMUNICATION

Speakers who have registered one day prior to the meeting will have a three-minute allotment to address concerns regarding items on the agenda.

1. **CERTIFICATION OF QUORUM**



2. INTRODUCTION/ANNOUNCEMENTS

- a. HIVPC Meetings continue to be open to the public if a member of the public is going to make a comment
 - i. This issue is currently being addressed through the by-laws.
- b. The HIVPC meetings are recorded and available for later viewing

3. APPROVAL OF MINUTES 🚩

- a. Minutes approved with minor edits



4. Update from the Administrative Agent (AA)

- a. Anthony Kitzmiller reviewed FY19 and FY20 spending reports
- b. Anthony Kitzmiller reviewed service provider updates amid COVID-19, including telehealth, transportation, and food bank services
 - i. Potential re-allocation in July/August 2020
 - ii. The AA received Part A and Part C funding for COVID-19, these contracts are being finalized and the AA aims to send the contracts out to providers for signing by the end of the week
 - a. Some of the funding is retroactive
- c. Anthony Kitzmiller reviewed ARIES and data management updates:
 - i. New ARIES certificates and policies have been rolled-out
 - ii. ARIES has been updated to track COVID-19 positive patients
 - iii. Quality management updates

5. COMMITTEE REPORTS

- a. Executive Committee
 - i. No updates to report
- b. Finance/Allocations Committee
 - i. Priority Setting and Resource Allocation (PSRA)
 - a. Discuss Draft Agendas for Workshop
 - 1. Committee Chair Barry Waller reviewed draft agenda documents



- b. Approval of the PSRA yearly process 
 - 1. Committee Chair Barry Waller reviewed the Draft FY2020 PSRA Proposal document
 - 2. Item approved with a unanimous 12-0 vote
- c. Discuss Draft Summary of Data Needs and Requests
 - 1. Committee Chair Barry Waller reviewed the Data Request Summary document
 - 2. Data requests are being finalized and there will be future data presentations
 - 3. Conversation surrounding making data and presentations available for members
 - i. Jaseudia Killion: there will be a PSRA binder for members; the process for delivery/pick-up is being developed
- ii. Assessment of the Administrative Mechanism Tool Discussion
 - a. Hailey de Anda: An Assessment Survey was sent to subrecipients with 100% response rate. A draft report will be presented at the next Finance/Allocations Committee meeting before moving to the Full Business Meeting for review.
- iii. Conflict of Interest Policy Discussion
 - a. Jaseudia Killion reviewed the Conflict of Interest Policy Development.
- c. Membership/Governance Committee
 - i. Social Media Calendar
 - a. Approval of Calendar for posting and messaging for the social media accounts of the Planning Council 
 - 1. Committee Chair Akeisha Johnson-Smothers reviewed the Social Media Calendar
 - 2. Jaseudia Killion will email out the calendar to the Planning Council




3. Item approved with a unanimous 12-0 vote

d. Care Strategies Committee

- i. Committee Chair, Bart Whittington, not in attendance: No updates to report at this time

e. Strategic Planning/Needs Assessment Committee

- i. Vote on 2020 Needs Assessment Survey Tool 
 - a. Committee Chair Glenn Crawford presented the Needs Assessment Survey Tool and its development
 - b. Jaseudia Killion: There is a field version (for those clients out of care) and an agency version
 - c. The Committee and Support Staff is currently developing strategies for administration of the surveys: Awaiting guidance from PO Officer, but will also take recommendations from the Committee to the PO Officer for consideration
 - d. Item approved with a unanimous 12-0 vote

6. Office of Support Updates

- a. Upcoming virtual conferences
 - i. Akeisha Johnson-Smothers, Hailey de Anda, and Jaseudia Killion will be presenting at the National Ryan White Conference
 - ii. Due to conferences moving to a virtual format, there are available funds to enroll Planning Council members in virtual conferences: Call to notify Support Staff if members would like to attend a virtual conference
- b. Bylaws currently under Legal review
 - i. Jaseudia Killion: Bylaws are expected back from legal June 1, 2020
- c. PSRA Workshops Survey
 - i. Jaseudia Killion: As of now, the PSRA will be a virtual process. There will be a survey sent out to members within the next several days to identify dates/times for the PSRA Workshops.



ADJOURNMENT

1. Chair LJ Smith adjourned the meeting at 11:24 a.m.

⚡ 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, please contact Hailey de Anda at (512) 972-5862.