Special Meeting of the HIV Planning Council
Monday, June 1, 2020

Governance/Membership Meeting to be held 06/01/2020 with Social Distancing Modifications

Public comment will be allowed via telephone; no in-person input will be allowed. **All speakers must register in advance** (05/31/2020 by Noon**).** All public comment will occur at the beginning of the meeting.

To speak remotely at the June 1, 2020 HIV Planning Council Meeting, residents must:

•Call or email the board liaison at **(512) 972-5806 and Jaseudia.Killion@austintexas.gov** no later than noon, (the day before the meeting). The information required is the speaker name, item number(s) they wish to speak on, whether they are for/against/neutral, and a telephone number or email address.

•Once a request to speak has been called in or emailed to the board liaison, residents will receive either an email or phone call providing the telephone number to call on the day of the scheduled meeting.

•Speakers must call in at least 15 minutes prior to meeting start in order to speak, late callers will not be accepted and will not be able to speak.

•Speakers will be placed in a queue until their time to speak.

•Handouts or other information may be emailed to **Jaseudia.Killion@austintexas.gov** by Noon the day before the scheduled meeting. This information will be provided to Board and Commission members in advance of the meeting.

•If this meeting is broadcast live, residents may watch the meeting here: **http://www.austintexas.gov/page/watch-atxn-live**

HIV PLANNING COUNCIL
GOVERNANCE/MEMBERSHIP MEETING
Monday, June 1, 2020, 1:00 P.M.
City Hall/ Remote Meeting
Austin, Texas

GOVERNANCE/MEMBERSHIP COMMITTEE MEMBERS:

Committee Chair Akeshia Johnson-Smothers, Brooks Wood, Dale Thele, Julio Gómez, Tarik Daniels, and Taylor Stockett.

AGENDA

Committee Chair ***Akeshia Johnson-Smothers called the meeting to order at 1:01pm***

Council Members in Attendance: ***Akeshia Johnson-Smothers, Dale Thele, Julio Gomez, and Tarik Daniels***

Council Members Absent: ***Brooks Wood and Taylor Stockett***

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

Administrative Agent: ***Anthony Kitzmiller***

Presenters: ***None***

Other: ***Adam, City of Austin AV Tech***

CALL TO ORDER

Committee Chair Akeshia Johnson-Smothers called the meeting to order at 1:01pm

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**
    a. Committee Chair Akeshia Johnson-Smothers called the meeting to order at 1:01pm
2. **INTRODUCTION/ANNOUNCEMENTS**
    a. Committee members and Support Staff introduced themselves
3. **APPROVAL OF MINUTES**

a. Minutes approved with minor corrections with a vote 4-0

4. ANNUAL CALENDAR REVIEW

a. Jaseudia Killion re-introduced the calendar

b. Akeshia Johnson-Smothers reviewed the annual calendar

i. For awareness days/events that do not have a crafted campaign, this committee will be responsible for creating messaging

a. Committee members should submit suggestions to Jaseudia Killion

b. Tarik Daniels will draft messaging for June 12 Pulse Night of Remembrance

c. Dale Thele will draft messaging for June 28 Stonewall Riots Anniversary

c. Dale Thele: The Committee needs to utilize other strategies for Facebook posting

i. Consider including links in posts for members to share events on their personal pages

ii. Encourage members to update Facebook settings to expand audience

d. Akeshia Johnson-Smothers: Do we want to invest in other platforms like Instagram, Twitter, SnapChat?

i. Dale Thele: Different age groups tend to utilize certain platforms. It is recommended for business to only use 2 social media platforms; the HIVPC should not go beyond 3 social media platforms. HIVPC messaging should have a similar look.

ii. Julio Gomez: Importance of building trust with the community; the HIVPC should be intentional about raising awareness of the Council and reaching out to consumers

a. Engage individuals who are already popular on social media platforms

1. Tarik Daniels: Endorse "Social Media Ambassadors"

e. Hailey de Anda: A HIVPC hashtag was created in 2018

i. This committee would not have to propose a hashtag to the Full Business Council

ii. Tarik Daniels: We should look at other major cities that have a HIVPC and review their hashtags in developing the local campaign

5. POLICY DEVELOPMENT

a. Teleconferencing

i. Hailey de Anda: Bylaws are being developed

ii. Jaseudia Killion: Submit policy recommendations to Jaseudia and she will draft a policy. Consider the following:
    a. Definition of "quorum"
    b. Which virtual platform does the HIVPC and its subcommittees use?
    c. Special considerations: Robert's Rule of Order, Texas Open Meetings Act

b. Social Media
    i. Goal is to ease and simplify the Social Media process
    ii. Support Staff will present a draft of the Social Media policy in the near future

c. Membership policy around non-voting members that don't impact quorum

6. MEMBERSHIP AND ATTENDANCE

a. Review attendance – tabled due to absences not being counted during the COVID-19 pandemic

b. Review of membership activities

c. Membership roster and demographics
    i. Tarik Daniels: Regarding transgender HIVPC membership, membership recruitment efforts should be focused
    ii. Jaseudia Killion reviewed HRSA's membership categories
        a. The HIVPC is to notify Support Staff of where to focus membership recruitment and Support Staff will contact organizations and invite participants
        b. The HIVPC does not currently fulfill the membership category of a representative who works with the State
    iii. Tarik Daniels to develop a draft campaign for these recruitment efforts
        a. The HIVPC has some draft flyers that will be reviewed by agencies to ensure they are culturally appropriate
        b. Dale Thele: Edit the current flyers to have black font instead of red font
            1. Support Staff will complete this request

7. RECRUITMENT/PROMOTION

a. Review membership application

b. Review Orientation Process
    i. Jaseudia Killion presented the use of Consumer Advisory Boards (CABs) to recruit and engage more Ryan White consumers and EIIHA populations, with

special consideration to African American MSM, Latinx MSM, Transgender, and Black Women populations

ii. Support staff will help compile a list of organizations with existing CABs

iii. The Governance/Membership committee will dictate how this ad-hoc committee is governed

iv. Jaseudia Killion: The CAB would allow more flexibility in consumer engagement

    a. Jaseudia Killion: The CAB would allow more flexibility in consumer engagement

    b. Jaseudia Killion reviewed some of Houston and San Antonio's practices around CABs

    c. Jaseudia Killion will request written bylaws/policies from the HIVPCs in Atlanta and San Antonio regarding CABs for the HIVPC to review

v. Hailey de Anda: Regarding the HIVPC Needs Assessment Survey, it is important to be mindful of other community surveys and efforts

    a. Hailey de Anda: Due to COVID-19, there may be an extension on the HIVPC's Year 1 Needs Assessment Survey

vi. Akeshia Johnson-Smothers: The CAB's development should not delay or limit membership efforts; consider a social media campaign

8. DOCUMENT REVIEW

a. Promotional materials

b. Office of Support Policy and Procedures

c. Directives Policy

9. HIV PLANNING COUNCIL STAFF REPORT

a. Jaseudia Killion:

    i. There are available HIVPC funds to support marketing

    ii. Hailey de Anda: Virtual conferences:

        a. SYNChronicity conference

        b. International HIV conference (there will be an update to the 90-90-90 goals)

        c. If interested in attending, email Hailey or Jaseudia.

    iii. There was a survey sent out to gage the best dates/times for the PSRA process; please fill out.

iv. There is one membership application pending; this committee is in-charge of the membership applications, interviews, and recommendation to the Full Business Council

ADJOURNMENT

Committee Chair Akeshia Johnson-Smothers adjourned meeting at 2:15pm

- *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.