Special Meeting of the HIV Planning Council
Wednesday, June 3, 2020

Executive Meeting to be held 06/03/2020 with Social Distancing Modifications

Public comment will be allowed via telephone; no in-person input will be allowed. **All speakers must register in advance** (06/02/2020 by Noon**).** All public comment will occur at the beginning of the meeting.

To speak remotely at the June 3, 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
EXECUTIVE MEETING
Wednesday, June 3, 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, Akeshia Johnson-Smothers, Bart Whittington, Dale Thele,

Chair, *LJ Smith* called the Committee Meeting to order at 10:01 a.m.

Council Members in Attendance:
Chair LJ Smith,* Vice-Chair *Barry Waller*, Secretary *Glenn Crawford, Bart Whittington, Dale Thele

Council Members Absent: *Akeshiea Johnson Smothers*

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, Glenn Selfe*

Presenters: *None*

Other: *Adam, COA AV Tech*

AGENDA

CALL TO ORDER

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. Hailey de Anda: Akeshia Johnson-Smothers is unable to make today's meeting

3. **APPROVAL OF MINUTES**
    a. Minutes approved with one minor edit

4. **AGENDA SETTING**
    a. Discuss calendar and identify priorities for all committee meetings
        i. Jaseudia Killion: Pre-approved agendas have been used for the past several HIVPC subcommittee meetings

1. There is some uncertainty regarding draft agendas for future meetings. How does the Executive Committee want to address agenda setting moving forward during this time?

ii. LJ Smith: Request for subcommittee Chairs to be prepare for their respective meetings by identifying priorities

iii. Jaseudia Killion: The Bylaws will be approved by legal soon

iv. Barry Waller: There is some data in preparation for the PSRA that all members should be informed of.

1. Jaseudia Killion: The data coming from the AA will be presented during the PSRA workshops
2. Other data includes presentations from Nancie Putnam, Ann Dills, and Brenda Bounous (CQM updates)
3. Committee discussion regarding virtual platform options
    a. Hailey de Anda: The data presentations would not be official HIVPC meetings, allowing any virtual platform to be used. It is essential that HIVPC business is *not* discussed during these data presentations.
    b. Jaseudia Killion: Typically, we have limited the presentations to 30 minutes each; Support Staff will try to coordinate data presentations to utilize time most efficiently.
4. LJ Smith: Request to record the data presentations
5. PSRA retreat dates will be finalized this Friday when the Survey Monkey closes

b. Discuss specific topics for priority meetings

i. Barry Waller, Finance/Allocations Committee Chair

1. Reallocation will be a topic for discussion in the future
2. Begin to look at and build a budget for the HIVPC and the Office of Support: Build habits around monitoring budget
3. Request for input from the entire Council regarding budget items
4. Hailey de Anda: role of Support Staff is to maintain transparency; end goal is to have Council members negotiate grant budgeting with the AA
5. Chair LJ Smith: Every subcommittee should report on their anticipated budget requests

ii. Glenn Crawford, Strategic Planning/Needs Assessment Committee Chair

1. Hailey de Anda: Gift cards were purchased with funds from the previous grant year. The gift cards are with the APH purchasing department and there are several more steps before they can be transferred to the Council.
2. Needs Assessments tools have been finalized (field and agency versions)
    a. Awaiting epidemiology profile
    b. Awaiting guidance from HRSA regarding survey administration

iii. Bart Whittington, Care Strategies Committee Chair

1. Request for guidance regarding budgeting for Care Strategies Committee
2. Care Strategies Committee has yet to meet virtually
3. Chair LJ Smith: Request for Jaseudia Killion and Bart Whittington to meet and discuss agenda setting process

iv. Anthony Kitzmiller

1. Regarding budget: We will have to look at possible reallocations later this year

v. Hailey de Anda: Items to be mindful of:

1. Standards of Care Review
2. The Assessment of the Administrative Mechanism tool has been approved and the report is being developed
    a. The report will go to Finance/Allocations for review in June

vi. LJ Smith: Request for Care Strategies Committee to meet in June

vii. Jaseudia Killion: Reviewed priorities from subcommittees
    1. Governance/Membership Committee is developing a social media policy and a policy regarding virtual meetings

viii. Hailey de Anda: There will be a new member interview soon and a new member vote coming-up to the Executive Committee

5. DISCUSS DATA PRESENTATION FORMAT FOR PSRA PROCESS

a. Jaseudia Killion presented the summary of data needs and requests. Office of Support is meeting with the Administrative Agent next week to discuss finalized requests and dates/times for presentations. Regarding data presentation notice to the public: A Notice of Public Interest will go to the Clerk's office, and this will go out to the public; the events will also be posted on the Facebook page.

b. The data presentations can be counted as HIVPC Training Events

6. HIV PLANNING COUNCIL STAFF REPORT

a. Bylaws update

i. Jaseudia Killion: Legal had some edits and there is a follow-up meeting with the PO Officer later today. The Bylaws will require the Mayor's signature and LJ Smith's signature. Once signatures are acquired, the Bylaws will be in effect.

7. ADMINISTATIVE AGENT STAFF REPORT

a. Rapid reallocation policy

i. Barry Waller presented the HIVPC Reallocation Policy 2020 document

ii. Glenn Selfe reviewed the HIVPC Reallocation Policy 2020 document
    1. The policy under discussion includes the rapid reallocation policy
    2. The goal of the policy is to spend all funds

iii. Glenn Selfe reviewed the Reallocation Form – AA Recommendation for Reallocation document: The form is intended to standardize the reallocation recommendation process

iv. Glenn Selfe reviewed the Reallocation Form – Administrative-Rapid Reallocation Report document

v. Glenn Selfe: How does the Executive Committee want to move forward with policy review and vote of approval?
    1. Barry Waller: An important job of any Planning Council is allocation and reallocation of funding dollars. Intent of this policy was to retain involvement from the Planning Council for as long as possible throughout the allocation/reallocation process.

vi. Chair LJ Smith: Request for this policy to go to the Finance/Allocations Subcommittee and the Governance/Membership Subcommittee for review

vii. Barry Waller: Request to add policy review to the Finance/Allocations agenda as a presentation, but not as an action/voting item

viii. Jaseudia Killion: The policy will be added as a presentation to the Governance/Membership Committee's July meeting

ix. Anthony Kitzmiller: Goal is to get this policy approved as soon as possible

1. LJ Smith: If all goes accordingly, the policy will be approved at the July Full Business meeting

ADJOURNMENT

Chair LJ Smith adjourned the meeting at 11:26 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, Executive Committee, please contact Hailey de Anda at (512) 972-5862.