Executive Committee Meeting of the HIV Planning Council Tuesday, August 4, 2020

Executive Meeting to be held 08/04/2020 with Social Distancing Modifications

Public comment will be allowed via Microsoft Teams; no in-person input will be allowed. **All speakers must register in advance** (08/03/2020 by Noon**).** All public comment will occur at the beginning of the meeting.

To speak remotely at the August 4, 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
MINUTES
Tuesday, August 4, 2020, 5:00 P.M.
via Microsoft Teams
Austin, Texas

HIV PLANNING COUNCIL MEMBERS:

Chair-L.J. Smith, Vice Chair-Barry Waller, Secretary-Glenn Crawford, Akeshia Johnson-Smothers, Bart Whittington
Members Present*: LJ, Barry, Glenn, Akeshia, and Bart*
Members Absent: *None*
Office of Support Present: *Hailey DeAnda-Interim Planning and Evaluation Unit Manager, Jaseudia Killion-Public Health Planner II*
Administrative Agent Staff Present: *Anthony Kitzmiller-Interim HRAU Program Manager*
Others Present: *Damerick Davis*

AGENDA

CALL TO ORDER
Meeting was called to order at 5:02 P.M. by Planning Council Chair-L.J. Smith

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.

-There was no registered for communication for this meeting.

1. **CERTIFICATION OF QUORUM**
   a. Chair certified the meeting by calling it into order. Quorum during the Emergency Declaration is defined by whomever is present during the start of the meeting.

2. **INTRODUCTION/ANNOUNCEMENTS**
   a. There was no introductions and no announcements.

3. **APPROVAL OF MINUTES**
   a. The Committee members voted to approve the minutes as is for the most recent meeting, vote was unanimous.

4. **AGENDA SETTING**
   a. Discussed calendar and identified priorities for all committee meetings
      i. Glenn proposed a training for HIV/AIDS to the community hosted by the Planning Council to occur during the year
   b. Review Committee Agendas

i. A document review was added to the Governance/Membership Committee agenda for September
ii. Care Strategies Committee will provide input on future agenda items following their second committee meeting
iii. Strategic Planning/Needs Assessment Committee will add Directive for peer navigators to September Agenda
iv. Finance/Allocations Committee requested Alberto be removed from committee agenda as he is no longer a member; and requested the Planning Council budget review be added to agendas for this committee. Also requested adding budget negotiations for Planning Council budget with Administrative Agent to agenda.
v. Chair requested that Reallocation policy presentation be added to agenda for Governance/Membership Committee for recommendations, move to Finance/Allocations Committee, then finally Business Committee for August.
vi. Business committee agenda for August will include Reallocation policy presentation and vote; Daniel Ramos membership vote, vote for the Assessment of the Administrative Mechanism, update from all committees, Part B report, and Administrative Agent Report

5. HIV PLANNING COUNCIL STAFF REPORT

a. Bylaws update
   i. Bylaws were revised and approved by the Legal Department and are currently being reviewed by the Mayor.
   ii. The Planning Council was approved for closed sessions in order to conduct membership interviews, approved by Legal.
b. Committee Budget Items
   i. The items to be added for consideration from this committee are a remote meeting platform for all meetings.

6. CHAIR DISCUSSION TOPICS

a. Star Awards
   i. Proposed by Governance/Membership Committee that this event be postponed until the Spring of 2021 due to Covid-19 uncertainty, and for the event to be bigger than ever and used as a promotional/recruitment event.
b. Virtual End of the Year Celebration
   i. Chair would like committee to give thought into how this celebration will be conducted this year.
c. Meeting Platforms
   i. Chair would like to explore additional meeting platforms including Zoom for virtual meetings.
d. Contingency Planning for
   i. Reallocation Policy
   ii. Assessment of the Administrative Mechanism (AAM)
      1. It was decided that in the event of the Finance/Allocations Committee not being in September for any reason, the Reallocation Policy and AAM would move forward to Business Committee without input from Finance/Allocations

7. ADMINISTATIVE AGENT STAFF REPORT

a. Reviewed current expenditures

ADJOURNMENT
Adjourned by Chair at 5:57 P.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 Jaseudia Killion at **(512) 972-5806**