



Governance/Membership Committee Meeting of the HIV Planning Council Tuesday, August 4, 2020

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

Public comment will be allowed via telephone; no in-person input will be allowed. **All speakers must register in advance** (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
GOVERNANCE/MEMBERSHIP MEETING
MINUTES**

**Tuesday, August 4, 2020, 12:00 P.M.
City Hall/ Remote Meeting
Austin, Texas**

GOVERNANCE/MEMBERSHIP COMMITTEE MEMBERS:

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

Members Present: Akeshia Johnson Smothers, Tariak Daniels, and Taylor Stockett

Members Absent: Brooks Wood and Julio Gomez

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, Glenn Selfe-Grants Program Manager

Others Present: L.J. Smith-Planning Council Chair, Daniel Ramos-Planning Council Membership Interviewee

CALL TO ORDER

Akeshia called the meeting to order at 12:02pm.

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.

No one registered to speak.

1. CERTIFICATION OF QUORUM

- a. Akeshia certified the meeting by calling it into order. Quorum at during the Emergency Declaration is defined by whomever is present during the start of the meeting.

2. INTRODUCTION/ANNOUNCEMENTS

- a. Akeshia asked for everyone present to introduce themselves.

3. APPROVAL OF MINUTES 🚩

- a. The Committee members voted to approve the minutes as is for the most recent meeting, vote was unanimous. Motion to Accept was made by Taylor with no nay sayers.

4. MEMBERSHIP INTERVIEW

- a. Daniel Ramos 🚩



- i. The interview was conducted via closed sessions; therefore, all non-Planning Council members left the virtual meeting and recording stopped during this closed session.
- ii. Once everyone was allowed to return, the committee recommended Daniel Ramos for membership unanimously for the Business Committee vote. Taylor motioned to accept, seconded by Tarik.

5. ADMINISTRATIVE AGENT STAFF PRESENTATION

- a. Rapid Reallocation Policy
 - i. Glenn Selfe completed a presentation on the Reallocation Process Policy and Supporting Documents.
 - ii. Jaseudia noted that this is actually a Reallocation Policy presentation not a Rapid Reallocation Policy presentation.
 - iii. Jaseudia presented three issues for consideration with the policy
 - a. The Chair of Finance/Allocations Committee may not directly contact any Planning Council members to reach consensus for reallocations due to walking quorum.
 - b. Raised the question of what will happen in the event of committee members not reaching consensus for a reallocation.
 - c. Expressed concern that the Priority Setting and Resource Allocation is a process that has been moved to the full Planning Council and that reallocation is a part of that process in response to the policy outlining that the Finance/Allocations Committee Chair and his committee decide on reallocations.
 - iv. Tarik expressed concern over the Planning Council seceded unprecedented power to one member in the reallocation decision process-the Finance/Allocation Committee Chair. This concern was echoed by Akeshia.
 - v. Taylor expressed concern over what will happen in the event of consensus not being met which was also expressed by Akeshia and Tarik.
 - vi. Glenn expressed that he would meet with Finance/Allocations Chair to develop solutions; however, this committee decided that solutions to issues should rest solely with Finance/Allocations Committee not just the Chair of that committee.
 - vii. Recommendations from this committee regarding the policy are as follows:
 - a. To prevent a walking quorum, the Finance/Allocations Committee Chair will contact the Office of Support to conduct any communication regarding consensus and reallocation with Planning Council members.
 - b. The Finance/Allocations Committee Chair must have input on reallocation from the Planning Council Chair and Finance/Allocations Committee following the same procedure above to prevent walking quorum
 - c. If consensus for reallocation is not met, the Finance/Allocations Committee may make a counteroffer to the Administrative Agent. The committee also agreed that the Finance/Allocations Committee should identify a solution in addition to this committee's solution for consensus not being met.
 - viii. Committee recommended policy with edits provided above as recommendations for the Finance/Allocations Committee.

6. ANNUAL CALENDAR REVIEW

- a. Jaseudia displayed the Planning Council's annual work plan calendar via shared screen. The committee focused on the part that pertained to its committee meetings.



7. MEMBERSHIP AND ATTENDANCE

- a. Review attendance
 - i. Committee discussed member attendees, then decided that the Attendance Policy should not apply during Covid-19 emergency declarations.
 - ii. Committee requested that Office of Support contact the members who have not attended meetings since March.
- b. Review of membership activities
 - i. Committee reviewed membership activities since May 2020.
- c. Membership roster and demographics
 - i. Committee reviewed current membership roster and demographics.

8. RECRUITMENT/PROMOTION

- a. Review Social Media Calendar
 - i. Akeshia requested more social media posts regarding Covid-19.
 - ii. Tarik requested posts regarding upcoming Southern HIV/AIDS Awareness Day
 - iii. Taylor requested more CDC messaging and templates for Covid-19.
- b. STAR Awards Planning
 - i. Committee decided to table STAR Awards Planning due to Covid-19 and would like to develop a bigger and different STAR Awards in the future.
 - ii. Committee would also like sub recipient help with nominations.
 - iii. Taylor would like to have more diverse recommendations and more promotions with committee agreeing.

9. DOCUMENT REVIEW

- a. Complaints against Planning Council Members
 - i. Committee reviewed the document found on the Boards and Commission site.
- b. Grievance Policy
 - i. Committee reviewed policy in the Appendix section of Bylaws.

10. STAFF REPORT

ADJOURNMENT

Akeshia adjourned meeting at 2:03pm.

⚡ 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.