



Governance/Membership Committee Meeting of the HIV Planning Council

Tuesday, September 1, 2020

Governance/Membership Meeting to be held 09/01/2020 with Social Distancing Modifications

Public comment will be allowed via telephone; no in-person input will be allowed. **All speakers must register in advance** (08/31/2020 by Noon). All public comment will occur at the beginning of the meeting.

To speak remotely at the September 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
Tuesday, September 1, 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, Tarik 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, Patricia Niswander, Grants Coordinator

Others Present: None.

AGENDA

CALL TO ORDER

Chair called the meeting to order at 12:07 PM

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

Chair called committee meeting to order certifying quorum virtually.

2. INTRODUCTION/ANNOUNCEMENTS

Hailey announced Anjelica's last day as a VISTA and thanked her for service.

3. APPROVAL OF MINUTES 🚩

Meeting were approved as is, unanimously.

4. ANNUAL CALENDAR REVIEW

Committee reviewed the calendar with a recommendation to continue meeting through November from Hailey including the membership application process. The Office of Support has received input from people regarding the application.



Akeshia requested social media calendar yearly plan be completed at the top of the year while also still reviewing it monthly as a committee. November agenda will include draft and recommendations to Business committee, social media calendar.

5. POLICY DEVELOPMENT

a. Virtual meeting policy discussion

Office of Support will provide policy drafts in November based on discussions today for virtual meeting policy (definition of quorum, attendance, and presence definition). Office of Support will review and provide policies from other councils and Texas Openings Meetings Act virtual meeting policy.

6. MEMBERSHIP AND ATTENDANCE

a. Review attendance of current members

i. Discuss Emeritus membership status

- a.** Committee decided that for consideration for this status, a member must request this option in writing. The committee will approve this status once provided with the written request. Additionally, the committee would like this option to be brought forth to people who have attendance issues when attendance is near grounds for termination. Committee would also like to have a plan developed to prevent membership termination and reach out to members close to attendance violations.
- b.** Committee will also like for attendance to be tracked during the COVID-19 emergency declaration; however, attendance will not count against a member.

b. Review of membership activities

- i.** Office of Support updated committee on council activities since last meeting. Daniel Ramos was approved for Membership. Two members did not renew membership: Samuel Goings and Adriana Neves.

c. Review membership roster and demographics

- i.** The committee reviewed the roster and saw current membership reflectiveness of the HIV epidemic in the Austin TGA

d. Discuss new member orientation changes and mentorship

- i.** Committee would like to have FAQs written by current members to assist new members with council experience. Chair of Planning Council would like a rotation of various members meeting with new members to discuss council



activities until permanent mentors can be established. (Information provided by Office of Support to committee)

- e. Non-voting membership discussion
 - i. Office of Support will draft a policy and procedure for this membership status to ensure consumer participation and address current issues applicants are having with the Boards and Commission part of the application process. Tarik Daniels volunteered to assist Office of Support with walking applicants through process
 - ii. Lastly committee would like a different attendance and member activities requirements for this status.

7. RECRUITMENT/PROMOTION

- a. Review Social Media Calendar
Committee designated members to create Facebook posts for September Awareness Days.

8. DOCUMENT REVIEW

- a. HIV Resource Guide
Office of Support will reach out to Texas DSHS to discuss this document and will update document. Once completed it will be shared via Fast Track Cities SharePoint, social media, and community contact list.

9. HIV PLANNING COUNCIL STAFF REPORT

- a. Committee Budget Recommendations
 - i. Committee would like to have some budget quotes for Marketing and “Swag” materials. Committee will also like to have quotes for virtual meeting platforms.
- b. Committee Work Plan calendar review
 - i. Completed previously in the meeting.

ADJOURNMENT

Chair adjourned committee meeting at 1:55PM

✶ 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**

