



**HIV PLANNING COUNCIL  
BUSINESS MEETING  
Meeting Date: February 14, 2012  
Minutes from the January 10, 2012 Business Meeting**

**MINUTES**

**Meeting Location:** 1520 Rutherford, Austin TX

**Meeting Called to order at:** 6:04 p.m.

**Planning Council Members in attendance:** *Amber Alvarez, David Barstow, Brandi Bodenheimer, Joseph Collins, Shanika Cornelius, Leah Graham, Christopher Hamilton, Paul Hassell, Victor Martinez, Winifred Muhammad, Kenneth Placke, Charlotte Simms, and Justin Irving.*

**City of Austin Staff in attendance:** John Waller and Greg Bolds.

**Community members in attendance:** *Lu Russell (Parliamentarian), Norah Maposa, Pamela Thomas, Debra Washington, Sylvia Lopez, Curtis Weidner.*

**Review and Approval of Minutes:**

Meeting minutes from December 13, 2011 and October 11, 2011 were approved with no corrections.

**Chair "Share"**

- Christopher Hamilton reviewed the membership report.

**Ryan White part A Administrative Report**

- Greg Bolds summarized the January 2012 Administrative Agent report. He noted that the City of Austin Auditor's Office was still working on its audit of HIV services. He also reviewed the Ryan White FY 11 Part A expenditure summary.

**Discussion on monitoring guidelines:**

- Greg Bolds gave a presentation on monitoring guidelines and standards. He mentioned that the purpose of the National standard is to have a specific set of minimum expectations for monitoring and to provide a single source for both program and fiscal monitoring.

## **Sub-Committee reports:**

### **Allocations:**

Victor Martinez stated the Allocations Committee did not have enough information or data to make a recommendation to the full Planning Council, he asked the Administrative Agent to have funding sources for the service categories ready for review at the January Committee meeting.

### **Care Strategy:**

Christopher Hamilton stated that at the Committee Meeting on January 24, 2012 the committee will review the Standards of Care; he also stated that the Needs Assessment Committee and the Care Strategy Committee will have joint committee meetings until Tim Bailey returns.

### **Needs Assessment:**

Tim Bailey stated that John Waller would be working on a Needs Assessment project with the following service categories: Linguistic Services, Legal Services, Child Care Services, Home and Community Based Health Care, transportation Services, Early Intervention Services, Outreach, and Opt-out Testing.

Tim Bailey made a motion to approve the Needs Assessment research project carried out by staff and overseen by the Needs assessment and Care Strategy committee. Paul Hassell 2<sup>nd</sup> the motion.

A discussion ensued about the budget of the project, the approval of the written proposal, and the sample size being representative of the population.

Vote:

14-Favor; 0-Opposed; Motion passed

### **Comprehensive Planning:**

Joseph Collins stated that the committee will be working on developing the goals and objectives of the Comprehensive Plan as assigned, there will be no committee meeting on January 24, 2012.

### **Quality Management:**

Paul Hassell stated that he will meet with staff to look at cost measures and outcomes of services; he also stated that there will be a committee meeting on January 24, 2012.

## **Staff Report:**

John Waller stated that the resource guide has been sent to Ginny's printing.

Hearing no objection the meeting was adjourned at 7:07 p.m.