



EXECUTIVE COMMITTEE MEETING
Meeting Date: May 1, 2012
Minutes from the April 3, 2012 Executive Meeting

MINUTES

Meeting Location: 1520 Rutherford, Austin TX

Meeting Called to order at: 6:10 p.m.

Committee Members in attendance: *Christopher Hamilton, Paul Hassell, Joseph Collins, and Victor Martinez.*

City of Austin Staff in attendance: *Kimberly Pemberton.*

Approve Minutes

- Minutes from the Executive meeting held on April 3, 2012 were approved with no corrections.

Chair report

- Christopher Hamilton reviewed the Attendance report and the Membership report. A discussion ensued on the attendance record of planning council members Brandi Bodenheimer, Tom Schnorr, and Delfred Hastings. Paul Hassell stated that he will follow up with Kimberly Pemberton on whether Brandi Bodenheimer's, Tom Schnorr's, or Delfred Hastings absences were excused or not.

Ryan White Part A Administrative Agent Report

- Christopher Hamilton asked the Executive members to review the Administrative Agent report because Greg Bolds was not available to review the report; A discussion ensued on why Greg Bolds was not at the meeting and also on the Substance Abuse Residential service comments section and Victor Martinez stated that further clarification will be needed on the comment section.

Staff Report- Discuss Planning Council budget and cost cutting measures (the following items were discussed):

- Having three full time positions filled
- Having Lu Russell attend Business meetings on a as needed basis
- Having food available for Planning Council members only
- Ordering food in lower amounts
- Cutting travel

- Scaling back on advertising and parliamentary services
- Looking into going into a contract with a vendor for food services
- Cutting Keizhia Carlyle's work hours from 40 hours a week to 32 hours a week
- Other times food is ordered other than for meetings

Committee Report:

Allocations: Victor Martinez stated that the sub-committee reviewed the Administrative Agent report for the month of March, started looking at the carryover request.

Care Strategy/ Needs Assessment: Christopher Hamilton stated that the sub-committee received an Update on Needs Assessment project from John Waller.

Quality Management: Paul Hassell is meeting with providers one on one to get feed back on the Client Satisfaction Survey.

Comprehensive Plan: Joseph Collins stated that the initial draft of the Comprehensive Plan has been turned into staff.

Hearing no objection the meeting was adjourned at 6:56 p.m.