



EXECUTIVE COMMITTEE MEETING
Meeting Date: October 2, 2012
Minutes from the September 4, 2012 Executive Meeting

MINUTES

Meeting Location: 1520 Rutherford Lane, Austin TX

Meeting Called to order at: 6:02 p.m.

Committee Members in attendance: *Christopher Hamilton, Paul Hassell (by telephone), Joseph Collins Shanika Cornelius, and Victor Martinez.*

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

Community members in attendance: 0

Approve Minutes

- Minutes from the Executive meeting held on June 5, 2012 were approved with noted corrections: remove Christopher Hamilton for attendance listing and add vote from Executive Committee on new member Scott Chatagnier.

Chair report

- Christopher Hamilton reviewed the Attendance report, the Membership report, and the mentorship update.

Review of sub-committee assignments

- Joseph Collins resigned from the Chair of the Comprehensive Plan sub-committee; he stated that he would like to be placed on the Care Strategy sub-committee. A discussion ensued on what Planning Council members would be placed on what sub-committee.

Ryan White Part A Administrative Agent Report

- Greg Bolds reviewed the Administrative Agent report; he stated that the grant application due date has changed to October 22, 2012 and he reviewed the expenditure summary.

Discuss getting expenditure information in a timely manner from the Administrative Agent:

- A discussion ensued on what information is needed on the spreadsheet that is given to the Allocations sub-committee to review when they meet. It was

decided that Greg Bolds would submit the spreadsheet a few days in advance to Victor Martinez so that he could review it and make changes to as needed.

Discuss procedure for enforcing the attendance policy:

- A discussion ensued on how to enforce the attendance policy, it was decided that Christopher Hamilton would review the attendance policy and the roles and responsibility policy at the Business meeting and the attendance of members at meetings would be reviewed at each Executive meeting.

Review membership application:

- Joseph Collins made a motion to accept Victor Martinez's re-application, Shanika Cornelius seconded the motion. No discussion. **Vote: 4-favor; 0-opposed; motion passed.**
- Shanika Cornelius made a motion to accept Delfred Hastings re-application, Joseph Collins seconded the motion. A discussion ensued on Delfred's re-application. **Vote: 2-favor; 2-opposed; motion did not pass.**

Staff Report:

- John Waller reviewed the Staff report. He reviewed officer nominations and stated that the new member's application is at the Mayor's Office waiting on his signature.
- Joseph Collins made a motion to accept nominations on the floor the day of the Business Meeting. **Vote: 4-favor; 0-opposed; motion passed.**

Committee Report:

Allocations:

- Victor Martinez stated the sub-committee will start the Allocations process at the scheduled sub-committee meeting and will hold a Special Called meeting in September as well.

Care Strategy/Needs Assessment:

- Christopher Hamilton stated that the sub-committee approved the Needs Assessment report, Quantification of Need, Growth Rate, and Priority Setting.

Evaluations/Quality Management:

- Did not meet, Paul Hassell stated that the surveys were out with provider's.

Comprehensive Plan:

- Did not meet.

Hearing no objection the meeting was adjourned at 8:07 p.m.