



Versión en español a continuación.

Executive Committee Meeting of the HIV Planning Council TUESDAY, March 2, 2021

Executive Committee Meeting to be held March 2, 2021 with Social Distancing Modifications

Public comment will be allowed via telephone; no in-person input will be allowed. **All speakers must register in advance (03/01/2021 by noon).** All public comment will occur at the beginning of the meeting.

To speak remotely at the **March 2, 2021 HIV Planning Council Meeting**, members of the public 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>



Reunión del **Executive Committee Meeting of the HIV Planning Council**

TUESDAY, March 2, 2021

FECHA de la reunion (March 2, 2021)

La junta se llevará con modificaciones de distanciamiento social

Se permitirán comentarios públicos por teléfono; no se permitirá ninguna entrada en persona. Todos los oradores deben registrarse con anticipación (**03/01/2021** antes del mediodía). Todos los comentarios públicos se producirán al comienzo de la reunión.

Para hablar de forma remota en la reunión, los miembros del público deben:

- Llame o envíe un correo electrónico al enlace de la junta en **(512) 972-5806 and Jaseudia.Killion@austintexas.gov** a más tardar al mediodía (el día antes de la reunión). La información requerida es el nombre del orador, los números de artículo sobre los que desean hablar, si están a favor / en contra / neutrales, y un número de teléfono o dirección de correo electrónico.
- Una vez que se haya llamado o enviado por correo electrónico una solicitud para hablar al enlace de la junta, los residentes recibirán un correo electrónico o una llamada telefónica con el número de teléfono para llamar el día de la reunión programada.
- Los oradores deben llamar al menos 15 minutos antes del inicio de la reunión para poder hablar, no se aceptarán personas que llamen tarde y no podrán hablar.
- Los oradores se colocarán en una fila hasta que llegue el momento de hablar.
- Los folletos u otra información pueden enviarse por correo electrónico a **Jaseudia.Killion@austintexas**. antes del mediodía del día anterior a la reunión programada. Esta información se proporcionará a los miembros de la Junta y la Comisión antes de la reunión.
- Si esta reunión se transmite en vivo, los residentes pueden ver la reunión aquí: <http://www.austintexas.gov/page/watch-atxn-live>



**HIV PLANNING COUNCIL
EXECUTIVE MEETING
Tuesday, March 2, 2021, 5:00 P.M.
City Hall/ Remote Meeting
Austin, Texas**

HIV PLANNING COUNCIL MEMBERS:

Chair-L.J. Smith, Vice Chair Tarik Daniels, Secretary-Glenn Crawford, A. Daniel Ramos, Akeshia Johnson-Smothers, Tara Scarbrough, and Barry Waller

REVISED AGENDA

CALL TO ORDER

Chair LJ Smith called the meeting to order at 5:04PM

Members Present: Chair LJ Smith, Vice Chair Tarik Daniels, Secretary Glenn Crawford, Barry Waller, A. Daniel Ramos, Akeshia Johnson-Smothers, Tara Scarbrough

AA Present: Anthony Kitzmiller, Justin Ferrill

Office of Support Present: Jaseudia Killion, Hailey de Anda, Dylan Keese, Mallory Scott, Katia Avalos

CITIZEN COMMUNICATION

The first 10 speakers signed up prior to the meeting being called to order will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.

1. CERTIFICATION OF QUORUM

- a. Quorum was certified

2. INTRODUCTION/ANNOUNCEMENTS

- a. ATX Black Pride is having a cookout to raise money and provide relief to vulnerable communities who were impacted by the winter storm
- b. Tara Scarbrough was welcomed to the executive committee

3. APPROVAL OF MINUTES 

- a. The minutes were approved as written, unanimously

4. ADDRESSING QUORUM ISSUES

- a. Hailey de Anda: there have been some discrepancies between the HIVPC and Aging on Seniors Council that quorum has still been required virtually. The Houston TGA clarified that quorum was classified as whoever was present virtually and was going to be included in a vote. The office of support assumed the city of Austin would be following the



Houston TGA but it was never implemented or approved by city clerks office. We will be working with our project officer to make things right.

- i. This highlights the need for a parliamentarian.
- b. Jaseudia: Quorum was always met in Business meetings except in August 2020. However, I included an emergency declaration order that can be enacted.
 - i. The governance and membership committee took roll and a paper will be emailed to the chair and then to office of support to sign
- c. Barry Waller: I think this should be communicated to the full Planning Council so that everyone knows that they need to be there for meetings to take place.
- d. LJ: this should be added to everyone's agenda for upcoming meetings
- e. Glenn: A statement should also be sent out to everyone who doesn't attend meetings.
- f. Daniel: What is quorum for the committee level and for the full council?
 - i. LJ: The Parliamentarian would have helped in this regard
- g. Tarik: Can something be amended so that committee level meetings don't have to meet quorum
 - i. Hailey: The PC is given authority through national law and supersedes state law. Because the PC is regulated federally, the PC can be flexible, and because of that the PC can define quorum differently
 - ii. Jaseudia: That would have to be a change in the by-laws. The decision is up to the council.
- h. LJ: I would like to Governance and Membership committee to look at to make recommendations
- i. Tara: How does the one meeting that didn't make quorum affect the things we voted on in that meeting?
 - i. Jaseudia: that is up to the council to decide. You can use the emergency
 - ii. Hailey: It is hard to say. I would like to bring it to our project officer.
- j. LJ: I don't want to make a decision tonight without getting feedback. But what was the issue that we voted on that meeting?
 - i. Jaseudia: you voted on the reallocation policy, to approve Daniel Ramos as a member, and on the AAM
 - ii. LJ: Let's not make this a bigger deal than it needs to be right now since there's a lot of different information
 - iii. Jaseudia: I'm sorry for this again, we were trying to get everything together for this emergency situation
- k. Anthony Kitzmiller: If the vote was for the reallocation policy – we've had reallocations that we did in that policy since then – how will that affect those?
 - i. LJ: Nothing right now, we need to get feedback first.
- l. Akeshia: Will you add that to the next governance and membership meeting?
 - i. Jaseudia: yes.

5. COMMITTEE UPDATES

- a. Governance/Membership
 - i. Emeritus Status Members
 1. The committee wants to allow some space for when things happen
 2. We want to ask the member to leave some feedback on the PSRA before they leave
 - ii. The device policy was approved by the committee and will be voted on at the business meeting at the end of March
 - iii. Recruitment



1. The social media calendar has been edited and approved with some edits
 - a. It is women's history month and the PC will be including content about that, making sure to include trans women in that
2. The committee wants to ask the full council to highlight themselves and post on the Facebook
3. The committee is interested in having an account on Instagram and twitter
- iv. STAR Awards
 1. There are issues with contracting city-wide because of the COVID vaccination process
 2. The committee has agreed to move all deadlines back by one month
 3. Akeshia will help in getting the graphic designer contract
- b. Care Strategies
 - i. The committee reviewed service standard with DSHS updates and voted on it
 1. It will be voted upon in Business later this week
 - ii. Payor of Last Resort survey
 1. The Provider capacity and capability survey will have a question that addresses payor of last resort issue. To ensure that providers are providing education over pharmaceutical assistance programs.
 - iii. Peer Navigation
 1. Directives will be discussed tonight
 2. The group is hoping to learn from other places and programs
- c. PC Business
 - i. Rescheduling March Business Committee Meeting
- d. Finance/Allocations
 - i. The meeting was rescheduled due to the winter storm, but is meeting tomorrow
 - ii. Priority Setting and Resource Allocation Tool and Timeline
 1. The committee will be considering tomorrow and addressed later this meeting
- e. Strategic Planning/Need Assessment
 - i. Provider Capacity and Capability Survey
 1. We have added some questions from the Care Strategies committee
 2. The executive committee will look at it soon along with full business
 - ii. Tarik: where are we with surveys to the community? Should we accept collaborations with other organizations or are we too busy?
 1. The provider capacity and capabilities survey is mandatory, and although the needs assessment survey is not, there are a lot of surveys that the PC is doing and cannot accept any outside of those at the moment.
- f. Executive

6. DOCUMENT REVIEW

- a. Active Bylaws
 - i. Tabled until after understanding the quorum issues
- b. Priority Setting and Resource Allocations Tool and Timeline

7. HIV PLANNING COUNCIL STAFF REPORT

- a. The ATX Black Pride cookout would love support from the planning council through sharing the event and showing up on March 7.
- b. Committee Budget
 - i. Parliamentarian Request



- ii. Graphic Designer Request
- c. Work Plan Calendar Review
- d. Training Calendar Review

8. STAFF REPORT

- a. **Administrative Agent**
 - i. Nothing to report
- b. **Office of Support**
 - i. Housing and Planning Department Request to Present at March Business Meeting
 - ii. AIDS Drugs Assistance Program (ADAP) Update
 - 1. The whole process has been changed
 - 2. Daniel Ramos: I would like to hear from the Texas HIV medication staff so that the PC can understand what is happening with that

ADJOURNMENT

Chair LJ Smith adjourned the meeting at 6:00PM without objection.

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**