



Versión en español a continuación.

**Governance/Membership Committee Meeting of the HIV
Planning Council
TUESDAY, January 12, 2021**

**Governance/Membership Committee Meeting to be held January 12, 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 (1/11/2021 by noon).** All public comment will occur at the beginning of the meeting.

To speak remotely at the **January 12, 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 **Governance/Membership Committee Meeting of the HIV Planning Council**
TUESDAY, January 12, 2021
FECHA de la reunion (Enero 12, 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 (**1/11/2021** 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
GOVERNANCE/MEMBERSHIP MEETING
Tuesday, January 12, 2021, 12:00 P.M.
City Hall/ Remote Meeting
Austin, Texas

GOVERNANCE/MEMBERSHIP COMMITTEE MEMBERS:

Committee Chair Akeshia Johnson-Smothers, Brooks Wood, Julio Gómez, Rocky Lane, Tarik Daniels, and Taylor Stockett.

MINUTES

CALL TO ORDER

12:01 Meeting called to order by Akeshia.

Committee Members in Attendance: Committee Chair Akeshia Johnson-Smothers, Brooks Wood, Julio Gómez, and Rocky Lane

Staff in Attendance: Jaseudia Killion, Dylan Keese, and Mallory Scott

AA in Attendance: Anthony Kitzmiller

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

None

2. INTRODUCTION/ANNOUNCEMENTS

- Introduce Mallory Scott, new Senior Admin.

3. APPROVAL OF MINUTES 

- Will present them next meeting and vote on them

4. MEMBERSHIP AND ATTENDANCE

- a. Review of membership activities and roster
 - 3 membership categories remain vacant.



- Jaseudia – I think the recipient of other federal funding might be filled from what I’ve seen in the news lately, I will find out to be sure.
- Akeshia: Is it possible to dictate that in ongoing reports? – membership approval, not a membership termination.
- Expiring members this year, in the next 6 months: Barry, Glenn, Akeshia
- As we are pending expiration of membership, how do we retain people?
Jaseudia – retention plan is that the Executive Committee would like to start doing some mentorship to transition people into other leadership roles.

- When do we start the process? Jaseudia sends a renewal membership email about a month in advance, thanking them for their service and if they can serve what do they plan to do? After serving 3 terms, they are not eligible.

5. RECRUITMENT/PROMOTION

- a. Review and Approve Proposed Social Media Calendar 
 - Office of Support is asking to table item.
 - i. Discussion and Recommendations for 2021
 - I know we have awareness days coming up in February and March. How do we gear ourselves up? Nothing in January.
 - February: African American Testament Awareness Day
 1. As a committee what thoughts or ideas can we bring from this committee? What awareness can we bring to this day aside of social media post? Taylor will create a post to connect MKL day and Service. Taylor will send it to Akeshia and Jaseudia.
 2. Hashtag remains the same for all the awareness days.
#NBHAAD (example)
- b. STAR Awards Planning
 - i. Review timeline
 - Next month is our first date on this calendar to develop Star Achiever Survey Monkey and promotional material. When we set a timeline, let’s make sure we are setting a timeline that is obtainable with reachable goals. Any



adjustments that need to be made? We are set in on the two different categories. We want to approach differently for marketing and campaigning it so we can get better results and nominees. How do we do this differently? Reach out to other community partners, Fast Track Cities.

- Media Kit – press release – share communication about the community submissions. Is there a cost related to that? Jaseudia will get that information. For sure there is cost for Facebook ads and any type of print material. Planning Council only has a Facebook page but APH has Facebook, Twitter, and Instagram.
- ii. Discuss approach for community partners
 - To partner with a partner, you must identify your partner and then we can have meetings with them to partner.
 - Taylor: providers each year we ask them to share the nominations are open with their staff and clients. We were going to add on the Fast Track Cities group because they have much more community involvement.
 - Jaseudia: at the upcoming meeting on 2/11 to ask subrecipient to nominate someone for the STAR AWARDS? Per Anthony, yes you can ask, that will be fine.
 - Who's developing promotion material? Maybe a flyer? Maybe enhance what we used last year?
 - Taylor: I have an idea. May I propose to hire a graphic designer at a great rate and can help us put it together and adapt it to different sizes? We must go through the contracting process. Taylor will give info to Jaseudia. Jaseudia will start the process.
 - Rocky: I would like to suggest with Austin Black Pride and What's in the Mirror, both have great reach. Also, do we need a marketing budget partner?
 - I believe that we use our PIO
 - Do it in "Association with" not "Partnering with" Presented by Planning Council
 - Brooks offered to help and partner with Graphic Designer to help.



- Jaseudia would like to loop planning council in with these meetings.

6. DOCUMENT REVIEW

- a. Electronic Device Policy Draft Approval 

Motion to move vote to the next meeting by Akeshia.

- One pager, that was intentional.
- Duration (3 months) and Outline of Return need to be added. Will coordinate with Office of Support.
- On application add return date of device.
- Will the devices be insured with the City of Austin? For lost, stolen, or damaged devices? Expecting this to be some type of loss.

- b. All Policy Refresher in preparation for Business Committee meeting

- Jaseudia: These all are the policy and procedure of the Planning Council, that I sent to you all. Minus the Remote Meeting Policy. I purpose doing a business meeting, 1st of the year, informing them of policy as a refresher.
- Discussion on promotional “swag” handouts. Process and do we have any available. (face mask, hand sanitizer, draw string bags, pens, alcohol wipes, stickers, lapel pins)
- Bring it to the committee annually as a refresher

7. HIV PLANNING COUNCIL STAFF REPORT

- Jaseudia: Great job guys. Interns will be here, should be at next meeting. Working on outreach and needs assessments.
- Hailey: We have formalized the paperwork to make Jaseudia the acting supervisor for Office of Support. Mallory has been joining us, she had been with us for November, she is the new Admin Senior and you might have met her before but just in case if not. It is possible that with the new interim manager, I might be rolling back from attending meetings. I am available as always.

- a. Committee Budget Review

- Adds



- Hire graphic designer
- No to feeding council members because we are meeting virtual and not in person and only provide meals during mealtimes.

b. Committee Training Recommendations

- Service standards and directives
- Related information and services people may need info on
- Will take recommendations every month
- Jaseudia: DFW had an all-Spanish speaking town hall, and I would like for us to have one this spring.

ADJOURNMENT

Meeting adjourned by Akeshia at 1:25pm.

⚠ 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.