



Versión en español a continuación.

**Governance/Membership Committee Meeting of the HIV
Planning Council
TUESDAY, April 20, 2021**

**Governance/Membership Committee Meeting to be held April 20, 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 (04/19/2021 by noon).** All public comment will occur at the beginning of the meeting.

To speak remotely at the **April 20, 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, April 20, 2021
FECHA de la reunion (April 20, 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 (**4/19/2021** 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
SPECIAL CALLED MEETING
GOVERNANCE/MEMBERSHIP MEETING
Tuesday, April 20, 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.

Members in Attendance: Chair Akeshia Johnson Smothers, Brooks Wood, Julio Gomez

Members Absent: Rocky Lane, Tarik Daniels, Taylor Stockett

Administrative Agent in Attendance: Justin Ferrill

Office of Support in Attendance: Jaseudia Killion – Program Supervisor, Dylan Keesee -AmeriCorps VISTA, Megan Myers – Intern, Katia Avalos – Intern

Others in Attendance:

AGENDA

CALL TO ORDER

Chair Akeshia Johnson-Smothers called the meeting to order at 12:04pm

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

2. INTRODUCTION/ANNOUNCEMENTS

- a. Bart Whittington is officially leaving the PC after the PSRA process

3. APPROVAL OF MINUTES 

- a. Minutes approved as written, with changes to spelling of Akeshia's name

4. DOCUMENT REVIEW

- a. Committee will review Bylaw
 - i. The committee found no errors or disputes with the approved bylaws



5. MEMBERSHIP AND ATTENDANCE

- a. Updated Member Roster
 - i. The PC elected not to count the attendance since May 2020
 - ii. The emergency declaration is being lifted in May
- b. Propose to start counting Attendance
 - a. Jaseudia: I would recommend counting attendance again to terminate memberships of those who are no longer attending PC meetings
 - b. Some of the members have missed an entire year of PC meetings and their membership expires soon. They have been contacted about resignation and have not responded.
 - c. Akeshia: Is it worth counting attendance or should we just let their memberships expire?
 1. Jaseudia: It is impacting quorum for Care Strategies and Finance/Allocations committees, and could lead to those committees not being able to meet
 - d. Akeshia: Should we start counting absences from the past or starting today?
 - e. Jaseudia: Whenever you lift it, I will be able to move forward with the terminations, based on when you decide to start counting absences
 1. Julio: I think if we start counting today, it can give members time get involved again
- c. The committee voted to start counting absences for PC members starting May 1, 2021 on Council Member Julio Gomez motion, Council Member Brooks Woods second on a 3-0 vote
 - a. Jaseudia: the email with attendance updates will be sent out to the entire council

6. PLANNING COUNCIL BUDGET REVIEW

- a. Review Planning Council Budget
 - i. There was a decrease of less than 3% in funding this year. The shortfall was made up by the AA.

7. RECRUITMENT/PROMOTION

- a. Review and Approve Proposed Social Media Calendar 
 - i. Julio: We can merge spring cleaning with mental health. Many people find cleaning therapeutic and can lead to mental health.
 - a. Akeshia: If we can find the write wording or evidence to back that up, I think that's a great idea



- ii. COVID mass vaccinations can be promoted as well
- iii. The committee voted to approve the social media calendar with a council member Brooks Wood motion and second by Julio Gomez on 3-0 vote

8. LANGUAGE ACCESSIBILITY

- a. Discuss language accessibility of the Planning Council
 - i. The council is creating a language directive for providers but the executive committee had recommended examining if the PC itself is also accessible
 - ii. Julio: Yes, even though there is a translate button on our website, it doesn't actually translate that much. I have not been to any of the meetings in which we discussed this further.
 - iii. Jaseudia: The agenda is translated but that's it.
 - iv. Brooks: Are there any other languages other than Spanish that are being discussed?
 - a. Jaseudia: It is Spanish primarily
 - v. Akeshia: the minutes should definitely be translated and the website should be translating better.
 - vi. Jaseudia: I think we have a direct Spanish site, but it is not very obvious to access.
 - vii. Akeshia: Julio, I would like to hear what you all are saying in the meetings for the future.
 - a. Julio: I would be able bring it up at the next meeting.
 - b. Jaseudia: You cannot meet outside of committee meetings without the office of support to discuss PC activities as that is walking quorum
 - viii. Akeshia: I would like to wait until Taylor is here to continue this discussion since he knows what has been talked about.

9. STAR AWARDS PLANNING

- a. Review Timeline – adjust Star Awards timeline
 - 1. The committee is still at the beginning of the timeline
 - 2. Akeshia: now that the graphic designer is on board, we can start moving in the timeline
 - a. Jaseudia: he is still going through the contracting process which can take a while to complete
 - b. Akeshia: by the next business meeting I think it should be done



3. Jaseudia: I have already sent everyone a list of deliverables that will be included in his contract
 - a. Akeshia: We need to discuss dates for when these deliverables are due
 - b. Julio: Maybe we can prioritize them so they can know when to do what
4. Akeshia: We need to modify the timeline because we are behind schedule
 - a. Jaseudia: This is not a legislative requirement so it does not require a vote
5. The committee decided to move all dates in the timeline three months into the future

10. HIV PLANNING COUNCIL STAFF REPORT

- a. There are committee members on multiple committees
 - i. Discussion on attendance for those members
 - a. Jaseudia: I would like to ask Tarik to leave this committee formally so that he doesn't accumulate absences or affect quorum
- b. The graphic designer is coming and should be fully available soon
- c. There have been asks from the community for PC members to come represent and help with community events.
 - i. It could be a good way to convene people for CAB and administer surveys
- d. There are two membership applications
 - i. They will be coming to the business meeting and be reviewed by this committee at the next meeting
 - ii. Jaseudia: I encourage this committee to encourage new members to go to committees that have small numbers
 - iii. Akeshia: Will any of those members fill seats that Bart is leaving?
 - a. Jaseudia: I believe they might
 - b. Jaseudia: I also encourage this committee to look at your conflicted member count. I will show you the membership reflectiveness at the next meeting
- e. Committee Budget Review
- f. Committee Training Recommendations
- g. Workplan Calendar Review

ADJOURNMENT

Chair Akeshia Johnson Smothers adjourned the meeting at 1:10PM 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.