



Versión en español a continuación.

Business Meeting of the HIV Planning Council MONDAY, January 25, 2021

Business Meeting to be held January 25, 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 (1/24/2021 by noon).** All public comment will occur at the beginning of the meeting.

To speak remotely at the **January 25, 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 **Business Meeting of the HIV Planning Council** **MONDAY, January 25, 2021** **FECHA de la reunion (January 25, 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 (**1/24/2021** 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.gov** 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
BUSINESS COMMITTEE
Monday, January 25, 2021, 6:00 P.M.
City Hall/Remote
Austin, Texas**

HIV PLANNING COUNCIL MEMBERS:

Chair L.J. Smith, Vice-Chair Tarik Daniels, Secretary Glenn Crawford, Akeshia Johnson-Smothers, Barry Waller, Bart Whittington, Brian Johnson, Brooks Wood, Dennis Ringler, Julio Gómez, Karson Jensen, Lee Miranda, Mattyna Stephens, Michael Everett, Tara Scarbrough, Taylor Stockett, A. Daniel Ramos, and Rocky Lane

Members Present: *Vice-Chair Tarik Daniels, Secretary Glenn Crawford, Akeshia Johnson-Smothers, Barry Waller, Brooks Wood, Julio Gomez, Lee Miranda, Mattyna Stephens, Taylor Stockett, A. Daniel Ramos*

Members Absent: *Chair L.J. Smith, Bart Whittington, Brian Johnson, Dennis Ringler, Karson Jensen, Michael Everett, Tara Scarbrough, Rocky Lane*

Administrative Agent: *Anthony Kitzmiller, Brenda Bounous, Patricia Niswander*

Support Staff: *Hailey de Anda, Interim Manager; Jaseudia Killion Supervisor/Planner II; Dylan Keese, AmeriCorps VISTA*

Community Members: None


AGENDA

CALL TO ORDER

Meeting called to order at 6:05PM

- 1. CERTIFICATION OF QUORUM**
- 2. CITIZEN COMMUNICATION**

The first 10 speakers who register to speak no later than noon the day before the meeting will be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.

- 3. APPROVAL OF MINUTES** 
 - a. Minutes from the December meeting and the November Special-Called meeting were approved as written, unanimously
- 4. AUSTIN AREA SYSTEM OF CARE ANALYSIS UPDATE**
 - a. Jaseudia presented on behalf of EGM Consulting



- i. One provider has been very helpful in getting more consumers to fill out the survey
- ii. The survey was reshared in the HIVPC Facebook and Planning council digest, and will be sent out in email soon
- iii. The training went well and if there is a topic the Council would like to learn about, the Office of Support will find someone to train
- iv. Glenn Crawford: The chat in the training was very helpful in explaining acronyms and could possibly be done in HIVPC meetings.

5. FISCAL YEAR 20 REALLOCATION

- a. Patricia Niswander reported that the pandemic has affected the capacity to spend down categories, especially in EIS
 - i. The Planning Council may want to reallocate dollars from the EIS to other funds so they can be spent

6. ADMINISTRATIVE AGENT

- a. Update on expenditures and unspent funds for fiscal year
 - i. The Medical Nutrition therapy is at 93.38% spent
 - ii. There are a lot of unspent funds in Part A, mostly in EIS and Substance Abuse - Residential
 - iii. There will have to be a lot of money transferred to ADAP in order to maintain the same amount of money in the grant for next year
- b. Discussion on fiscal year spending trends and implication for next fiscal year's allocations
 - i. AIDS Pharmaceutical, Health insurance, outpatient ambulatory will most likely be spent down
 - ii. Only 5% of the total award amount can be carried over in Part A
 - iii. Rapid Reallocation cannot be done because it is too late in the fiscal year
 - iv. The AA recommended to reallocate from EIS into programs that are supported by the contract
 1. Include oral care and health insurance
 - v. Daniel Ramos suggested moving funds into other service categories rather than oral care/health insurance
 1. Anthony Kitzmiller: It is easier to move it into these categories to keep it in the same agency rather than defunding a certain agency and then having to refund another
 - vi. Daniel Ramos: Is it possible to move funds from the 75% category to the 25% category with a waiver due to the pandemic



1. Anthony Kitzmiller: I can ask the PO if they would approve a waiver, but it would be up to them.
2. Daniel Ramos: Maybe we could get EGM to provide a training on unconventional ways to get around certain rules
- c. Patricia Niswander: The de-obligation and obligation of funds can hold up the process
 - i. Daniel Ramos: Can you provide more information on de-obligation of contracts so that we know what it consists of
 - ii. Patricia: it can take around 3 months to obligate or de-obligate contracts because it has to go through city council
- d. Anthony Kitzmiller announced there has been a Program Manager hired
 - i. Anthony Kitzmiller will still be attending the Finance and Allocation Meetings

7. PLANNING COUNCIL DOCUMENT AND POLICY SUMMARY

- a. An overview and reiteration of current policies and documents relevant to Planning Council activities and function
 - i. Jaseudia Killion recapped the policy and procedures for the HIVPC
 1. The Bylaws are included in the policy and procedures document
 2. The Office of Support is hoping to have PC members declare conflicts of interest at the beginning of meetings

8. COMMITTEE UPDATES

- a. Governance/Membership Committee
 - i. The committee reviewed the device policy and that should be implemented soon
 - ii. Social media has been posting heavily now that policies have been reviewed
 - iii. STAR Awards
 1. The committee discussed the partnerships for the STAR Awards
 2. Promotional items are in and will be used to promotion and recruitment
 3. A graphic designer will be hired with leftover PC funds to help create graphics to promote a more diverse and larger pool of candidates
 - a. Graphics include Instagram/Facebook support and printable poster
- b. Executive Committee
 - i. Return to in person meetings
 - ii. Monthly training recommendations
 1. Each committee gets a chance to suggest training



- iii. Executive committee is asking senior members to help train newer members
- c. Care Strategies
 - i. New committee Chair
 - 1. Daniel Ramos is now the Chair for the Care Strategies Committee
 - ii. The last meeting the Care Strategies committee had was a review for the training the PC recently had regarding directives
 - iii. Jaseudia Killion reported that she got the new DSHS Service Standards updates and the committee will be reviewing them
- d. Strategic Planning/Needs Assessment
 - i. Needs Assessment Survey
 - 1. The PC voted and approved the survey about a year ago
 - 2. The survey was delayed due to COVID
 - 3. IT will be distributed virtually, through safe community events utilizing PPE, merchandise, and gift certificates as incentives
 - ii. New interns
 - 1. The interns just started and will be working with Strategic Planning/Needs Assessment and Governance/Membership
- e. Finance/Allocations Committee
 - i. The PSRA process was reviewed and will be finalized shortly
 - ii. The AAM will be reviewed in February
 - iii. Budget Proposals from the committees will be considered in February
 - iv. Planning Council committee budget requests
 - 1. The executive committee will be reviewing the budget and reallocation for the next fiscal year to help save the grant money since


9. STAFF REPORT

- a. Office of Support Staff Report
 - i. Hill Country Ride for AIDS was provided HIVPC Merchandise and is coming soon
 - 1. HCRA will be completely virtual due to the pandemic
 - ii. The AIDS Education and Training Centers 2014-2019
 - iii. HIV Care Services is having a clinical panel meeting
 - iv. Melody Barry is the new Project Officer



- v. The Houston HIVPC meets with a young Consumer Advisory Board to provide training and inform them about HIVPC
 - 1. This could be a good way for Austin HIVPC to inform those about the PC and how to get feedback from consumers
- b. Part B
 - i. Mattyna Stephens gave the report on Part B

ADJOURNMENT

 *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, Allocations Committee, please contact Jaseudia Killion at (512) 972-5806.