



Business Committee Meeting of the HIV Planning Council Monday, March 22, 2021

The Business Committee Meeting to be held 03/22/2021 with Social Distancing Modifications

Public comment will be allowed via Microsoft Teams; no in-person input will be allowed. **All speakers must register in advance** (03/21/2021 by Noon). All public comment will occur at the beginning of the meeting.

To speak remotely at the March 22, 2021 HIV Planning Council Meeting, residents 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>



Versión en español a continuación.

Reunión del Special Called Buisness Committee Meeting of the HIV Planning Council

FECHA de la reunion (Monday, March 22, 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 (**03/21/2021** 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 MEETING
Monday, March 22, 2021, 6:00 P.M.
City Hall/ Remote**

HIV PLANNING COUNCIL MEMBERS:

Chair L.J. Smith, Vice-Chair Tarik Daniel, 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

MINTUES

CALL TO ORDER

Chair LJ Smith called meeting to order at 6:06 PM.

HIV Planning Council Committee in Attendance: Chair L.J. Smith, Vice-Chair Tarik Daniel, Secretary Glenn Crawford, Barry Waller, Bart Whittington, Brooks Wood, Lee Miranda, Mattyna Stephens, Tara Scarbrough, Taylor Stockett, and A. Daniel Ramos.

Staff in Attendance: Hailey de Anda, Jaseudia Killion, Dylan Keese, Mallory Scott, and Katia Avalos.

AA in Attendance: Brenda Bounous, Anthony Kitzmiller, Patricia Niswander, and Justin Ferrill.

Guest in Attendance: Caitlin Simmons

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**

Hailey de Anda: The posting for the Manager of the Planning and Evaluation Unit has been posted and closes today. I am not applying for the position. The position has a lot of time requirements and at this time I need to focus on my family. It's just not a good fit at this time. My goal and plans are to move forward, I will train the person selected for the position for a smooth transition. It's likely that next month, I could be introducing you all to the new Manager for



Planning and Evaluation Unit. I really want to say that I have loved working with the Planning Council. So much passion and devotion at the table. It has been an honor to work with you all.

3. APPROVAL OF MINUTES

Minutes approved as written.

4. QUORUM FOR COMMITTEE MEETINGS

a. Review and Discuss Quorum Report

Jaseudia: we gave you a lot of documents this meeting. Most of those are appendix documents that go with the quorum report. Going back to 2020, definition of quorum and what physically present means. Insuring it never happens again, things we have put in place: quorum certification emailed out to chairs and signed, quorum report, notifying people. You all informed in your meetings this month. Gov./Mem. Will be reviewing bylaws again, to see if anything needs to be changed for how you guys do meetings. How do you all want to handle August – the meeting below quorum – is something else you guys feel you should do for that meeting? Emergency to meet requirements

LJ: Are you asking a question or making a statement.

Jaseudia: Yes, I am asking how you guys want to proceed with the information you have. If you have any questions, please let me,

Barry: I don't see anything in the documents that say we have any issues on how we handled it. Is there is not anything there, then what we did is appropriate, and we don't need to do revote on it again.

Glenn: Agree

LJ: Correct, this isn't a voting item. It was out decision to see what information comes back and move forward. In our eyes we did nothing out of line or out of the ordinary and we will continue to move forward.

5. ADMINISTRATION AGENT REPORT

- a. Reallocation 
- b. Request regarding Priority Setting and Resource Allocations (PSRA)

Justin: Hello, one second. The main thing is the PSRA process and the request to kind of alter that schedule. I think I saw that the timeline is including in the agenda. That's roughly the timeline that we are thinking to alter. If you have any questions, I can do my best to answer.

LJ: Is there a reallocation vote that needs to take here? Any recommendations? Just a place holder? Excellent.

Jaseudia: No



LJ: Let's move into item number 6. Let's move forward and get this all out at once. I want to let everyone know that the Finance/ Allocation meeting did not take place due to quorum. We will have discussion before we all take a vote.

6. PRIORITY SETTING AND RESOURCE ALLOCATIONS (PSRA) PROCESS

- a. Review and Discuss proposed PSRA Process Tool and Timeline
 - i. Consider request and recommendations if any from Finance/Allocations
 - ii. Committee

Barry: We planned to have a discussion in our meeting but did not meet quorum. We will have some of the discussion this evening. We already voted on a PSRA process, the committee has approved it and it has it finishing up in July, we learned in Feb./ March that the AA wants us to finish up in June. This is the timeframe they have given us for meeting this in March 2022. I think there will be questions and discuss it. If you want to change what you previously voted, we have the ability to do that tonight. The current one you already approved which will end in July will still be in effect. Jaseudia and I met and looked at what would it look like to move the timeline to June, what would we lose in the process. We would have to spend April and May for the most part, doing our work on the data, we would need to push that up, make decisions in our retreat format in May, maybe first few days in early June. In order to completing and voting on what we are recommending. The other consequence, some of the planning council members is concerned, is the consumer needs assessment. The new one. We will do another one, but there is no way to get it done in time for the revised process that the AA would like us to meet. We will not have the ability to draw on the consumer survey document. In the last two years, I think a number of us use that needs assessment in what consumer told us in data points. Not the only document but an important one to use. There is no way to speed that up and have it ready to go for the timeline of June. Daniel, I know you wanted to ask some questions around the time frame.

Daniel: I have two questions. So here we are presented with the request by our AA so they can get started on the process on June 1, 2021? I was curious is there a different option they can offer us? How about starting the process on June 21st? Would that be feasible for you all? Only moving it up one month. Would that be an option for the AA? Internal processes for the AA, in the event that we didn't agree with the proposal or recommended or vote to speed up the PSRA process, what actions would happen proactively to offset some of the issues that might occur, the bidding process that you all haven't done in 10 years, what could be some other things you can do to meet the challenges and the reason why you are bringing the request to us.

Justin: I do think those questions go together. Let's say that you weren't ready by June 1 but by the end of June, we did build in a little wiggle room. If we do not get that extra month, it puts us in the corner if we do come across any challenges.

Daniel: What the worst-case scenario, what is the council did not agree to move the timeline, what is the AA doing to offset the challenges that you all are facing?

Justin: If you would not approve moving the timeline, there will be some internal planning that we can do to mitigate those challenges if we do encounter them.

Daniel: Lastly, I have some additional considerations to further provide some more context. Just as Barry stated for the consumer survey and having the data point to analysis the PSRA /allocations process. This year we are working on creating two directives. This is a new undertaking, as it stands April and May is when we are having townhalls and community events.



LJ: Let's say that we did move forward without the Needs Assessment. Is there another opportunity for us to implement those asks or the things we may see in the need's assessment at a later date within the process?

Barry: That's a great question. I was going to ask that same question. I'm going to ask Justin to speak to this. How are you going to write that up? If we make a change later on, is it going to be problematic on how we bid out those proposals?

Justin: Typically, the allocations is included in the RFA, in that you specify how much money will be awarded, the money is locked in. I don't know if it is feasible to make adjustments after the RFA is posted. Anthony correct me if I'm wrong.

LJ: I'm not even talking about the RFA process. I'm talking about on our end to make sure those needs are considered before that process even happens. There should be enough time for us to actually take that information before you guys write up a proposal. Second questions, staff, do you see any challenges for you to move it up one month? The process. I want to talk about one month as a compromise. AA and then staff speak.

LJ: Yes, in that case, if you are giving us that information, we would be able to include it in the RFA.

Jaseudia: currently your timeline those have the town hall sessions and the sessions built in and will be done by June, that will be ready to go. The only thing that will take a hit is the Needs Assessments, it's usually a 3 to 4-month process. You would have everything else minus the Needs Assessments survey. The AA would have information for y'all.

Barry: Anthony, Bart, and Lee in that order.

Anthony: Along with the RFA process, one of the challenges that we have as the AA trying to do an RFA with Part A. There are so many moving parts that we have to take into consideration in order to get it done. It's lengthy and when things have to be accomplished. We really want to get the RFA process completed this year so that it can take affect in 2022. The PRSA process done in June, it would give us the time we need with the City of Austin. That's where the bulk of the problems is. If we add on top of the contract process, it adds even more. If you consider at least one month, that will help us out a lot.

Justin: Any time in June will be fine.

Bart: Is there a rule that the PSRA process be done in one swoop? If we have service categories that have static, why can't we move them forward and then work on the more fluid categories.

Barry: We did it over two weeks.

Bart: The categories that are consistent over the years, but can we push them through?

Barry: We must have a discussion, we have made changes, and that takes us discussing funds.

Bart: This may not be the appropriate place for this. I sat in on a call with ADAP.

LJ: Not a discussion for this forum. Can we move forward please?

Barry: What I'm hearing is that we have through the month of June? We don't have to be ready by June 1st.

Justin: Yes, that's correct.

Barry: We wouldn't have the needs assessment ready by June. Would we want to proceed and come back and revisit?

LJ: Since the ask is to move the timeline, let's vote on the ask. Let's put in on the table as it should be. I would suggest to try to accommodate them moving up the date. I would suggest that we vote on moving up PSRA process by one month with the caveat that we can come back at a later date, that anything we find in the Needs Assessment we can actually implement that in the process. That would be my suggestion on how to vote on that.



Barry: Sounds good to me. I'm not ready to make a motion. We would keep our data summary sheet and the PSRA and move it up one month? Just clarify, not making a motion just yet.

LJ: Correct. I haven't set an actual date, but whatever that month may be our look like to accommodate both our needs.

Barry: We don't know. We need total flexibility.

LJ: That's my answer too. We must have flexibility.

Anthony: would there be change categories?

Barry: We don't fund all the categories. I don't know.

LJ: Also, we have a thing about this to. A lot of the needs will be from our interaction with the public. Forward thinking, we must have that flexibility. We won't know until we know.

Jaseudia: One month would be having the process done by June 28, 2021. You will have the Needs Assessments sometime in July. I have a technical question. I believe reallocations can be based on new information. Can it be based on that?

LJ: Yes, I looking to leave a place holder so that we don't have to through the whole process. I'd like the AA, dose the June 28th date work for them?

Justin: It works for me and us.

Barry: Do we make a motion?

Motion by Barry Waller: I move that we change the timeframe of the PSRA to be completed by June 28, 2021. And we will take into consideration any further changes in the PSRA process once we receive the consumer needs survey.

Second by Glenn Crawford.

iii. Vote or not vote to change PSRA timeline and/or dates 

Chair L.J. Smith, Yes

Vice-Chair Tarik Daniel, Yes

Secretary Glenn Crawford, Yes

Barry Waller, Yes

Bart Whittington, Abstain

Brooks Wood, Yes

Lee Miranda, Yes

Mattyna Stephens, Yes

Tara Scarbrough, Yes

Taylor Stockett, Yes

A. Daniel Ramos, No

7. NEW ELECTRONIC DEVICE POLICY

a. Review, discuss, and vote to approve

Jaseudia: This is the policy. It came from Gov./ Membership. The have this policy and a form. Mallory and Taylor found some grammatical errors, but they will be fixed. Please review and decide on how you want to proceed. Our goal is to stick to \$ 250-\$300 each and to get 5 devices to start. I have to check and see what platform the preferred provider for APH is and maybe AA. Plan to make purchased after this business is taking care of.

LJ: Can I have somebody from the sub- committee speak on this.



Taylor: I can speak a little bit to this. We have been working on this a couple of months to make sure we got it right. It will make the participation to be more accessible to the planning council.

Chair L.J. Smith, Yes
Vice-Chair Tarik Daniel, Yes
Secretary Glenn Crawford, Yes
Barry Waller, Yes
Bart Whittington, Yes
Brooks Wood, Yes
Lee Miranda, Yes
Tara Scarbrough, Yes
Taylor Stockett, Yes
Mattyna Stephens, Yes
A. Daniel Ramos, Yes

8. PROVIDER CAPACITY AND CAPABILITY SURVEY

a. Please review and advise

Glenn: The survey is in the packet. Hopefully this will give us some information on where the subrecipients are and what they are capable they are doing and services they provide. Great questions in here.

LJ: Can you tell us the background on this?

Glenn: We are supposed to do this survey around every 3 years. Getting the backside of the Needs Assessment survey so we know what the subrecipients are doing and go from there.

Jaseudia: This is part of the Needs Assessment and kind of a resource inventory. There will be a dashboard online that will show provider hours and capabilities.

This is the inter project – Katia is here today.

Anthony: Who is going to complete this survey with our service providers?

Jaseudia: It's the same person who fills out the AAM. The AA will distribute it.

Anthony: Will the top part be redacted?

Jaseudia: Yes, it will be redacted. It's an internal record. Planning Council won't have that.

Bart: Is there a question about if they aren't able to meet capacity then what is there plan b? I recommend that that be put in there.

Jaseudia: It does have a part asking about wait times.

Trish: Clarifying language be added to this. That this identifying information will not be shared with the planning council. We are going into a competition year, y'all might want to consider some political ramifications. Make sure that you are adding in language that it is for internal use only.

Daniel: Provider competency?

Jaseudia: How well they do it?

Daniel: Right.

LJ: That's through the AA, so there is no conflict.

Daniel: I don't see any language that provides gender preferred services. Trans care?

Jaseudia: I will ask around and see what and how to handle wording for gender affirming care. It's not a Ryan White service but it's related.

LJ: What are our next steps in this process?

Jaseudia: This is our first time doing this. I don't know. Do you all want to send this out? I'll go ahead and ask AA to send out.



LJ: I would like to see if anyone here would like to send their comments to the sub-committee that way, they can implement some of the ideas and thoughts you all have. That way everyone has an input in it. Then bring it back before we send it out. Let it be a voting item from the sub-committee.

Jaseudia: I'll take this back.

Glenn: Send all comments to Jaseudia. Thank you all for your comments.

9. CARE STRATEGIES PRESENTATION

a. Peer Navigation

Daniel: As for the presentation: You mentioned that we will have Gil Flores come and speak in April.

Jaseudia: Gil will com here and speak with you all about the Spanish speaking town hall and linguistic services.

Daniel: This will be more of or March 2nd meeting. Michael Everett who is the committee member has been working with Jaseudia to create a tool that will measure service standards.

Jaseudia: He developed an excel tool.

Daniel: Working with Tarrant county to help guide us and share information on how to conduct the town halls. The PCN document. Everyone should have it. This is a crucial piece of information.

10. HIV PLANNING COUNCIL STAFF REPORT

a. Office of Support Staff Report

Jaseudia: Please plan to attend the March 29th meeting. Please invite friends to join.

Pace officers had made a request so they will make a 10-minute presentation.

Make sure you look at the staff report that Mallory created for you all. Let us know if you want to attend any conferences.

i. Budget Recommendations

a. Device purchases

Jaseudia: will move forward on the purchase

b. Professionally print PSRA binder

c. Planning Council member supplies (ex. notebooks with pen)

d. Print Mayoral letters and out them in frames for members

e. Graphic Designer

f. Parliamentarian

Jaseudia: Do you want them for PRSA and business meetings? What are your thoughts on this?

ii. Training Recommendations

a. Texas Open Meetings Act (TOMA) and Robert's Rule of Order
Trainings will be completed by April Business Meeting

Jaseudia: Will be through this clerk's office via email. You will have to the next business meeting. We will have the Parliamentarian do another training with you all.

b. Part B Report



Mattyna: Preparing contract that starts April 1, 2021, Town hall Meeting on March 24, 2021 at 12pm. Went over Part B report.

ADJOURNMENT

Chair LJ Smith adjourned meeting at 7:36 pm.

⚡ 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, please contact Hailey de Anda at (512) 972-5862.