



## BUSINESS MEETING

**Tuesday, October 12, 2010 - 6:00 p.m.**  
**1520 Rutherford Lane, Bldg.1, 1<sup>st</sup> Floor Meeting Room, Austin, TX 78754**

*All items are for discussion and possible action.*

- I. **CALL TO ORDER** – *Christopher Hamilton, Chair*
  - A. **Introduction of Planning Council Members, Staff, and Guests**
  - B. **Citizen Communication & Community Announcements** (*Please limit to 3 minutes*)
- II. **Approval of Previous Meeting Minutes** (September 14, 2010 & *September 28, 2010 Special called Business meeting*)
- III. **Ethics Training Presentation:** John Steiner
- IV. **CHAIR BRIEFING:**
  - A. **Overview of Executive Committee Meeting**
  - B. **Planning Council Membership Status Report**
  - C. **Lessons learned: previous planning year accomplishments & challenges.**
- V. **NEW BUSINESS & COMMITTEE RECOMMENDATIONS** (The following topics will be discussed and may be voted on):
  - A. **Candidate for prospective membership & Reapplication** (*Executive Committee*)
  - B. **Planning Council Activities Timeline (PCAT)**
  - C. **Discussion & Reallocation of FY 2010 Unobligated funds** (*estimated at \$69,000.00*) & **Carryover funds** (*estimated at \$3,800.00*)
- VI. **Executive Liaison Briefing:** *Shannon Jones, III*
  - A. **Meeting management and parliamentary procedures.**
  - B. **Personnel announcements and support staff changes.**
- VII. **RYAN WHITE PROGRAM PART A PRESENTATIONS & REPORTS:**
  - A. **Care Coordination Transition Team Update** – *Planning Council Member Paul Hassell*
  - B. **Administrative Agent Report** – *Mark Pepler, HHS HIV Services Unit*  
**Briefing of key report topics:** News from Health Services and Resources Administration (HRSA); Local Service Delivery Changes/Issues; Quality Management Activities– Client Satisfaction Survey.
  - C. **Office of Coordination and Planning Staff Report**  
**Briefing of key report topics:** Membership Recruitment Campaign; State of the Epidemic Luncheon & Conference; Membership training and personal information updates.
- VIII. **SPECIAL PRESENTATION:**  
**Promoting HIV Prevention, Testing, and Care in Austin/Travis County: Social Marketing Campaign Formative Research by SUMA/Orchard Social Marketing, Inc.**
  - A. **Scope/Purpose of Campaign and Report**
  - B. **Findings of April 2009 Formative Research** (*Interviews w/stakeholders & disease intervention specialist; Focus groups w/ gatekeepers, and other targeted populations*)
  - C. **Recommendations of report and next steps in the social marketing campaign**
  - D. **Question & Answer Session**
- IX. **MEETING ADJOURNED**

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