



BUSINESS MEETING MINUTES

NOVEMBER 9, 2010

- The HIV Planning Council convened on Tuesday, November 9, 2010 for a Business Meeting held at 1520 Rutherford Lane in Austin, TX.
- The meeting was called to order 6:09 p.m. by Christopher Hamilton, Chair of the HIV Planning Council.
- **PLANNING COUNCIL MEMBERS IN ATTENDANCE:** Christopher Hamilton, Chair; Tim Bailey, Vice Chair; Paul Hassell, Secretary; Joseph Collins, Leah Graham, Delfred Hastings, Justin Irving, Courtney McElhaney, Winifred Muhammad, Charlotte Simms-Sattiewhite.
- **CITY OF AUSTIN STAFF MEMBERS IN ATTENDANCE:** Kimberly Pemberton, Mark Pepler, Melissa Wiggins.
- Community members were present at the meeting.
- Minutes from the October 12, 2010 Business Meeting were approved with the following corrections:
 1. Changed community member's name from Deborah Washington to Debra Washington.
 2. Removed a bullet point from Call to Order section.
 3. Replaced Mark Pepler's name with Greg Bolds name under the Ryan White Part A presentation.

Chair Briefing

The following information points/topics were provided by Christopher Hamilton during his Chair Briefing:

- An overview of the November 2, 2010 Executive Committee meeting, which included a discussion of training opportunities for Planning Council members to participate in Stanford Chronic Disease Self-Management Program.
- Executive Retreat scheduled for December 16, 2010 from 4 p.m. to 8 p.m.
- Changes to interview questions would be an item discussed at the Executive Retreat.
- The need to fill vacant membership slots on the HIV Planning Council.
- A motion was made to recommend Brandi Bodenheimer for 2-year membership appointment.
*(Planning Council recommendations are forwarded to Mayor for approval). **Vote passed unanimously.***

Unobligated Funds:

- Mark Pepler stated an estimated \$69,000 of unobligated Minority AIDS Initiative (MAI) funds did not require a plan to be submitted by the Planning Council prior to the end of the month.
- Mr. Pepler gave a brief history of MAI funding cycles, including details of the fiscal year 2009 and fiscal year 2010 cycle, where there was a 5-month overlap.

- Mr. Pepler provided three main (3) options to the Planning Council for how the aforementioned funds could be allocated: 1) Carryover request to HRSA (Health Resources and Services Administration); 2) Continue plan for non-medical case management and outreach services; 3) Reallocate to other sources.
- Mr. Pepler stated the RFA (request for application) process for the procurement of HIV services takes up to six to eight (6-8) weeks. He also noted there could be delays due to the holidays.
- A discussion ensued about whether to spend the \$69,000 funds now or carry over into next cycle. Various issues were cited to support both options. An inquiry was made about issuing directives for said funds.
- A motion was made to extend discussion time on the topic. **Vote: 7-For / 2-Abstained.** Discussion continued on the topic of expending the \$69,000 unobligated MAI funds.
- A motion was made by Paul Hassell and seconded by Charlotte Sattiewhite to carry over \$69,000 into the next grant year. **Vote: 6-For / 1-Against / 2- Abstained.**
- Mark Pepler informed the Planning Council that an estimated \$3,800 needed to be expended before February 2011. Planning Council members inquired about using such funds for capacity building. A discussion ensued on this topic. Mr. Pepler stated he would obtain additional information on using MAI funds for capacity building from HRSA.
- There was no discussion on the \$10,000 from the needs assessment project, listed as agenda item 3c.

Part A Fiscal Monitoring:

- Justin requested comments from ARIES regarding over spending funds.
- Mark announced he was starting a Community Plan strategy before June 2011 for the new contract being bid out, more information later. There are \$30,000 for Medical Transportation, Next year the funds will reduce to \$25,000. Waiting on the application that was submitted for the Grants will get notice in February.

Staff Report:

- Kimberly Pemberton informed the Planning Council that transportation assistance could be provided to members to attend meetings.
- Membership recruitment campaign is still underway. (A suggestion was made to staff to contact ALLGO, an HIV/AIDS service agency, for member recruitment opportunities.)
- Orientation training for new members and a refresher course for other members will resume soon.

- In closing, Christopher Hamilton reminded all Planning Council members to participate in the online training: Open Meeting Act & Public Information Act. Members who complete the training should email Kimberly Pemberton Certificates of Completion.

Adjourned 8:05

APPROVED