



## M I N U T E S

### **EXECUTIVE COMMITTEE MEETING**

**October 5, 2010 6:00 p.m.**

### **MEETING LOCATION:**

1520 Rutherford Lane, Building 1, 2<sup>nd</sup> floor Austin, TX 78754



The Executive Committee of the HIV Planning Council convened on Tuesday, October 5, 2010 at the staff Office of Coordination and Planning, located at 1520 Rutherford Lane, Austin, Texas.

**Committee Members in Attendance:** Christopher Hamilton, Chair; Tim Bailey; Vice-Chair; Paul Hassell, Secretary; and Joseph Collins.

**City Staff in Attendance:** Kimberly Pemberton, Planning Council Program Manager; Shannon Jones, Assistant Director, COA Public Health/Community Services; and Keizhia Smith, Planning Council Administrative Senior.

The meeting was called to order at 6:06 p.m. by Christopher Hamilton, Chair of the HIV Planning Council.

**Previous meeting minutes** were approved for September 7, 2010 with corrections made by deleting a duplicate entry of Christopher Hamilton's name.

### **NEW BUSINESS:**

- The executive committee interviewed prospective Planning Council member, Charlotte Satterwhite. A motion was made to recommend Ms. Satterwhite for Planning Council membership. Vote: 4-For; 0-Opposed.
- A re-application for Tim Bailey was reviewed to serve a second 2-year term. Motion made to recommend Mr. Bailey for this second term. Both Ms. Satterwhite's and Mr. Bailey's applications and recommendation were forwarded to the Mayor's office for approval.
- Christopher Hamilton shared during the Chair briefing key goals for the Planning Council and celebrating the previous year's accomplishments. He also noted plans to work on committee reorganization and planning council activities. The first of these projects would be creating an ad-hoc committee to establish directives/guidance pertaining to procurement of services. Mr. Hamilton also discussed areas to explore for a retreat: the continuum of care, comprehensive plan, standards of care, bylaws, and community engagement.
- Shannon Jones gave an executive liaison briefing and underscored the following points: 1) regarding meeting decorum, Mr. Jones suggested having a timer to limit discussion on a particular topic; he also suggested adhering to Robert's Rules of Order. An announcement was made that Kimberly Pemberton had been selected as program manager after an in-depth recruitment process. Further discussion pertained to the Planning Council's role in the community and expanding their scope of work, building the Planning Council membership in number and diversity. A suggestion was made to conduct some of the Planning Council meetings at City Hall or possibly having the meetings televised. Other topics Mr. Jones spoke about were the National HIV/AIDS Strategy, strategic planning for the long term, a retreat for the executive board, and the fiscal year budget.
- A discussion about skills building and training opportunities for HIV Planning Council members ensued. In particular, the discussion focused on considering two PC members (Paul Hassell and Joseph Collins) to participate in the Stanford Chronic Disease Self-Management Program. It was determined that additional information was needed before making a decision on the issue.

**OLD BUSINESS:**

- The membership status report was reviewed by the executive committee. Focus areas for membership recruitment continue to be in the Hispanic and Consumer community.
- The committee discussed differences between regular voting members and 6-month non-voting members.
- It was discussed and decided that the attendance policy would be enforced for the new planning year, beginning October 2010.

Hearing no objections, the meeting adjourned at 9:34 p.m.

APPROVED