



**HIV PLANNING COUNCIL  
BUSINESS MEETING MINUTES  
Meeting Date: 2/8/2011**

**Meeting Called to Order: 6:20 PM**

**PC Members in attendance:** Christopher Hamilton, Tom Schnorr, Courtney McElhaney, Charlotte Simms-Sattiewhite, Winifred Muhammad, Victor Martinez, Joseph Collins, Tim Bailey, Paul Hassell, Kenneth Placke, and David Barstow

**Staff in attendance:** Kimberly Pemberton, John Waller, and Mark Peppler

**Community members in attendance:** Lu Russell (Parliamentarian), Deborah Lowndes, Mathilde Hyams-Flores, Sylvia Lopez, Robin McCachern, Demetria Tennison, Debra Washington, Norah Maposa, Shanika Cornelius.

**Community announcements:**

Deborah Lowndes announced that the David Powell clinic has a new provider with considerable experience with HIV/AIDS care on-board. This fills a position that has been vacant for some time.

Mr. Hamilton reminded everyone in attendance of the "State of the Epidemic" symposium occurring Feb 18<sup>th</sup> and 19<sup>th</sup> at the Rutherford Lane offices.

**Chair Briefing – Christopher Hamilton**

January 11, 2011 Business Meeting minutes approved with corrections

A discussion of future meeting locations with several options ensued. One possibility would consistently have Business Meetings at City Hall or other central location and all committee meetings would continue to occur at Rutherford Lane. Concerns were expressed by Council Members, Staff, and Community Members regarding adequate space, central location, convenience to public transit, and consistency in meeting locations. Concerns were also expressed regarding the meetings starting and ending late at night and the safety of Council Members, Staff, and Community Members.

Mr. Hamilton explained the guidelines for committees meeting quorum. A committee consisting of 3 voting members requires only 2 members to be present to meet quorum. While this situation is not "ideal" it is allowable under our bylaws and City of Austin rules and regulations.

Mr. Hamilton presented proposed changes to the Planning Council Bylaws. Some additional changes were proposed by other Council Members. The Bylaws, with the cumulative changes, were approved by a 10/0/0 vote of members present.

**Administrative Agent Report**

Mark Peppler gave a brief overview of the AA report dated 2/1/2011.

Mr. Peppler also stated that future in-depth reports will be presented to the Allocations Committee.



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**Sub-Committee Reports**

**Allocations:** Courtney McElhaney reported the committee is currently reviewing the existing Rapid Reallocation process. The committee will report their finding to the full Planning Council soon. The committee will next examine the MAI carryover.

**Care Strategy:** Christopher Hamilton reported the committee did not meet due to a lack of quorum. The members of that committee are exploring alternate meeting dates such as on a Monday instead of the current Tuesday schedule.

**Comprehensive Planning:** Joseph Collins reported the committee received important community involvement. The community will review the current plan and explore ways to integrate a new plan with the new National Strategy.

**Evaluation/Quality Management:** Paul Hassell reported the committee's first task will be the necessary Assessment of the Administrative mechanism. The committee is reviewing past Assessments and recommendations as well as the procedures and assessment tools used by other TGA's and EMA's. The committee hopes to have a proposed survey tool available by March/April. The committee's next task will be the annual client satisfaction survey.

**Needs Assessment:** Tim Bailey reported the committee did not meet due to a lack of quorum. Mr. Bailey reported the committee does have the final Needs Assessment report from the UT School of Social Work and will be reviewing the data contained therein.

**Health Planner Report**

John Waller gave a presentation of his efforts and findings thus far. Mr. Waller also gave a brief presentation on the PCIP program.

**Ryan White Part B Report**

Courtney McElhaney gave a report on the current expenditures for Part B and a reallocation from OAMC that will probably not impact the Austin TGA. Ms McElhaney will report once the final reallocation is made.

Ms McElhaney also reported the success of the QM Initiative and the Return to Care Initiative.

**Meeting Adjourned: 8:42 PM**