



## EXECUTIVE COMMITTEE MEETING

August 2, 2011~ 6:00 p.m.

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

### MEETING MINUTES FOR June 7, 2011 EXECUTIVE COMMITTEE MEETING

The Executive Committee of the HIV Planning Council convened on Tuesday, June 7, 2011 at the staff Office of Coordination and Planning, located at 1520 Rutherford Lane, Austin, Texas.

**COMMITTEE MEMBERS IN ATTENDANCE:** Christopher Hamilton, Chair; Paul Hassell, Secretary; Joseph Collins, and Courtney McElhaney.

**CITY OF AUSTIN STAFF IN ATTENDANCE:** John Waller and Mark Pepler.

**Community Member in attendance:** None

The meeting was called to order at 6:14 p.m. by Christopher Hamilton, Chair of the HIV Planning Council.

**PREVIOUS MEETING MINUTES:** The committee reviewed minutes from the April 5, 2011 Executive committee meeting. Minutes were approved with noted corrections.

**Ryan White Part A Administrative Agent report:**

Mark Pepler stated that the Notice of Grant Award should be received in late June. He also reviewed the MAI (Minority AIDS Initiative) expenditure report and Ryan White part C funding for FY 2011. He stated that the Ryan White Part A Progress report is being worked on and is due in mid June.

**Ryan White Part C Administrative Agent report:**

Courtney McElhaney asked the Executive Committee if they like to have a written report or continue having a oral report and the Chair Christopher Hamilton stated that having a oral report would be fine. She also stated that she would be having a meeting with the agency that provides transportation to see how they could lower costs.

**Staff report:**

- John Waller reviewed the staff report and the following items were discussed:
- Cost analysis
- Satisfaction survey for Planning Council members
- Resource guide-a discussion ensued about having a written Spanish version printed
- Data binders
- Newsletter
- Bylaws
- Possible relocation to the RBJ clinic and where meetings would be held

Chair report:

Christopher Hamilton reviewed the membership report, a discussion ensued about what HRSA slots were not filled and that changes were needed to the membership activity report. He also stated that there was a complaint on a DIS (Disease Intervention Specialist) worker. A discussion ensued about how the Planning Council could prevent further complaints. Mark Pepler stated that he would talk to the DIS manager.

Sub-Committee reports:

**Allocations:** Courtney McElhaney stated that the Allocations Committee reviewed the Ryan White Part A carryover request and that they decided to allocate funds according to the increase/decrease plan.

**Comprehensive Planning:** Joseph Collins stated that the Committee finished reviewing and scoring the 2009-2011 Comprehensive Plan and that the Committee will be reviewing three to five documents from other committees to incorporate into the 2012-2014 Comprehensive Plan.

**Evaluations/Quality Management:** Paul Hassell reviewed the Client Satisfaction Surveys a discussion ensued about adding a question about sexual orientation and adding a question on transgender to the survey.

**Care Strategy:**

Christopher Hamilton stated that the Committee made a work plan for EIS (Early Intervention Services) to have a person that will link someone who has been recently tested into care; he also stated that directives have been written and will be brought to the Business meeting.

**Needs Assessment:** Did not meet due to lack of quorum.

Review of draft policies and procedures: the Executive Committee reviewed the draft policy and procedures document and after changes/updates were discussed. Christopher Hamilton stated that he will present the updated draft policies and procedures document to the Planning Council at the July Business meeting for approval.

**Hearing no objections the meeting was adjourned at 8:57 p.m.**