



**EXECUTIVE COMMITTEE MEETING**  
**Meeting Date: December 6, 2011**

**MINUTES**

**Meeting Location:** 1520 Rutherford, Austin TX

**Meeting Called to order at:** 6:02 p.m.

**Committee Members in attendance:** *Christopher Hamilton, Tim Bailey, Paul Hassell, Victor Martinez*

**City of Austin Staff in attendance:** *John Waller, Greg Bolds, Ahmina Ahmed*

**Community members in attendance:** none

**Citizen Communications:**

- The Second Street business district is hosting "Deck the District" event beginning this evening and continuing through December 21st. Project Transitions is a recipient for the "milk plus honey spa" and "Glass Art" charity projects.

**Approve Minutes**

- Reviewed and approved meeting minutes from November 1, 2011 with the following correction: Under Part B report, wording on second bullet is cut off – should read: "to include 2<sup>nd</sup> Case Management provider".

**Chair Report**

- Reviewed attendance and membership reports
- Reviewed handout identifying options for online document storage to support document access for Council members Discussed needs of the Council with respect to document storage and access. Discussed features, and pros and cons of each option. Discussed potential COA Information Technology support for proposed service and need to identify policies, procedures and budget issues that PC should be aware of before deciding upon a course of action. John Waller to follow up with IT Director.

**Planning Council Candidate Interview**

- Conducted telephone interview with Planning Council applicant Amber Alvarez
- At completion of interview, discussed interview and members individually rated interview responses.
- Motion made and seconded to recommend Ms. Alvarez for membership to full Planning Council during Business Meeting scheduled for December 13, 2011. Vote 4 in favor, 0 opposed. Motion carried.
- Discussed the fact that two additional applications have been received and that the next step is for those applicants to attend the next Business Meeting (required step in process).



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**Administrative Agent Report**

- Greg Bolds reviewed written AA report
- RFA is released and bidder's conference has been held. Closing date is January 09, 2012.
- Reviewed expenditure report and discussed services where percentages are significantly higher or lower than anticipated. Concern expressed by several members that expenditures for several services are well below expected levels. More information was requested for the next meeting.
- Discussed Part A dollars that need to be reallocated - \$132,731
- Quality Manager Position should be posted in the next few days.
- Planner position previously authorized for the AA (Mr. Bold's previous position) has been moved to Grants Management. The Planner position now authorized for the HIV Planning Council staff will support duties previously performed by the AA Planner.
- COA Auditor is currently auditing Ryan White program records. It was noted that the Auditor has requested copies of applications and supporting documents for all Planning Council members which was provided to the Auditor (with health information blacked out).

**Staff Report**

- Discussed status of Resource Guide. File received by Ginny Printing and delivery of Guides expected by Friday December 9, 2011.
- Beyond the Plan Newsletter written and technical issues with Constant Contact being addressed so that the newsletter can go out.
- The Planning Council has the opportunity to provide input into the service categories that should be funded with COA General Funds. The General Fund services RFA should be released soon. PC should have their recommendations to the AA no later than January 31, 2012.
- Discussed request from Assistant Director that requests from Planning Council members to the Administrative Agent for information, and/or request to perform work to be directed to Planning Council staff, who will be responsible for following through with the Administrative Agent and for tracking responses.
- Reported on results of project assigned to Intern to perform "secret shopper" calls regarding ease to which someone who wants to be tested can find a testing resource and how responsive the providers are to the needs of consumers. Discussed results and what the role of the Planning Council should be in pursuing improvement in customer service by service providers. It was requested that this be an agenda item for the Business meeting.

**Allocations Sub-Committee Report**

- Discussed the roughly \$17,000 identified by the Administrative Agent which needs to be reallocated. Reviewed rapid reallocation process and determined that given the present date relative to the beginning of the rapid reallocation period, this needs to be addressed via Rapid Reallocation. Anticipate update from Administrative Agent at Business meeting regarding Rapid Reallocation of those funds.



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**Needs Assessment Sub-Committee Report**

- Needs Assessment and Care Strategy met jointly to discuss options for completion of the Research Request. This is the list of questions and data which Needs Assessment would like to have answers for in order to prepare for next year's Needs Assessment work. These questions relate to the services that are not funded but which continue to rank high in terms of need.
- The joint committees considered the proposal from PC staff that the research project can be accomplished in-house. The joint committees have requested a full proposal packet including work plan, process map and timelines by December 23<sup>rd</sup>.
- Request of Admin Agent and Staff to look forward toward need to fund a Comprehensive Needs Assessment in 2013.

**Care Strategy Sub-Committee Report**

- Met jointly with Needs Assessment (as described above)

**Evaluation/QM Sub-Committee Report**

- Completed consumer satisfaction surveys with Cynthia Manor for update into system. Everything entered into system, but computer hardware issues have delayed the completion of this effort. Results should be available by Business Meeting.

**Agenda for Business Meeting**

- Recommendation for Planning Council membership for Amber Alvarez
- Secret Shopper findings

**Hearing no objection the meeting was adjourned at 7:56 p.m.**