



**HIV PLANNING COUNCIL  
BUSINESS MEETING  
Meeting Date: December 13, 2011**

**MINUTES**

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

**Meeting Called to order at:** 6:18 p.m.

**Planning Council Members in attendance:** *Brandi Bodenheimer, Joseph Collins, Shanika Cornelius, Christopher Hamilton, Paul Hassell, Victor Martinez, Courtney McElhaney, Kenneth Placke, Winifred Muhammad, and Charlotte Simms.*

**City of Austin Staff in attendance:** *Kimberly Pemberton, Gregory Bolds, and Amina Ahmed (Intern).*

**Community members in attendance:** *Lu Russell (Parliamentarian), Britt Riss, Valerie Riss, and Lane Greer.*

**Review and Approval of Minutes:**

Meeting minutes from November 8, 2011 were approved with no corrections.

**Chair "Share"**

- The Executive Committee made a motion to accept Amber Alvarez for membership to the HIV Planning Council. Voting results: 8-favor; 0-opposed; motion approved.

**Findings of "Secret" Shopper Survey**

- Amina Ahmed gave a brief summary of the Secret Shopper Survey written report and talked about her experience while working on the Secret Shopper Survey. She also did a brief question and answer session.

**Results of the Client Satisfaction Survey**

- Paul Hassell gave a brief presentation of the Client Satisfaction Survey results.

**Ryan White part A Administrative Report**

- Greg Bolds summarized the November Administrative Agent report.

**Staff Report (the following items were discussed):**

- HIV Planning Council Staff relocation
- Vince Cobalis retirement
- Keizhia Carlyle's return to work (January 3, 2012)
- Health Planner position

- **Beyond the plan newsletter**
- **Resource guide**
- **Amina Ahmed's tincture**
- **Ms. Greer's application**

Hearing no objection the meeting was adjourned at 7:46 p.m.

Approved