



**EXECUTIVE COMMITTEE MEETING**  
**Meeting Date: March 6, 2012**  
**Minutes from the February 7, 2012 Executive Meeting**

**MINUTES**

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

**Meeting Called to order at:** 6:00 p.m.

**Committee Members in attendance:** *Christopher Hamilton, Paul Hassell, Joseph Collins, and Victor Martinez.*

**City of Austin Staff in attendance:** *Greg Bolds and Kimberly Pemberton.*

**Community members in attendance:** *none*

**Approve Minutes**

- Minutes from the Executive meeting held on December 6, 2012 were approved with noted corrections.

**Chair Report**

- Reviewed attendance and membership report
- Reviewed Paul Hassell's reapplication for membership, a motion was made to accept Paul Hassell's reapplication. 4-favor; 0-opposed; motion passed.
- Reviewed the bylaws, a discussion ensued about the bylaws and the minimum number of members to be written in the bylaws. Currently 5 member minimum was being proposed by the Planning Council; however the City of Austin Legal Department suggest this number is not sufficient to accommodate HRSA's thirteen representative membership.

**Membership applicant interviews**

- Conducted interviews with Planning Council applicants Curtis Weidner and Lane Greer.
- A motion was made to accept Curtis Weidner's application for membership. 4-approved; 0-opposed; motion passed.
- A motion was made to not accept Lane Greer's application. 3-favor; 0-opposed; 1-abstention; motion passed.

**Ryan White Part A Administrative Agent Report**

- Greg Bolds reviewed written the Administrative Agent report; he gave an update the Quality Management position. Interviews were held recently with no final candidate found.
- Greg proposed a different reporting schedule for the Administrative Agent report; the recommendation would be to present the report on a bi-monthly basis. A discussion



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ensued about the timeline and frequency of information included in the Administrative Agent report. It was agreed that Greg would provide information in raw format to the Planning

- Council staff and they would put it in a format presentable to the Planning Council. Also discussed providing a more detailed report to the full Planning Council, rather than the Executive Committee.
- **A proposal will be made to the Planning Council to switch meeting days, by switching the Business meeting(2<sup>nd</sup> Tuesday) and the Committee meeting(4<sup>th</sup> Tuesday).**

**Allocations Sub-Committee Report**

- Discussed recommendations to the City of Austin about sharing more information regarding funding and funding sources.

**Needs Assessment Sub-Committee Report**

- Needs Assessment and Care Strategy met jointly and reviewed draft Standards of Care for Case Management. Will vote on the Draft Standards of Care at the Business Meeting on February 14, 2012.

**Care Strategy Sub-Committee Report**

- Met jointly with Needs Assessment (see above).

**Evaluation/QM Sub-Committee Report**

- Paul Hassell will follow up on client satisfaction survey with providers to see what worked. He is also working on a summary on the cost benefit analysis project.

**Comprehensive Planning Sub-Committee Report**

- Joseph Collins stated that the committee is in the last stages of gathering information for Comprehensive Plan.
- **Hearing no objection the meeting was adjourned at 8:21 p.m.**