



EXECUTIVE COMMITTEE MEETING
Minutes from the October 2, 2012 Executive Meeting

MINUTES

Meeting Location: 1520 Rutherford Lane, Austin TX

Meeting Called to order at: 6:11 p.m.

Committee Members in attendance: *Dr. Victor Martinez, Christopher Hamilton, Paul Hassell, Justin Irving and Shanika Cornelius.*

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

Community members in attendance: 0

Approve Minutes

- Minutes from the Executive meeting held on September 4, 2012 were approved with noted corrections: *Place a comma after Joseph Collins under heading Committee members in attendance, specifically note each correction, and change date to August 7, 2012 in the approved minutes heading.*

Chair report

- Dr. Victor Martinez reviewed the Attendance report, the Membership report and the mentorship update. He asked staff for a list of organizations in the Austin area that have people that could possibly fill the vacant HRSA slots.

Review membership re-application

- Christopher Hamilton made a motion to accept Charlotte Simms-Sattiewhite's re-application, Shanika Cornelius seconded the motion. A discussion ensued on her attendance to the sub-committee meetings. **Vote Results: 5-favor; 0-Opposed; motion passed.**

Discuss corrections for the Administrative Agent report

- Dr. Victor Martinez stated that the narrative in Administrative Agent reports needs to correspond to the data in the tables; it needs to match the numbers that are in the report. Greg Bolds stated that the Administrative Agent will not attend future Executive meetings only a written Administrative Agent (AA) report will be available at the Executive Committee meetings. The Chair asked that the written Administrative Agent (AA) report be emailed to him on the Friday before the Executive committee for his review.

Review Secretary Nominations:

- Kimberly Pemberton stated that Shanika Cornelius was nominated twice for the secretary position; Shanika Cornelius stated that she would not accept the nomination for Secretary. Paul Hassell stated that he will carry out the Secretary duties until the position is filled.

Committee Report:

Allocations:

- Dr. Victor Martinez stated the sub-committee will develop the Increase/Decrease plan at its next sub-committee meeting.

Care Strategy:

- Christopher Hamilton stated that the sub-committee will have Case managers speak on Transportation at their next sub-committee meeting.

Evaluations/Quality Management:

- Paul Hassell stated that the Client Satisfaction Surveys have been returned to Cynthia Manor and she is compiling the information received. He also gave an update on the Client Satisfaction surveys as well.

Comprehensive Plan/Needs Assessment:

- The Comprehensive Planning sub-committee and the Needs Assessment sub-committee will be combined until further notice the Chair will be Justin Irving beginning October 2012.

Hearing no objection the meeting was adjourned at 7:30 p.m.