



## EXECUTIVE COMMITTEE

October 1, 2013 ~ 6:00 p.m.

**Meeting Location:**  
**7201 Levander Loop Austin TX 78702**  
**Building H - Conference Room**

### MEETING A G E N D A

*All topics below will be discussed by the Executive Committee of the HIV Planning Council, with the possibility of recommendations and/or motions made for consideration by the full Planning Council membership.*

#### **CALL TO ORDER** (Dr. Victor Martinez, Chair)

1. Citizen Communication & Community Announcements
2. Approve Previous Meeting Minutes (*August 6, 2013*)
3. Chair Report
  - a. Review Attendance Records and Membership Report
  - b. Review Attendance Policy and Leave of Absences
  - c. Chair expectations for committee & staff deliverables, timelines, projects
  - d. Secretary Vacancy
  - e. Chair Membership replacement/assignment on Executive Committee
4. Interview prospective Planning Council member (applicant)
5. Review Exhibit A of Memorandum of Understanding (MOU) for Grantee and Planning Council
6. Policies and Procedures : Create plan for new P&P manual (Operations of Ryan White Program and Support Staff)
7. HIV Planning Council Staff Report – Kimberly Williams
8. Sub-Committee reports
  - a. Allocations (*Dr. Victor Martinez, Chair*)
  - b. Needs Assessment/ Comprehensive Planning (*Justin Irving, Chair*)
9. Agenda items for next Business Meeting

#### **ADJOURN**

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