



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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