



EXECUTIVE COMMITTEE

October 8, 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
 - f. Holiday meeting schedule
4. Interview prospective Planning Council member (applicant)
5. Memorandum of Understanding (MOU) for Grantee and Planning Council (Exhibit A)
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

The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance, please call (512) 972-5205.