



EXECUTIVE COMMITTEE MEETING

Minutes from the February 3, 2015 Executive Meeting

MINUTES

Meeting Location: 7201 Levander Loop, Bldg. H, Austin TX

Meeting Called to order at 6:12 p.m.

Committee Members in attendance: Dr. Victor Martinez, Justin Smith, and Jerry Juarez

Committee Members not in attendance: Justin Irving

City of Austin Staff in attendance: John Waller

Guests/Community Members in attendance: None

Citizen Communication & Community Announcements: None

Approve Minutes:

Minutes from January 6, 2014 Executive Meeting were reviewed and approved with following corrections:

- Under Sub-Committee Structure strike: *Structures will change and Executive Committee will be working on roles of each committee*
- Under Review HRSA Consultant Report:
 - Reword last sentence to add “...to describe the interaction between the Planning Council and service providers”
 - Under Sub-Committee Reports, replace \$18,xxx with actual approved amount
- Under HIV PC Staff Update:
 - MOU – Strike “*Dr. Martinez discussed with Council, per Kimberly Williams*”
 - Correct spelling of “*roll*” to “*role*”
 - Strike “*without recommendations*” from end of first sentence and replace with “*...staff made recommendations that committee rejected*”.
 - From last sentence correct to read “*Committee discussed the staff’s suggestion that an AD HOC Committee be created to discuss the MOU and make recommendations. It was decided to continue using the Executive Committee for this purpose*”. *The Executive Committee will make recommendation for approval by the full Planning Council.*

Chair Report

Dr. Victor Martinez reviewed the Membership Activity Report, Attendance Report, and Membership Roster.

The Committee discussed the membership status of Christopher Shaw and LJ Smith. The Committee also discussed the status of recruitment efforts

Planning Council Membership and Recruitment:

The Chair reported that he plans to request a meeting with (new) Mayor Adler to suggest moving Planning Council staff to be under the office of the mayor rather than HHSD.

The Committee discussed the option of creating a consumer advisory group similar to the Houston EMA approach. The Committee requested staff to develop a training packet that could be used to inform interested community members about the role of the Planning Council and the (proposed) consumer advisory group. Interested consumers who participate in the training could be recruited to create the advisory group. Houston EMA has been successful in recruiting Planning Council members from their consumer advisory group.

Dr. Martinez requested that staff include a discussion of the Planning Council By-Laws on the next Executive agenda with the objective of discussing modification of language dealing with areas like attendance so that the Planning Council has more flexibility.

Review & Discussion of 2015-2016 Work plan (Planning Council Activities Timeline)

The Committee requested that staff draft a Directive to the Administrative Agent requesting that the AA develop a plan for a new Client Satisfaction Survey and provide the Planning Council with the opportunity to comment on the administrative approach and questions to be included in the survey.

Sub- Committee Structure and Member Assignments:

The Committee discussed the pros and cons of 4 person committees. The Committee discussed the option of utilizing working groups to accomplish specific tasks. The Committee reviewed the (draft) committee assignment plan and decided to adopt the plan as written with the caveat that if LJ Smith resigns then Jerry Juarez will move to Allocations.

Community Activities:

The Committee expressed concern that the Planning Council membership does not seem to learn of community events until the last minute. The Committee questioned the delay in receiving the HRSA letter announcing a study on ACA. That letter is dated 1/7/15 but was not shared with the Planning Council until the Business meeting on 1/27/15. By then Dr. Martinez had already received a call from the University of Chicago (HRSA contractor) to conduct an interview and he had no context for the call. Another example cited by the Committee was not learning about the ACA presentation (Insure Central Texas) scheduled for 1/28/15 at David Powell until the Business meeting on 1/27/15.

The Committee discussed the need to take action to ensure that task and activities are reflected for both the Assessment of the Administrative Mechanism and a new Consumer Satisfaction Survey. The Committee discussed past frustrations with the approach used to administer both activities, as well as the scope of information and outcomes achieved. The Committee discussed the recommendations of the HRSA Consultant that the Planning Council not assume the lead in administration of these tasks.

Ryan White Part A budget update (fiscal year beginning 03/01/2015)

The Committee continued discussion regarding the Planning Council budget (document reviewed during January 2015 meeting). This budget (alternately referred to as a work plan) was developed by Kimberly Williams and Dr. Martinez to address PC specific budget needs including training. Dr. Martinez indicated verbal agreement was reached with Gregory Bolds regarding the PC budget. He is awaiting a final response from Gregory Bolds and Stephanie Hayden regarding finalization of this draft budget.

The Committee discussed the apparent conflict between language describing the Planning Council's role relative to the PC budget and the budget authority expressed by the HRSA consultant during the training in December. Dr. Martinez indicated he is awaiting a response from the Project Officer regarding this discrepancy.

Sub- Committee Reports

Allocations- (no meeting in January)

Needs Assessment/ Comprehensive Planning- Chair Absent

HIV Planning Council Staff Update

The Committee noted that the Planning Council is still awaiting a response from the Administrative Agent regarding the (draft) MOU. The Committee noted that rather than waiting on a response from the Administrative Agent it may be appropriate to react to the recommendations from the HRSA Consultant regarding the MOU. Doctor Martinez noted that he is still awaiting a response from Stephanie Hayden regarding the question as to whether or not the Planning Council received the full consultant report or an edited version.

Hearing no objection, the meeting was adjourned at 7:43 p.m.