



**EXECUTIVE COMMITTEE MEETING**  
**Minutes from the September 2, 2015 Executive Meeting**

**MEETING MINUTES**

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

**Meeting Called to order at 6:01 p.m.**

**Committee Members in attendance:** Dr. Victor Martinez, Justin Smith, Justin Irving

**Other Planning Council Members in Attendance:** Mark Erwin

**Committee Members not in attendance:** None

**City of Austin Staff in attendance:** John Waller

**Guests/Community Members in attendance:** Charles Loosen

**Public Communication & Community Announcements:** None

**Approve Minutes:**

Minutes from August 4<sup>th</sup>, 2015 Executive Meeting were reviewed and approved as submitted.

**Chair Report:**

Dr. Victor Martinez reviewed:

- Membership Activity Report
- Attendance Report – the Committee discussed the attendance of members with unexcused absences and directed that edits be made to the record to update attendance and correct totals.
- Membership Roster – the Committee reviewed roster to identify upcoming term expirations.
- Chair expressed concerns about the Planning Council potentially being below HRSA requirements and discussed strategies to recruiting new members.

**Committee Assignments:**

- The Committee discussed options for adding a consumer to the Executive Committee
- Chair discussed the need to review committee assignments due to vacancies in specific committees. The Committee decided to assign Charlotte Simms-Sattiewhite to Allocations.
- The Committee discussed options for filling the vacant Secretary position:
  - The committee agreed to solicit nominations for the vacant secretary position via email, with nominations to be reviewed by the Executive Committee.
  - The committee discussed the duties of the Secretary and options for modifying the roles and responsibilities of position.

### **Member Applications:**

- Reviewed the application process for new membership.
- Chair directed staff to draft a letter to the CEO and member regarding a member no longer eligible to be a Council member due to disqualifying circumstances.

### **Review of Edits to Planning Council By-laws:**

- John Waller noted that the revised draft of the by-laws have been sent out to the Committee for review and comment. No comments received to date.
- Chair directed staff to send the draft bylaws to HHSD Legal for review if no additional comments received by Executive in one week.

### **Discussion on PrEP:**

Council member Mark Erwin and Charles Loosen delivered a presentation on the Austin Prep Access Project, including successes to date and goals and objectives for PrEP:

- The elimination of HIV infection in Central Texas
- Increase awareness, access and adherence to HIV prevention strategies by educating the community, providing medical care and conducting public health research and advocacy

### **Staff Report:**

- John Waller reported that there have been requests from consumers desiring to attend the Public Forum regarding the need for transportation. He reported that the Administrative Agent had approved issuance of bus passes for consumers to attend the forum.
- John Waller provided an update on development of the Facebook page.

**Hearing no objection, the meeting was adjourned at 8:18 p.m.**