

**Austin Area Comprehensive HIV Planning Council  
Executive Committee Meeting Minutes  
November 3, 2015**

**Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.**

**MEMBERS PRESENT**

Dr. Victor Martinez, AACHPC Chair  
Justin Smith, AACHPC Vice-Chair  
Justin Irving, AACHPC Comprehensive Plan Committee Chair

**MEMBERS ABSENT**

None

**AACHPC STAFF PRESENT**

Crystal Flores, Program Manager  
John Waller, Planner  
Dwight Scales, Admin

**ADMINISTRATIVE AGENT STAFF PRESENT**

None

**OTHERS PRESENT**

None

**I. Call to Order:** AACHPC Chair, Dr. Martinez at 6:24pm

**II. Certification of Quorum:** Quorum was established and certified by Chairperson Dr. Martinez

**III. Introductions/Announcements:** Justin Irving reminded the council about the upcoming AIDS Walk on November 8<sup>th</sup>, 2015

**IV. Approval of October 6, 2015 Minutes:** *The minutes were reviewed and approved as submitted.*

**V. Review of AACHPC and Committee Attendance:**

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. The committee reviewed membership roster to identify upcoming term expirations. The Chair expressed concerns about the Planning Council being below HRSA requirements and discussed strategies to recruiting new members. Program Manager, Crystal Flores informed the council of three potential new members and discussed future recruiting plans.

- Charlotte Simms submitted a letter to the Executive Committee that she will miss the next twelve weeks due to medical reasons

**VI. Discussion of the Secretary nomination process**

The Executive committee reviewed the currently vacant secretary position's roles and responsibilities. The committee discussed possible candidates to fill the role and decided to reach out to individual committee members to possibly fill the vacancy.

## **VII. Bylaws review and discussion**

John Waller, Planner reviewed an updated draft “Grievance Procedures” document. The draft document is a combination of a variety of grievance procedure documents from other Planning Councils in the Texas region. The committee voted to send the new updated draft of grievance procedures to the legal department for further approval.

## **VIII. Discuss new meeting locations and Sub-Committee meeting dates**

Crystal Flores, Program Manager, discussed possible different locations and meeting days for better public access and participation. The subcommittee chairs chose which locations they wanted their meetings to be.

- Poll both Needs Assessment and Comprehensive Plan Committees for available days to be able to see which committee meeting can be moved to another day instead of them being the same time/day.
- Staff will also poll Planning Council members on rescheduling the November Planning Council meeting.

## **IX. Sub-Committee Reports**

### ➤ **Comprehensive Planning Committee:**

The Committee Chair Justin Irving discussed the committee’s upcoming events of November:

- Reviewing the Health Insurance Premium and Cost Sharing Assistance policy
- Review and vote on Outpatient/Ambulatory Medical Care Standards of Care
- Review and vote on Substance Abuse Services- Residential Standards of Care
- Review the roles and responsibilities for the Comprehensive Plan construction and the timeline of expectations
- Discuss possibly using a facilitator for the comp plan development

### ➤ **Needs Assessment Committee:** The Needs Assessment Chair Justin Smith discussed:

- Reviewing future roles and responsibilities of the committee
- Discussing plans for Comprehensive Needs Assessment Plan and better collaboration with Part B.
- Researching and reviewing different Priority Setting tools and processes
- The Committee talked about looking at the current MOU with Part B and updating the language.

### ➤ **Allocations Committee:** The Allocations Chair Dr. Martinez discussed the committee’s approval of the FY 2016 Part A Carryover Reallocation Recommendation.

## **X. HIV Planning Council Staff report**

- Crystal Flores, Program Manager discussed and reviewed the upcoming November Planning Council Calendar
- Discussion of upcoming Christmas meeting locations
- Project Officer approval of addressing conflict of interest in committee meetings and allowing interested parties to participate in meetings, threw a structured way.

**XI. Meeting Adjourned at 8:10pm**

Draft Submitted by:

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Dwight Scales, AACHPC Admin

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Date

Draft Certified by:

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Crystal Flores, AACHPC Program Manager

\_\_\_\_\_  
Date

Final Approval by:

\_\_\_\_\_  
Dr. Victor Martinez, AACHPC Chair  
Justin Smith, AACHPC Vice-Chair

\_\_\_\_\_  
Date

NEXT SCHEDULED MEETING  
TBA