

**Austin Area Comprehensive HIV Planning Council
Executive Committee Meeting Minutes
February 2, 2016**

MEMBERS PRESENT

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

Justin Smith, AACHPC Vice-Chair

MEMBERS ABSENT

None

AACHPC STAFF PRESENT

Crystal Flores, Program Manager
John Waller, Planner

Dwight Scales, Admin

ADMINISTRATIVE AGENT STAFF PRESENT

None

OTHERS PRESENT

Charles Loosen

- I. **Call to Order:** AACHPC Chair, Dr. Martinez at 6:03pm
- II. **Certification of Quorum:** Quorum was established and certified by Chair, Dr. Martinez
- III. **Introductions/Announcements:** AACHPC, Committee member, Justin Irving announced AIDS Services of Austin (ASA) is hiring for various staff positions.
- IV. **Approval of January 5, 2016 Minutes:** *Chair, Dr. Martinez motioned the minutes to be Approved as submitted*
- V. **Potential Planning Council membership interview:**
 - The Executive Committee interviewed potential Planning Council member Nicole Evans.
 - The Committee voted to recommend Nicole Evans to the AACHPC

Voted: 3 to 0 Motion Carried
- VI. **Review of AACHPC and Committee Attendance:**
 - The Chair, Dr. Martinez expressed concerns about the Planning Council being below HRSA requirements and discussed strategies to recruiting new members.
 - Program Manager, Crystal discussed future recruiting plans, strategies and possible collaborations with other organizations for further recruitment. She has reached out to former members of the Planning Council to see about re-joining. She also discussed possible different entities to contact about recruitment.
- VII. **Discussion of Secretary nomination process:**
 - After approaching select candidates to apply. There still have been no applications and therefore the seat is still available.

VIII. Discussion of new meeting locations and Sub-Committee meeting dates:

- Meeting Planning Calendar, Program Manager, Crystal Flores reviewed and discussed the February Planning Calendar and upcoming events.
- Option to host combo NA/CP meetings starting February
Program Manager, Crystal Flores reviewed and discussed combining the current Needs Assessment and Comprehensive Planning committees together. Together both committees could help out with the upcoming Comprehensive Plan. She also talked about possibly joining the Allocations and Needs Assessment Committee together for a PSRA Committee. These committees would join when the time comes to do the Priority Setting process. By combining committees, this would help the prioritization and resource allocations process. This ensures both committees get the same level of knowledge, historical components of what happened so that priorities are being integrated into the allocations and the same people making decisions.

Sub-Committee Reports

- **Allocations Committee:**
 - Allocations committee Chair, Dr. Victor Martinez spoke on the change of the current HRSA policy for Service Category: AIDS Pharmaceutical Assistant Local
 - Chair, Dr. Victor Martinez noted to add an item to the next allocation agenda to revisit the Rapid Reallocation process.
- **Needs Assessment Committee:**
 - Committee Vice-Chair discussed the upcoming possible collaboration with the University of Texas about conducting a Needs Assessment Survey.
- **Comprehensive Planning Committee:**
 - The Committee Chair Justin Irving discussed the committee's event for the upcoming February 9th, 2016 Meeting and recommending passage of Outreach Services Standards of Care
 - Upcoming February review and vote on Case Management (Medical and Non-Medical)

IX. HIV Planning Council Staff Report :

- Crystal Flores and John Waller discussed ongoing efforts to secure a meeting facilitator to support development of the HIV Prevention and Care Plan. Mr. Waller reported that they had a meeting with a potential provider to clarify the scope of work and ensure mutual understanding regarding services being sought.
- Crystal Flores discussed options for collecting confidential demographic data on Planning Council members that is required to be reported to HRSA on a quarterly basis.

X. Meeting Adjourned at 7:20pm

Draft Submitted by:

Dwight Scales, AACHPC Admin

Date

Draft Certified by:

Crystal Flores, AACHPC Program Manager
Final Approval by:

Date

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

Date

NEXT SCHEDULED MEETING

January 5, 2016