

**Austin Area Comprehensive HIV Planning Council
Executive Committee Meeting Minutes
April 5, 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

- I. **Call to Order:** AACHPC Chair, Dr. Martinez at 6:06pm
- II. **Certification of Quorum:** Quorum was established and certified by Chair, Dr. Martinez
- III. **Introductions/Announcements:** none
- IV. **Approval of March , 2016 Minutes:** *Chair, Dr. Martinez motioned the minutes to be Approved as submitted*
- V. **Planning Council Membership:**
 - The Executive Committee voted to place Council Member Nicole Evans on the Comprehensive Planning Committee.
- 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 also discussed current Planning Council Members upcoming expiring terms.
- 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. Sub-Committee Reports:

- **Allocations Committee:** Chair, Dr. Martinez expressed concerns with certain carry-over funds.
- **Needs Assessment** Needs Assessment Committee did not meet
- **Comprehensive Planning Committee:**
Committee Chair, Justin Irving reviewed and discussed observations, strategies and concerns from the previous Comprehensive Planning Special Called meeting on 3-29-16.

IX. HIV Planning Council Staff Report :

- Crystal Flores and John Waller discussed the Comprehensive Planning Special Meeting. There will be a meeting held between staff and the facilitator to discuss, review data and the scope for the upcoming 4-12-16 Special Meeting.
- Crystal Flores discussed updates on the current AACHPC Facebook page. She also reviewed and discussed the new mock draft for the AACHPC Health and Human Services Web page.
- Committee options for the drop down menu on the Boards and Commissions website
- Observations from the March 31, 2016 Black PRIDE event.
- Crystal Flores reviewed and discussed the Principles of Conduct document.
- Crystal Flores reviewed and discussed the 2014-2015 Assessment of Administrative Mechanism Survey. The committee also discussed and reviewed the AAMS draft letter to Ryan White Service Providers.
- Updates and strategies on the new Priority Setting Timeline.
 - April 26th, 2016 Priority Setting/Allocations Process Review
 - May 17th, 2016 Process Overview Quadrant and Rate (Approve tool)
 - 1st joint Meeting**
 - May 24th, 2016 Planning Council Meeting
 - June 14th, 2016 Vote on rankings
 - June 21st, 2016 Expenditure Review
 - July 26th, 2016 Planning Council Vote on Allocation Plan Rec

X. Meeting Adjourned at 7:45pm

Draft Submitted by:

Dwight Scales, AACHPC Admin

Date

Draft Certified by:

Crystal Flores, AACHPC Program Manager

Date

Final Approval by:

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

Date

NEXT SCHEDULED MEETING
City Hall 301 W 2nd St, Austin, TX 78701 Room 2003
Tuesday, May 3, 2016
6:00 P.M.

Attachment #1