

**Austin Area Comprehensive HIV Planning Council
Executive Committee Meeting Minutes
June 07, 2016**

MEMBERS PRESENT

Dr. Victor Martinez, AACHPC Chair

Justin Smith, AACHPC Vice-Chair

MEMBERS ABSENT

None

AACHPC STAFF PRESENT

Crystal Flores, Program Manager

Dwight Scales, Admin

ADMINISTRATIVE AGENT STAFF PRESENT

none

OTHERS PRESENT

I. Call to Order: AACHPC Chair, Dr. Martinez at 6:01pm

II. Certification of Quorum: Quorum was established and certified by Chair, Dr. Martinez

III. Introductions/Announcements: Crystal Flores, Program Manager updated the committee on the currently vacant Planner position being posted. She reported staff would review applications and possibly extend the job posting.

IV. Approval of May 3rd , 2016 Minutes: *Chair, Dr. Martinez motioned the minutes to be approved as submitted*

V. 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. The committee also reviewed attendance and there are no issues at this time

VI. Comprehensive Planning committee Chair nominations:

The Executive Committee discussed potential candidates to fill the vacant Comprehensive Planning Committee Chair seat. The Chair, Dr. Martinez appointed Justin Smith as interim host of the Comprehensive Planning Committee meetings.

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. Appointment of Priority Setting Resource Allocations Committee

Chair, Dr. Martinez formed a new committee composed of the Needs Assessment and Allocations committee members. He appointed Justin Smith Chair of the new **Priority Setting Resource Allocations Committee** which consist of:

Dr. Victor Martinez
Jessica Pierce
Charlotte Simms
Leroy Smith
Justin Smith
Glenn Crawford

IX. Sub-Committee Planning:

- **Allocations Committee:** Chair, Dr. Martinez appointed Leroy Smith to serve on the Allocations Committee.
- **Needs Assessment:** Needs Assessment Committee did not meet. Justin Smith reviewed the upcoming PSRA Timeline.

- **PSRA:** No Report

- **Comprehensive Planning Committee:**

Crystal Flores reviewed observations and new findings from the previous Comprehensive Planning Special Called meetings. . The Executive committee discussed observations and concerns of the current HIV Prevention and Care overview draft goals 1-4.

X. HIV Planning Council Staff Report :

- Program Manager, Crystal Flores discussed and reviewed the new Priority Setting Resource Allocation timeline. She gave a brief synopsis of what will be covered in upcoming (6-21-16) meeting. Quantification of Need and the growth rate. She is working with the Administrative Agent to see if she can get updated ARIES reports. She announced that a representative from DSHS is scheduled to give a presentation to the AACHPC on (6-28-16).
- Crystal Flores discussed updates on the current AACHPC Facebook page.
- Updates and review of the Assessment of Administrative Mechanism Report which will be presented @ the Allocations meeting in June.
- Mayor Representative updates
- Upcoming Planning Calendar events:
 1. June 8th, 2016 National Caribbean American HIV/ Aids Awareness Day
 2. National HIV Testing Day

XI. Meeting Adjourned at 6:45pm

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

City Hall 301 W 2nd St, Austin, TX 78701 Room 2003

Tuesday, June 7, 2016

6:00 P.M.