

**Austin Area Comprehensive HIV Planning Council
Executive Committee Meeting Minutes
September 6, 2016**

MEMBERS PRESENT

Dr. Victor Martinez, AACHPC Chair
Glenn Crawford, AACHPC Member

Justin Smith, AACHPC Vice-Chair

MEMBERS ABSENT

None

AACHPC STAFF PRESENT

Crystal Flores, Program Manager

Laura Still, Planner

Dwight Scales, Admin

ADMINISTRATIVE AGENT STAFF PRESENT

None

OTHERS PRESENT

- I. **Call to Order:** AACHPC Chair, Dr. Martinez at 6:04pm
- II. **Certification of Quorum:** Quorum was established and certified by Chair, Dr. Martinez
- III. **Introductions/Announcements:** None
- IV. **Approval of August 2, 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. She also discussed the status of one potential Planning Council candidates.
- VI. **Discussion of Officer nomination process:**

The Executive committee reviewed and discussed the upcoming officer nomination process. The Planning Council will need to elect its new leadership for a 2 year term, The Officer elections shall be held every two years during the first business meeting of October, following an open nominations process in September. Planning Council members can nominate themselves or other members for a leadership position. Staff will email a detailed description of each of the positions in terms of responsibilities and time commitments. The deadline to submit nominations is September 30, 2016. The Executive Committee will review all nominations (10/4/2016) to ensure that the candidates have met all eligibility requirements and will announce the slate of nominees at the October Planning Council meeting (10/25/2016) The term for officers is two years commencing on December 1st, and ending on November 30th, 2016.

VII. Sub-Committee Reports:

- **Allocations Committee:** Chair, Dr. Victor Martinez discussed action items from the past Allocation Meeting: Reviewed the Administrative Expenditure report and discussed service categories outside the normal variance

- **Comprehensive Planning Committee:**
Committee Chair, Justin Smith discussed action items for the upcoming Comp Plan meeting on 9-13-16. Council members, work groups and community members will continue to try and go through all the items on the HIV Prevention & Care Plan. This upcoming meeting will focus on the finalization of the plan.

VIII. HIV Planning Council Staff Report :

- Crystal Flores discussed Community Star Awards process
- Upcoming training opportunities
- Meeting Planning Calendar
- Upcoming Comprehensive Planning Committee will have an additional meeting on September 27, 2016 at City Hall room 1027 @ 5:00 pm
- AAHIVPC Attendance

IX. Meeting Adjourned at 7:24 pm

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, October 6, 2016
6:00 P.M.