

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

MEMBERS PRESENT

Dr. Victor Martinez, AACHPC Chair

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

Dale Thele

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: None

IV. Approval of September 6th, 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 Dale Thele.

The Committee voted to recommend Dale Thele to the AACHPC

Voted: 2 to 0 Motion Carried

VI. Review of Planning Council Officer Candidates:

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. 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.

VIII. Sub-Committee Reports:

➤ **Allocations Committee:** did not meet

➤ **Comprehensive Planning Committee:**

Committee Chair, Justin Smith discussed action items for the upcoming Comp Plan meeting on 10-11-16. Council members, work groups and community members will continue to try and go through all the items on the newly submitted to HRSA, and approved HIV Prevention & Care Plan. This upcoming meeting will focus on operationalizing the Integrated Plan and discussion of a Needs Assessment Timeline.

IX. HIV Planning Council Staff Report :

- Crystal Flores discussed Community Star Awards update
- Upcoming training opportunities
- Meeting Planning Calendar
- Upcoming 2016 AIDS Walk Austin Information and participation

X. Meeting Adjourned at 7:36 pm

NEXT SCHEDULED MEETING

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

Tuesday, November 1, 2016

6:00 P.M.