

**Austin Area Comprehensive HIV Planning Council
Executive Committee Meeting Minutes
April 4th, 2017**

MEMBERS PRESENT

Justin Smith, AACHPC Chair
L.J. Smith, AACHPC Vice-Chair
Glenn Crawford, Secretary

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, Justin Smith at 6:02pm

II. Certification of Quorum: Quorum was established and certified by Chair, Justin Smith

III. Introductions/Announcements: None

IV. Approval of March 7th, 2017 Minutes: *Chair, Justin Smith motioned the minutes to be Approved as submitted with corrections (1)*

V. Potential Planning Council Membership Interview:

The Executive Committee interviewed re-applying Planning Council member, Glenn Crawford. The Committee voted to approve the re-application and reinstate Glenn Crawford to the AACHPC for another 2 year term.

Voted: 2 to 0 Motion Carried

Council member, Glenn Crawford's re-application will be reviewed and voted on at the Planning Council full Business meeting on April 25th, 2017.

VI. Chair Report:

- Review of the Attendance report:
- New Member Committee appointment
- Review of Membership Activity Report & Updated Membership Roster
- Evaluating speaking times for specific topics from community members

VII. Review of AACHPC and Committee Attendance:

- The Chair, Justin Smith expressed concerns about the Planning Council being below HRSA requirements and discussed strategies to recruiting new members as well as consumers to reflect our HRSA requirements and bring more diversity. The council also reviewed current attendance. Chair, Justin Smith noted we officially have 10 Planning Council members with (1) membership pending.

VIII. Sub-Committee Agendas:

The Executive committee reviewed upcoming topics, possible barriers and logistics for the upcoming sub-committee meetings:

- Comprehensive Planning Committee
- Allocations Committee
- Business Committee

IX. HIV Planning Council Staff Report :

- Ongoing Planning Council Trainings/Presentation
- Assessment of the Administrative Mechanism Timeline

X. Meeting Adjourned at 8:19 pm

NEXT SCHEDULED MEETING

**City Hall 301 W 2nd St, Austin, TX 78701 Room 2003
Tuesday, May 2nd, 2017 6:00 P.M.**