

**Austin Area Comprehensive HIV Planning Council
Executive Committee Meeting Minutes
November 7th, 2017**

MEMBERS PRESENT

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

MEMBERS ABSENT

Nicole Evans

AACHPC STAFF PRESENT

Laura Still, Planner
Dwight Scales, Admin
Cassandra DeLeon, Program Manager Planning and Evaluation Unit
Scott Lyles, Program Coordinator Planning and Evaluation Unit

ADMINISTRATIVE AGENT STAFF PRESENT

None

OTHERS PRESENT

Jose (last name unknown), University of Texas student

- I. **Call to Order:** AACHPC Vice Chair, L.J. Smith at 6:01pm
- II. **Certification of Quorum:** Quorum was established and certified by Chair, Justin Smith
- III. **Introductions/Announcements:** Planning Council member, Glenn Crawford gave a summary on the participation at the Austin AIDS Walk event on October 29th, 2017. Four council members were in attendance- actively recruiting, providing information to the public and hosting the Austin Area Comprehensive HIV Planning Council booth.
- IV. **Approval of October 3rd, 2017 Minutes:** *Chair, Justin Smith motioned the minutes to be Approved as submitted*
- V. **Chair Report:**
 - **Review of the Attendance Report:**
The Executive committee reviewed and discussed the October Attendance Report.
 - **Membership Activity Report & Updated Membership Roster:** A change has been made under the Demographic snapshot of Planning Council Membership VS. PLWHA Prevalence in Austin TGA section. An additional column of Ryan White client demographics will be added to better show reflectiveness in the current TGA.
 - **Ideas for recruitment:** The Executive committee reviewed and discussed additional options for upcoming recruitment opportunities and strategies.

- Focusing on Non Traditional Parties
- Seek Case Managers on certain committees to provide a better scope of what's happening in the community and how services are utilized.
- Stake holder availability to attend Planning Council meetings
- Possible change in meeting locations

VI. Sub-Committee Calendar and Agendas:

The Executive committee reviewed and discussed topics for the upcoming sub-committee meetings.

❖ **Evaluation-Quality Management Committee** Meeting Planning (11-14-17)

- Review and provide feedback on Standards of Care:

Up for committee vote:

1. Mental Health
2. Psychosocial Support
3. Substance Abuse Outpatient
4. Substance Abuse Residential
5. Housing

Evaluation-QM Committee Next Steps:

1. Review upcoming Standards of Care up for vote prior to meeting
2. If voted for passage, these Standards of Care will be voted at the (1-5-17) Business meeting.
3. The Evaluation- QM Committee will not meet in December
4. Review 2018 Ryan What Part A Grant Application review process

❖ **Comprehensive Planning Committee** Meeting Planning (11-11-17)

- Non-Traditional Partners Focus Group Planning
- Comprehensive Plan Updates
- Needs Assessment Report Review

Comprehensive Planning Committee Next steps:

1. Comprehensive Planning Committee will not meet in December

❖ **Allocations Committee** Meeting Planning (11-21-17)

Allocations Committee Next Steps:

1. The Allocations committee will not meet again until January 9th, 2018 unless a Rapid Reallocation is need and advised by the HRAU.

VII. Review and Discuss December Meeting Options:

The Executive committee reviewed options for the 19th of December holiday meeting. The location has been narrowed down to two (2) possible venues: Gloria's and Phara's. Staff will finalize reservations based on preferences indicated by the committee.

VIII. 2018 Strategic Planning:

The Executive committee indicated the following to be important areas in 2018 planning: including: Recruitment, dividing the work load among sub-committees, annual document review, annual training calendar, Comprehensive Plan prioritization.

IX. Review Community Star Award Progress

Five (5) Nominations have been received as of 10-25-17. The nomination deadline is November 17th. The Executive committee will select a nominee on December 5th, and present the winner at the Business meeting on December 19th.

X. Review of Planning Council Documents:

- **Bylaws:** The executive committee decided they would review the current Bylaws and recommend any re-clarification or edits at the January meeting Executive meeting

XI. HIV Planning Council Staff Report

1. Website Access- HRAU has access to the website and can start making updates, likely in 2018
2. FY18 Ryan White HIV/AIDS Program Part A Grant Application
 - Staff appreciates everyone who took the time to review the draft FY18 Part a Grant Application on the Google Documents. All comments were reviewed by staff and edits were made where appropriate.
 - Outstanding community comments from the 2018 Ryan What Part A Grant Application review process- will be reviewed by E-QM Committee in January.
3. 2018 Meeting locations- need to reserve rooms
4. Planning Council Satisfaction Survey
5. 100 Big Ideas
6. CAEAR Planning Council Call Wednesday November 15th
7. Austin AIDS Walk: October 29, 2017 @ Republic Square Park- staff follow ups
8. Texas HIV Syndicate meetings: 2nd End the Epidemic workgroup meetings this week
9. Upcoming Conferences:
 - Biomedical HIV Prevention Summit, December 4-5, New Orleans, LA www.biomedicalhivsummit.org
 - Building Leaders of Color (BLOC) is now accepting applications for participation in their leadership training program. <http://www.blochiv.org/>
10. Scheduled November Meetings:
 - 2nd Tuesday, November 14th: Comprehensive Plan Committee & Evaluations-QM
 - 3rd Tuesday, November 21st: Allocations Committee (Typically does not meet) < Thursday, November 23rd: Thanksgiving Day! >
 - 4th Tuesday, November 28th: HIV Business meeting (Typically does not meet)
11. Scheduled December Meetings:
 - 1st Tuesday, December 5th: Executive Committee (must decide Star award winner)
 - 2nd Tuesday, December 12th: Comprehensive Plan Committee & Evaluations-QM Committee- will both committees meet?
 - 3rd Tuesday, December 19th: HIV Planning Council Business Meeting

Next Steps:

- 2018 World AIDS Day Planning
- Full access to website content updates
- Request cost and coverage comparison data for Ryan white vs Insurance from health insurance marketplace expert.
- December Executive meeting topics

XII. Meeting Adjourned @ 7:45pm