

**Austin Area Comprehensive HIV Planning Council  
Executive Committee Meeting Minutes  
December 5<sup>th</sup>, 2017**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

All members present

**AACHPC STAFF PRESENT**

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

**ADMINISTRATIVE AGENT STAFF PRESENT**

None

**OTHERS PRESENT**

None

**I. Call to Order:** AACHPC Vice Chair, L.J. Smith at 6:00pm

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

**III. Introductions/Announcements:**

**IV. Approval of November 7<sup>th</sup>, 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 December Attendance Report.

➤ **Membership Activity Report & Updated Membership Roster:**

Noting that Nicole was next for application in March, followed by LJ. A third column was added per request for Ryan White part A and MAI clients in TGA.

➤ **Ideas for recruitment:** The Executive committee reviewed and discussed additional options for upcoming recruitment opportunities and strategies.

- Exam if meeting time is a barrier.
- 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 Planning Calendar:**

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

Next meeting scheduled for the Executive Committee is Tuesday January 2, 2018

Review bylaws during the January meeting

Review list of documents for upcoming meetings (i.e: MOU's, policies and procedure, and milestones).

❖ **Evaluation-Quality Management Committee** Meeting Planning (Second Tuesday of Each Month)

- 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 (Second Tuesday of Each Month)

Review to identify potential gaps that may require a shift in committee work.

Comprehensive Planning Committee Next steps:

1. Comprehensive Planning Committee will not meet in December

❖ **Allocations Committee** Meeting Planning (Third Tuesday of each month)

Allocations Committee Next Steps:

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

❖ **Annual December Meeting** Executive Committee discussed the agenda and action items for the annual December meeting.

**VII. 2018 Meeting Times and Locations:**

Executive Committee reviewed a calendar for 2018 to plan meetings, the current standing meeting dates did not appear to conflict with holidays or other events on the calendar

Mr. Smith motion to translate the current 2017 calendar to 2018, with no Business Meeting in November 2018, with only Business Meeting and Executive Committee in December 2018. Executive Committee the first Tuesday of each month, at 6PM; Evaluation-Quality Management Committee and Comprehensive Planning Committee with each meeting the 2<sup>nd</sup> Tuesday of the month; Allocations Committee meets the 3<sup>rd</sup> Tuesday of the month. Each beginning at 6pm. The motion passed with all present voting in favor.

**VIII. Standing Committees and Committee Assignments:**

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. Community Star Awards:**

Five (5) Nominations have been received as of 10-25-17. The nomination deadline was November 17<sup>th</sup>. The Executive committee selected a nominee on December 5<sup>th</sup> and agreed to announce the winner at the Business meeting on December 19<sup>th</sup>.

**X. Planning Council Satisfaction Survey:**

After discussing the Satisfaction Survey, staff was instructed to make edits discussed and send out the survey to have results by the January Executive Meeting.

**XI. Austin Getting to Zero Coalition**

Executive Committee would like to have a status update and clearer time

**XII. HIV Planning Council Staff Report**

Central Health Policy Advisory Board Opt Out Testing

**XIII. Adjournment:**