

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 4, 2018**



**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES**

**COMMITTEE MEETING
TUESDAY, SEPTEMBER 4, 2018**

The Austin Area Comprehensive HIV Planning Council Executive Committee convened in a committee meeting on Tuesday, September 4, 2018 at City Hall, 301 West 2nd Street, Room 2003 in Austin, Texas.

Chair Justin Smith called the Board Meeting to order at 6:01 p.m.

Council Members in Attendance:

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

Council Members Absent: None

Staff in Attendance: *Cassandra DeLeon, Program Manager, Hailey de Anda, Program Supervisor, Halana Kaleel, Administrative Senior, Laura Still, Planner.*

Administrative Agent: *None*

Presenters: *None*

1. CERTIFICATION OF QUORUM

Chair Justin Smith established and certified Quorum.

2. CITIZEN COMMUNICATION

No Citizen Communication occurred.

3. INTRODUCTION/ANNOUNCEMENTS

Program Manager Cassandra DeLeon will continue to attend meetings because Program Supervisor Hailey de Anda is expected to take a 3 month maternity leave beginning in January.

4. MEMBERSHIP INTERVIEWS

a. Bart Whittington

i. Recommendation adopting Bart Whittington for Planning Council membership was approved on a 4-0 vote.

5. APPROVAL OF MINUTES

The minutes from the meeting of August 28th, 2018 were approved with no edits.

6. HIV PLANNING COUNCIL STAFF REPORT (*See Appendix A*)

a. The presentation was made by Hailey de Anda, Program Supervisor.

7. CHAIR REPORT

a. Review of Attendance Report

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- i. Executive Committee determined bylaw compliance of attendance should be based on when members started and a 12 month timeframe.
- b. Review of Membership Activity Report and Updated Membership Roster
 - i. Assigning membership affiliation
 - Executive Committee recommended seeing if Planning Council member Emma Sinnott can be assigned to vacant HRSA membership category: Grantees under Subpart II of Part C.
 - ii. Reapplication requests sent by Program Supervisor Hailey de Anda for members who have upcoming term expirations.
 - Executive Committee recommended end of the month term expiration dates for new members.
- c. Subcommittee membership appointments
 - i. Executive Committee recommended Samuel Goings and Adrianna Neves serve on the Allocations Committee. Jerry Elrod was assigned to serve on the Comprehensive Planning Committee.
 - ii. Chair Justin Smith asked about the progress of new member orientations.
 - One orientation has taken place and one will be occurring September 18th 2018.

8. SUB-COMMITTEE PLANNING CALENDAR

- a. Month
 - i. Comprehensive Planning Committee
 - AmeriCorps VISTA Kamia Rathore is developing Needs Assessment Report 1-Page Review.
 - Secretary Glenn Crawford discussed the overlap of telling community stories with the Community Spotlight/Star Award.
 - Executive Committee discussed the nomination process for the Community Spotlight/Star Award.
 - Committee would like to emphasize setting deadlines for Needs Assessment deliverables.
 - Committee would like feedback from Administrative Agent on what Standards of Care need to get reviewed based on HRSA site visit comments.
 - ii. Allocations Committee
 - Review of Planning Council Directives added to the agenda.
 - iii. Business Meeting
 - Recommendation from Chair Justin Smith for presentation from state towards end of the year on new state HIV data.
- b. Annual
 - i. Executive Committee reviewed the HIV Planning Council 2018 Work Plan.

9. DOCUMENT REVIEW

- a. Grievance Policy
 - i. Executive Committee reviewed the Grievance Policy (*See Attachment A*).

10. Community Star Award

- a. Committee recommendation to have two awards this year.

11. ADJOURNMENT

Chair *Justin Smith* adjourned the meeting at 7:54 p.m. without objection.

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**Appendix A
Planning Council Staff Report
September 4, 2018 Executive Committee Meeting**

ANNOUNCEMENTS

Fast Track Cities Upcoming Workgroup Meetings

Location: Rosewood-Zaragosa Neighborhood Center (2800 Webberville Rd.)

www.facebook.com/AustinFTC/



Please join ASA for its opening of our ASA Moody Medical Clinic!!

Monday, September 10th.

7215 Cameron Rd.

The event begins at 11:00 with ribbon cutting at 12:00. Tours will take place until 1:30 pm.

Please RSVP to Christopher Alberts at 512.406.6115 or to christopher.alberts@asaustin.org.



Central Health is finalizing the 2019 budget: Development and Process Timeline is below

Aug. 31: Budget Engagement Report posted on CentralHealth.net/2019Budget

Sept. 5: Second public hearing on the 2019 budget

Sept. 3-7: Budget alignment with public input

Sept. 7: Final draft of 2019 budget, incorporating financial priorities, public input and available revenues

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Sept. 12: Central Health Board of Managers receives, discusses and votes on 2019 budget

Sept. 18: Travis County Commissioners Court votes on Central Health 2019 budget

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- Ryan White Part A Grant Application due September 21st
- HRSA Site Visit schedule for August 27-30, 2018.
 - Debrief of HRSA findings

Needs Assessment

- August 29th- PLWH Focus Group
- Coordinating with HRAU, Spanish speaking facilitators through APH, and community partners to conduct additional focus groups
- Key Informant Interviews (KII): Identified SMEs are being recruited for interviews
- Recruitment of additional KII will be done through workgroups for Getting to Zero/Fast Track Cities (Schedule provided below)

Comprehensive Planning

- Year 1 Progress report on comp plan outcomes

Outreach and Recruitment

- After Action Report documenting activities carried out in Spring of 2018 to recruit new members.
- Staff are supporting Fast Track Cities workgroup planning and recruiting at events
- Recruitment at focus groups events

Technical Assistance and Training

- Survey development to assess meeting times and dates
- Survey on customer satisfaction
- Securing meeting location December Business meeting. Locations being considered:
 - Old Thousands
 - Farrah's
 - Gloria
- New Member Orientation currently Tuesday, September 18th from 9:30-11:00am location to be determined.
- Officer nomination process

Partnerships

- Providing subject matter expertise to Getting to Zero/Fast Track Cities Initiative
- Texas HIV Syndicate
- Statewide HIV Planner's network meeting

Other

- City of Austin Open Data Portal project – Two planning Council data sets upload
- Orientation for new members of HIV Planning Council is being examined.