

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES  
TUESDAY, OCTOBER 2, 2018**



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

**COMMITTEE MEETING  
TUESDAY, OCTOBER 2, 2018**

**The Austin Area Comprehensive HIV Planning Council Executive Committee convened in a committee meeting on Tuesday, October 2, 2018 at City Hall, 301 West 2<sup>nd</sup> 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: Glenn Selfe, Manager HIV Resources Administrative Unit**

**Presenters: None**

**1. CERTIFICATION OF QUORUM**

Chair Justin Smith established and certified Quorum.

**2. CITIZEN COMMUNICATION**

No Citizen Communication occurred.

**3. INTRODUCTION/ANNOUNCEMENTS**

Administrative Agent Glenn Selfe announced his new position as Manager of the HIV Resources Administrative Unit (HRAU).

**4. APPROVAL OF MINUTES**

The minutes from the meeting of September 4, 2018 were approved with no edits.

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

- a. The presentation was made by Hailey de Anda, Program Supervisor.
- b. Committee reviewed the holiday season schedule.
  - i. Vice Chair L.J. Smith will be unavailable to meet in November for Allocations Committee.
  - ii. Chair Justin Smith recommended no Business Meeting in November.
    - Committee recommends cancelation of Allocation Committee and Business Meeting in November.
  - iii. December Business Meeting will occur Tuesday, December 4<sup>th</sup> at Old Thousand.
- c. Committee reviewed the proposed 2019 meeting schedule.
  - i. Committee was updated on survey responses for the 2019 Meeting Schedule.

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- ii. Recommendation for 2019 meeting schedule based on survey responses is as followed:

**Proposed Meeting Schedule for 2019**

**Executive Committee**

- 1<sup>st</sup> Tuesday of the month from 6-8pm

**Comprehensive Planning Committee**

- 2<sup>nd</sup> Tuesday of the month from 6-8pm

**Allocation Committee**

- 3<sup>rd</sup> Wednesday of the month from 6-8pm

**Business Meeting**

- 4<sup>th</sup> Monday of the month from 6-8pm

- Committee discussed that Mondays tend to be holidays and recommended sending suggested meeting dates out through community distribution list for feedback.
- d. Committee reviewed Proclamation promotion.
  - i. Press release and event will take place on the Mayor's Balcony.
  - ii. Social media promotion will occur through the Mayor's office, HIV Planning Council Facebook, Fast Tract Cities Facebook and Austin Public Health Facebook.
  - iii. Planning Council, Chair will accept the proclamation at the City Council meeting.

**6. CHAIR REPORT**

- a. Committee reviewed Attendance Report and checked for bylaw compliance.
- b. Committee reviewed Membership Activity Report and Updated Membership Roster.
  - i. Update on leadership nominations
    - Eligible individuals who were nominated for officer positions are:
      - a. L.J. Smith
      - b. Glenn Crawford
      - c. Barry Waller
    - Committee recommended ranking the nominees at the Business Meeting.
- c. Subcommittee membership appointments
  - i. Committee recommended Bart Whittington to the Comprehensive Planning Committee.

**7. SUB-COMMITTEE PLANNING CALENDAR**

- a. Month
  - i. Comprehensive Planning Committee
    - Committee reviewed Comprehensive Planning Committee agenda for October.
    - Waiting on feedback from HRSA Site Visit to see in Universal Standards of Care needs to be revisit by the Comprehensive Planning Committee.
    - Two focus groups and two key informant interviews of occurred so far for the Needs Assessment Phase II.
  - ii. Allocations Committee

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- Committee recommended meeting minutes from Allocations Committee be included in Business Meeting materials so full council can be better informed on Allocation Committee decision process.
- iii. Business Meeting
  - Committee recommended rewording agenda item 7.a.i Officer Nominations and Selections to Officer Speeches and Elections.
  - Committee recommended agenda item 7.c.ii Additional Part A funds be a voting item.
- b. Annual
  - i. Committee reviewed the HIV Planning Council 2018 Work Plan.

**8. DOCUMENT REVIEW**

- a. Committee reviewed Membership Application.
  - i. Edits recommended by Planning Council Support Staff were reviewed.
  - ii. Edits discussed included:
    - Removing fax number.
    - Adding revision date.
    - Adding attendance requirement as stated in the bylaws.
    - Removing references.
    - Removing Leadership Principles and Statement of Commitment and have it reviewed at New Membership Orientation instead.
    - Other suggestions were made for clarity.
- b. Committee reviewed Planning Council Code of Ethics.
- c. Committee reviewed Leadership Principles and Statement of Commitment
  - i. Recommended that this document is the last item signed at New Member Orientation.

**9. Community Star Award (Star Awards)**

- a. Committee reviewed nomination request, promotion opportunities, awardee acknowledgement opportunity, and timeline for the Star Awards.

**10. ADJOURNMENT**

Chair *Justin Smith* adjourned the meeting at 8:28 p.m. without objection.

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**Appendix A  
Planning Council: Office of Support Staff Report  
October 2, 2018 Executive Committee Meeting**

**ANNOUNCEMENTS**

**Fast Track Cities Upcoming Workgroup Meetings**

Mark your calendars, second round of workgroup meetings begin on October 9, 2018

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

[www.facebook.com/AustinFTC/](http://www.facebook.com/AustinFTC/)

**Now Accepting Nomination for the Community Star Award**

Please submit recommendations on how to publicize the nomination process

**STAFF ACTIVITIES**

**Ryan White Part A Grant Activities**

- HRSA Site Visit final report expected at the end of October

**Needs Assessment**

- Needs Assessment 1-pager finalized
- Coordinating with HRAU, Spanish speaking facilitators through APH, and community partners to conduct additional focus groups
- Analysis and presentation of collected data, so far.
- Reviewing target groups for data collection and plan for data gathering through the year.

**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.
- Updating materials for the Community Star award. Taking into consideration recommendations on how to honor professionals as well as community members.
- World AIDS Day Proclamation 11/29

**Technical Assistance and Training**

- Survey to assess meeting times and dates
- December Business meeting: Recommendation for Old Thousands on December 4<sup>th</sup> at 6:00pm
- New Planning Council Member Orientation on October 3<sup>rd</sup> from 3:00-4:30pm.
- Now accepting officer nomination

**Partnerships**

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- 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