

HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, January 8th, 2019



**HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES**

**COMMITTEE MEETING
TUESDAY, JANUARY 8TH, 2019**

The HIV Planning Council Executive Committee convened in a committee meeting on Tuesday, January 8th, 2019 at City Hall, 301 West 2nd Street, Room 2003 in Austin, Texas.

Chair *L.J. Smith* called the Board Meeting to order at 6:01 p.m.

Council Members in Attendance:

Chair *L.J. Smith*, Vice Chair *Barry Waller*, 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*

Presenters: *None*

1. CERTIFICATION OF QUORUM

Chair L.J. Smith established and certified Quorum.

2. CITIZEN COMMUNICATION

No Citizen Communication occurred.

3. INTRODUCTION/ANNOUNCEMENTS

- a. Congratulations to the new officers on their first meeting in their new roles.

4. APPROVAL OF MINUTES

The minutes from the meeting of November 6th, 2018 were approved with no corrections.

5. MEMBERSHIP REVIEW 

- a. Juan Troy
 - i. Membership review tabled at this time until February 2019 Executive Committee.

6. HIV PLANNING COUNCIL STAFF REPORT

- a. Administrative Agent Glenn Selfe discussed attending Executive Committee more regularly and providing input if welcomed by committee.
- b. Staff report presented by Program Supervisor, Hailey de Anda (*See Appendix A*).
- c. 2019 Hill County Ride for AIDS
 - i. Committee Member Dale Thele encouraged participation.

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- ii. Chair L.J. Smith discussed focusing on Planning Council being more visible at community events.
- d. Secretary Glenn Crawford and Vice Chair Barry Waller will attend the Fast Track Cities Upcoming Workgroup Meetings.
- e. Office of Support Staff will engage and present at the Community Health Empowerment (CHE) Partner Networking Opportunity January 9th.
- f. Committee requested all event opportunities, training, or webinars be sent to the entire Planning Council.
- g. Committee asked to send additional data requests for January Business Meeting Presentation from Anne Dills to Support Staff Hailey de Anda.
- h. Vice Chair Barry Waller inquired how Angela Sommers who is presenting during February's Business Meeting on Housing and Economic development will be reaching out to underserved communities and consumers.
 - i. Committee recommended promoting the presentation as much as possible.
 - ii. Chair L.J. Smith recommended extending the presentation time to 30 minutes.
 - iii. Committee requested trends from last housing plan and this housing plan to consider in data review for Allocations Committee.

7. CHAIR REPORT

- a. Review of Attendance Report
 - i. Committee reviewed Attendance Report.
 - Committee Member Dale Thele attendance for December 2018 Business Meeting needs to be changed from Present to Unexcused.
 - Planning Council is not a C3 Board and Commissions so all meetings count towards attendance.
- b. Review of Membership Activity Report and Updated Membership Roster
 - i. Committee reviewed Membership Activity Report.
 - Planning Council approved one new member and two reapplications.
 - Currently working to fill two vacant HRSA Membership Categories: Hospital Planning Agencies or health care planning agencies and State Government (including the State Medicaid agency).

8. SUB-COMMITTEE PLANNING CALENDAR

- a. Month
 - i. Committee reviewed draft agendas for January's Planning Council sub-committees and full council meeting.
 - ii. Comprehensive Planning Committee January 15th, 2019
 - Support Staff Laura Still will provide mini-training on comprehensive planning.
 - Committee Chair Glenn Crawford requested agenda item be added on Voices of Austin Story Telling Project.
 - iii. Allocation Committee January 23rd, 2019
 - Committee Chair Barry Waller will meet with support staff January 10th to discuss training for Allocation Committee on Priority Setting Resource Allocation (PSRA) process.
 - iv. Business Meeting January 28th, 2019
 - Star Awards Recognition Ceremony was moved to the first part of the agenda.
 - Technical Assistance will include overview of conferences attended by staff and Planning Council Members.
- b. Annual (*See Attachment A*)

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- i. Committee reviewed the 2019 Work Plan.
 - Edit Executive Committee July Document Review to “complaints against Council Members.”
 - Comprehensive Planning Committee will review Annual Work Plan at next committee meeting.
 - If a meeting is not scheduled but needs to be because of voting items the work plan can be adjusted.
 - Planning Council Support Staff will follow up with point of contact for the AIDS Candlelight Memorial to see if it will be occurring this year.
- ii. Chair L.J. Smith requested that findings from the 2018 National Ryan White Conference be presented at January’s Business Meeting.

9. DOCUMENT REVIEW

- a. Update on uploading documents for complaints against planning council members
 - i. Executive Committee approves the documents with corrections and will update the full council during the Januarys Business Meetings Executive Report.
- b. Review policy and procedures for Office of Support
 - i. Support Staff presented Directives Policy to the Executive Committee and recommended the policy live under the Policy and Procedures for Office of Support.
 - Committee agreed with recommendation with edits to the Directive Policy.

10. STAR AWARD CEREMONY

- a. Support Staff Halana Kaleel reviewed social media promotion of Star Award with Executive Committee.
 - i. Highlights included: 5,862 people reached, 2,170 engagements, 165 likes, 50 comments, and 42 shares over 9 Facebook posts.
- b. Committee recommended for next year’s efforts to work on survey development, begin promotion earlier, and more focus on community.
- c. Edit made to the annual work plan begin developing a plan for the Community Star Awards in July and assign responsibilities to subcommittees as needed.

11. SPRING RECRUITMENT DRIVE PLANNING DISUSSION AND IDENTIFICATION OF KEY TARGET AREAS

- a. Committee reviewed After Action Report of 2018 Spring Recruitment Drive (*See Appendix B*).
 - i. Committee recommended looking into non-voting positions.
 - ii. Focus on rolling recruitment until membership is larger.
 - iii. Committee discuss going to other meetings/organizations to give presentations on Planning Council.
 - iv. Groups recommended to recruit: Out Youth, Austin Black Pride, Texas Transgender Coalition, Youth/Recently Diagnosed, Women Rising (they have requested a Planning Council Member present to them), SEEN, Hispanic Chamber of Commerce, EL Buen, LGBTQ Task Force, Gay and Lesbian Chamber of Commerce, and partnership with City Council Member Jimmy Flannigan.
 - v. Promotion through KZI-Health Talk or KUT Community Spotlight.
- b. Committee Member Dale Thele discussed the importance of attending community meetings to encourage others to attend Planning Council meetings.

12. ADJOURNMENT

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13. Chair *L.J. Smith* adjourned the meeting at 8:27p.m. without objection.

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Appendix A
**Planning Council: Office of Support Staff Report
January 8, 2019 Executive Committee Meeting**

ANNOUNCEMENTS

2019 Hill Country Ride for AIDS

Still Austin
440 St. Elmo Rd E., Suite F
Austin, Texas 78745
January 24, 2019
7:00pm

Fast Track Cities Upcoming Workgroup Meetings

January 28, 2019 next Fast Track Cities meeting

www.facebook.com/AustinFTC/

Community Health Empowerment

Partner Networking Opportunity

Austin Marriott South

January 9, 2019

4:00-6:00pm

RSVP: troy.j@austinche.org

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- HRSA Site Visit final report distributed to planning council on December 10, 2018
- HRSA Finding related Planning Council: **The RWHAP Part A PC did not reflect in its composition the demographics of the population of individuals with HIV in the TGA. It also did not have representation from all required membership categories.**

Needs Assessment

- Data was gathered from all target groups identified by Comprehensive Planning Committee for year 2.

Comprehensive Planning

- Fast Track Cities action plan is expected to be released soon.
- Revision based on FTC's plan and the Texas Syndicate plan are expected in early 2019.

Outreach and Recruitment

- HRSA is hosting a webinar on recruitment and retention of new members on January 16, 2019 from 1:00-2:00pm
- Launching Spring recruitment drive development during January Executive Committee meeting

Technical Assistance and Training

- Request for direction on the type of content to include in presentations:

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- January - Anne Dills – State HIV data/ transgender data
- February - Angela Sommers – HOPWA a/ Housing and Economic development
- Document development
 - Policy and procedures added for reimbursement of planning council members
 - Finalizing documentation for community members to submit a complaint against a Planning Council.

Partnerships

- Texas HIV Syndicate
- Opt out HIV Policy – Health Equity Policy Council effort

Other

- Participation in major conferences
 - Annual Ryan White Conference
 - Texas State Syndicate Conference
- Letter of Support for comprehensive Sex Education in AISD sent to Board of Trustees

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Appendix B

HIV Planning Council

2018 Spring Recruitment Drive

AFTER ACTION REPORT: 8/16/2018

Background

Ryan White HIV/AIDS Program (RWHAP) Part A provides funds to local areas that have been hit hardest by the HIV epidemic, including the Austin area. The goal of RWHAP Part A is to provide optimal HIV care and treatment for low-income and uninsured people living with HIV.

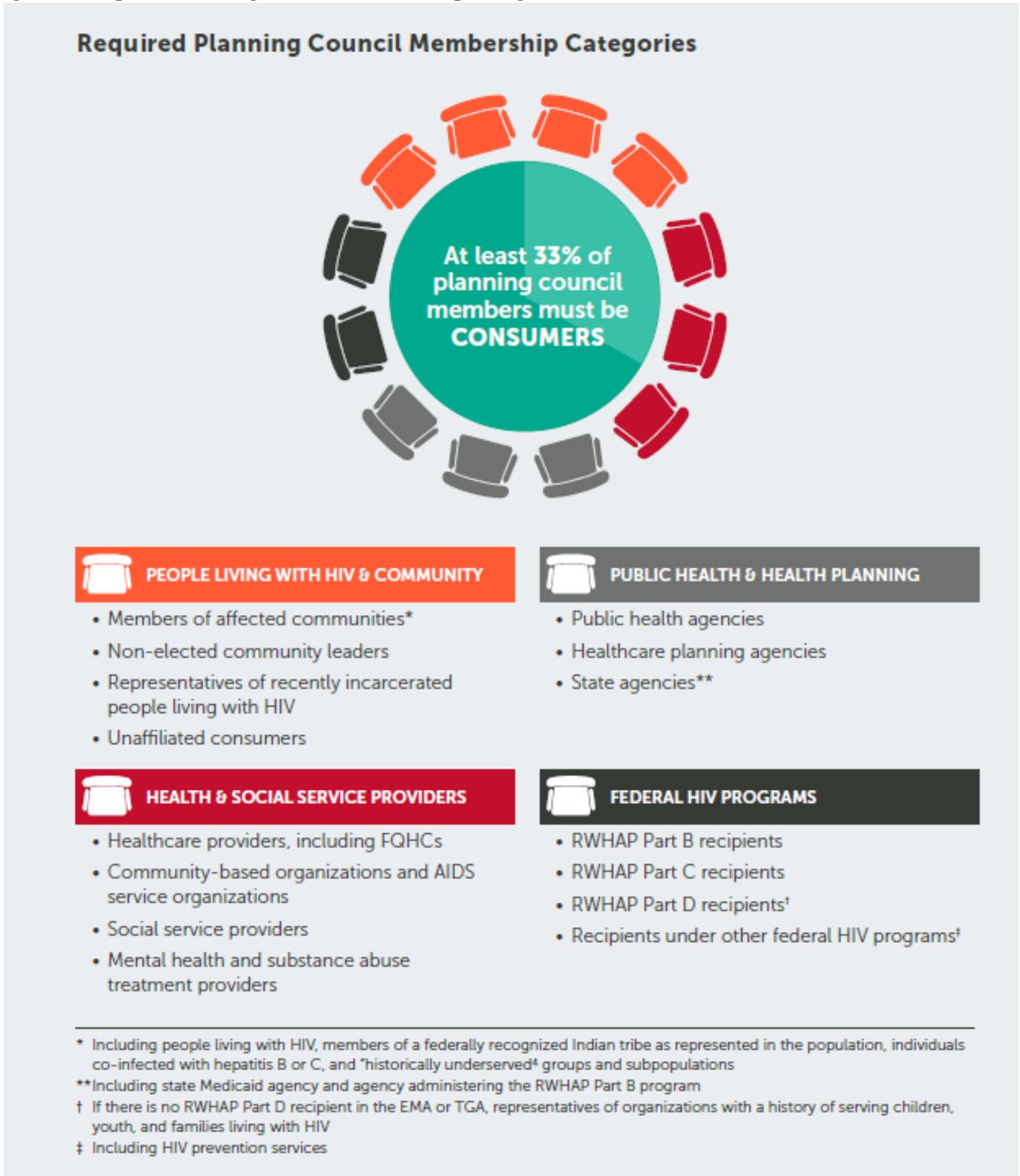
The Austin Transitional Grant Area (TGA) which includes Travis, Bastrop, Williamson, Hays, and Caldwell counties, is the jurisdictional area of the RWHAP Part A program in the Austin area. The planning body of the Austin TGA is the HIV Planning Council. The HIV Planning Council must carry out many planning tasks to assess the service needs of people living with HIV in the area, and specify the kinds and amounts of services required to meet those needs.

To insure the HIV Planning Council makes informed decisions about the use of RWHAP funds, RWHAP legislation requires the council to have members from various types of groups and organizations, including people living with HIV. This includes making sure that the planning council membership overall and the consumer membership meet the requirements of reflectiveness—having characteristics that reflect the local epidemic in such areas as race, ethnicity, gender, and age, and representation—filling the required membership categories as stated in the legislation (See Figure 1). Particular attention should be paid to including people from disproportionately affected and “historically underserved” groups and subpopulations. At least 33 percent of voting members must be consumers of RWHAP Part A services who are “unaffiliated” or “unaligned.” This means they do not have a conflict of interest, meaning they are not staff, paid consultants, or Board members of RWHAP Part A-funded agencies.

Austin’s HIV Planning Council and the Office of Support work to ensure legislative membership requirements are met. In 2018, a Spring Recruitment Drive was conducted to increase HIV Planning Council membership.

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Figure 1: Required Planning Council Membership Categories



Purpose

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The Spring Recruitment Drive had a goal of increasing membership in the following areas:

1. Increase the HIV Planning Council's reflectiveness of the local epidemic in areas such as race, ethnicity, gender, and age. Hispanic and transgender populations were identified as underrepresented on the Planning Council.
2. Increase the HIV Planning Council's representation of required membership categories as stated in the RWHAP Part A legislation.
3. Achieve legislative requirement of at least 33 percent of voting members must be consumers of RWHAP Part A.

Methods

The HIV Planning Council Executive Committee worked with the Office of Support to develop a Spring Recruitment Drive Plan. The Plan had five components, outlined below.

1. Increase visibility of HIV Planning Council through outreach events
 - a. HIV Community Stakeholders forum for HIV RFA- March 26
 - b. Hill Country Ride of AIDS Kick-Off- April 28
 - c. Fast Track Cities Launch- June 20
 - d. Film Screening of "deepsouth" at Alamo Draft House June 20
2. Targeted invitations of community members who fill specific membership gaps. Planning Council members and support staff identified a list of organizations and individuals to recruit, see below. Organizations in **bold** were actually contacted.
 - a. **KIND Clinic**
 - b. **Central Health- Health Champions**
 - c. **Needs Assessment Survey participants**
 - d. **HIV Planning Council focus group participants**
 - e. **Dell Medical**
 - f. HRAU
 - g. SAGE/ Age of Central Texas
 - h. Case managers group
 - i. Texas Pharmaceutical Association (UT students)
 - j. ANAC nursing group
 - k. **YAC/AHA**
 - l. A&M Nursing Students
 - m. UT School of Social Work
 - n. Art Erotica attendees
3. Utilize media to promote the Spring Recruitment Drive
 - a. Monthly Newsletter contains recruitment messages
 - b. HIV Planning Council Facebook Page
 - c. Update Recruitment Materials
 - i. Elevator speech
 - ii. Interest form
 - iii. Planning Council Flyer- pending council approval
 - iv. T-shirts
4. Request RWHAP Part A service providers nominate 1 staff and 1 client for membership
5. Plan to establish institutional Planning Council seats for organizations such as: Dell Medical, Central Health, Department of State Health Services, RWHAP Part B

Results

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- 15 Planning Council interest forms were completed
- 4 new members as of July 2018
- Did not find it feasible at this time to implement institutional Planning Council seats. Difficulty identifying precedent and appropriate by-law language for institutional seats on Ryan White Planning Councils.

Strengths

1. Focus groups are good places for recruitment.
2. Word of mouth also effective for recruitment.
3. In-person and voice phone calls seemed to be the best way to make initial contact with interested members as well as to follow up with interested members to complete the application process.

Challenges

1. Application processes has many time-delayed steps. It can take months for someone to complete all the steps: complete HIV Planning Council application and reference letter, complete BCIC application, go to a business meeting, interview, get approved by full council, and get approved by the mayor. Applicants drop out mainly between the two applications and before the interview phase.
2. Common for people to complete the HIV Planning Council application but not the BCIC application. Completing the Boards and Commissions application can be difficult for folks who do not have a computer and who have already completed HIV Planning Council application
3. Cold emailing targeted organizations and individuals was not very successful at eliciting applications.
4. All training occurs after members join the Planning Council, so people do not always fully understand what they are joining and do not feel prepared to participate. Also, rolling membership versus batched membership makes it more burdensome to train new members and for them to support each other as a cohort.
5. A couple individuals who were in the application process indicated that they did not feel that the work of the Planning Council aligned with their interests in outreach, advocacy, and community education and so did not complete the process.

Recommendations

1. If people are interested, don't just email. Also call. Talking to people on the phone and walking them through the application steps is very helpful and encouraging. Phone communication has proven the best way to contact potential applicants, applicants and existing members.
2. Continue to research models for institutional membership seats to increase representation of large organizations.
3. Research if the application process can be simplified.
 - a. Is there a way to merge the BCIC application with the HIV Planning Council application?
 - b. Consider allowing people to go through the membership selection process before completing a BCIC membership application. The BCIC application does not

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provided any substantial information that is not also covered in the HIV Planning Council application, so I do not think it has to be part of the selection process. Instead, it can be done as a formality prior to mayoral approval.

4. Recommend widely disseminating flyer on social media once it is finalized
5. Hold a community forum. Something fun that would reach QPOC, LGBTQ folks etc. i.e. an evening Planning Council ice cream social or mixer and informative event that doubles as recruitment
 - a. Ice cream social- client education, panel, meet and greet with PC members
 - b. Possible partnerships / venues: (i.e. allgo, MonkeyWrench bookstore, Kind Of Tropical, Austin Black Pride, KIND Clinic, CHE, Project Transitions)
6. Find ways for Planning Council to leverage interest in Fast Track Cities (FTC) to bolster membership. i.e. consider opportunities such as incorporating a FTC workgroup, such as the stigma workgroup, into the work of a subcommittee

Next Steps

1. Use updated reflectiveness information to identify gaps in membership
2. Create a new Recruitment Plan for Fall/Winter- **to be completed by _____**