

**HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, FEBRUARY 5TH, 2019**



**HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES**

**COMMITTEE MEETING
TUESDAY, FEBRUARY 5TH, 2019**

The HIV Planning Council Executive Committee convened in a committee meeting on Tuesday, February 5th, 2019 at City Hall, 301 West 2nd Street, Room 1029 in Austin, Texas.

Chair L.J. Smith called the Board Meeting to order at 6:00 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, Unit Manager, 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

None at this time

4. APPROVAL OF MINUTES

The minutes from the meeting of January 8th, 2019 were approved with corrections.

5. MEMBERSHIP REVIEW

a. Juan Troy

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

6. HIV PLANNING COUNCIL STAFF REPORT

a. The presentation was made by Cassandra DeLeon, Unit Manager, Planning and Evaluation Unit, Austin Public Health (*Please See Appendix A*).

- Recommendation to promote HIV Advocacy Day at the Capital on HIV Planning Councils Facebook Page.
- Please send questions for Angela Sommers February Presentation on Housing and Economic Development to Support Staff.

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- For Planning Council members who were unable to attend the Community Health Improvement Plan Summit will have other opportunities to participate.
- New locations will be considered for Planning Council meetings if restricted access at City Hall becomes a barrier for the public attending.
- Thursday, February 7th is National Black HIV Awareness Day.
- Planning Council is welcome to attend Dr. Huang's going away party February 8th, 2019.
- Fast Track Cities has requested support in engaging people living with HIV throughout the community.
 - Fast Track Cities will be a valuable partnership for engagement and plan alignment.

7. CHAIR REPORT

- a. Review of Attendance Report
 - i. Committee reviewed Attendance Report.
 - Emily Loder was missing from the attendance report. She was present for January's Business Meeting and unexcused absence from Allocations Committee.
- b. Review of Membership Activity Report and Updated Membership Roster
 - i. Committee reviewed Membership Activity Report.
 - One new Board and Commissions Application received. Support Staff Halana Kaleel has done follow up for applicant to complete other needed application steps.
 - Vice-Chair Barry Waller will work with Support Staff to complete reapplication process. His term expires April 30th, 2019.

8. SUB-COMMITTEE PLANNING CALENDAR

- a. Month
 - i. Committee reviewed draft agendas for February Planning Council sub-committees and full council meeting.
 - ii. Comprehensive Planning Committee February 12th, 2019
 - Recommendation for committee to have homework to digest the goals from the comprehensive plan.
 - Heavy focus on the needs assessment throughout agenda.
 - iii. Allocation Committee February 20th, 2019
 - Committee wants further discussing and planning on how to avoid having significant carryovers in funds.
 - Recommendation to add to agenda items on developing reallocations timelines, adjusting allocations for FY19, and discussing rapid reallocations.
 - Recommendation from Administrative Agent to address reallocations by developing allocation policy.
 - iv. Business Meeting February 25th, 2019
 - Recommendation from Chair L.J. Smith that questions for presentations wait until the end due to time constraints.
- b. Annual (*Please See Attachment A*)
 - i. Committee reviewed the 2019 Work Plan.

9. DOCUMENT REVIEW

- a. Directives
 - i. Executive Committee decided to revisit and review Directives in June 2019.

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- ii. Directives can be posted for public comment.
- iii. Support Staff will review Memorandum of Understanding with Administrative Agent for Directive Policy review.
- b. Rapid Reallocation
 - i. Executive Committee decided to revisit and review Rapid Reallocation Policy in April 2019.

10. SPRING RECRUITMENT DRIVE UPDATE AND PLANNING

- a. Support Staff Halana Kaleel reviewed Spring Recruitment Plan and development with the committee.
- b. Chair LJ Smith requested Support Staff to inform him of possible events to attend on behalf of Planning Council.

11. ADJOURNMENT

Chair *L.J. Smith* adjourned the meeting at 7:53p.m. without objection.

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Appendix A

**Planning Council: Office of Support Staff Report
February 5, 2019 Executive Committee Meeting**

ANNOUNCEMENTS

HIV Advocacy Day at the Capital

Hosted by Legacy Community Health.

The 2019 HIV Advocacy Day is set for **Wednesday, March 20, 2019**

9:00 a.m. at the *Family Life Center* of the United Methodist Church of Austin
1201 Lavaca St, Austin TX 78701.

[HIV Advocacy Day — Legacy Takes Action.mhtml](#)

Fast Track Cities Upcoming Workgroup Meetings

March 2019 TBD

www.facebook.com/AustinFTC/

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- HRSA Award has been received, application received a score of 97 out of 100. The TGA received an increase of ~3.62% over FY18-19, including an amazing 7.09% increase in Supplemental funding. Supplemental funding is awarded based on the quality of the grant application in demonstrating need in the jurisdiction. Formula funding, which is based on epi data for the jurisdiction, received a 2.03% increase, and Minority AIDS Initiative (MAI) funding saw a 3.02% increase.

Needs Assessment

- Wrapping up data collection and summary from all target groups identified by Comprehensive Planning Committee for year 2.
- Incorporating data shared by Ann Dills at January Business meeting into epi profile.

Comprehensive Planning

- Fast Track Cities action plan is in implementation stage
- Alignment with Achieving Together Texas Syndicate plan and Fast Track Cities is in process.

Outreach and Recruitment

- Launching Spring recruitment drive, template for recruitment plan has been developed.

Technical Assistance and Training

- Request for direction on the type of content to include in presentations:
 - February - Angela Sommers – HOPWA a/ Housing and Economic development
 - May- Brenda Mendiola HRSA requirements for RW Quality Management
- Document development

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- Policy and procedures finalized for reimbursement of planning council members
- Directives
- Rapid Reallocation Policy

Partnerships

- No updates at this time

Other

- Council participation at Community Health Improvement Plan Summit
- Council Chair completed Planning Council component of the CAEAR Coalition survey to inform next steps in future reauthorization discussions of the Ryan White HIV Treatment Program.
- Considering meeting location options due to changes in access to City Hall meeting space.