

**HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, MAY 7TH, 2019**



**HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES**

**COMMITTEE MEETING
TUESDAY, MAY 7TH, 2019**

The HIV Planning Council Executive Committee convened in a committee meeting on Tuesday, May 7th, 2019 at City Hall, 301 West 2nd Street, Room 1029 in Austin, Texas.

Chair LJ Smith called the Committee Meeting to order at 6:01 p.m.

Council Members in Attendance:

Chair LJ Smith, Vice Chair Barry Waller, Secretary Glenn Crawford, Dale Thele

Council Members Absent: None

Staff in Attendance: Hailey de Anda, Interim Manager Planning and Evaluation Unit, Laura Still, Planner, Halana Kaleel, Administrative Senior.

Administrative Agent: Glenn Selfe

Presenters: None

1. CERTIFICATION OF QUORUM

- a. Chair LJ Smith established and certified Quorum.

2. CITIZEN COMMUNICATION

- a. No Citizen Communication occurred.

3. INTRODUCTION/ANNOUNCEMENTS

- a. Vice Chair Barry Waller participated in the Planning Council call with the CAEAR Coalition and HRSA.
- b. Glenn Crawford discussed a pending update on Peer Navigators from Planning Council Member Bart Whittington.
- c. Glenn Crawford reviewed requesting permission from Tyler Curry-McGrath to post his articles from POZ Magazine on the HIV Planning Council Social Media.

4. APPROVAL OF MINUTES

- a. The minutes from the meeting of April 2nd, 2019 were approved with minor corrections.

5. MEMBERSHIP REVIEW

- a. Akeshia Johnson Smothers Reapplication
 - i. Recommendation adopting Akeshia Johnson Smothers reapplication was approved on a 4-0 vote.
- b. Lee Miranda
 - i. Recommendation adopting Lee Miranda's application was approved on a 4-0 vote.
- c. Whitney Callari Reapplication

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- i. Whitney Callari will not be reapplying at this time.

6. CHAIR REPORT

- a. Review of Attendance Report
 - i. Committee reviewed Attendance Report.
- b. Review of Membership Activity Report and Updated Membership Roster
 - i. Committee reviewed Membership Activity Report.
 - Support Staff recommended adding new committee when Planning Council membership is 15+.
 - The committee will edit and review documents, Service Standards, and Directive monitoring and oversight before Executive Committee reviews and approves.
 - Executive Committee recommended reviewing discussion of new committee at each committee and the Business Meeting.

7. SUB-COMMITTEE PLANNING CALENDAR

- a. Month
 - i. Committee reviewed draft agendas for May Planning Council committees and full council meeting.
 - Comprehensive Planning Committee Tuesday, May 14th, 2019
 - Add agenda item for discussing Peer Navigation.
 - Table Priority Populations discussion until July 2019
 - Discuss changing the name of the Monitoring Plan to lessen confusion with other monitoring plans.
 - Add to agenda discussion of adding 3rd committee.
 - Begin transition of name of Standards of Care to Service Standards.
 - Allocation Committee Wednesday, May 15th, 2019
 - Vice Chair Barry Waller will be absent from May's Business Meeting due to medical leave, he has requested that a volunteer from Allocations Committee update the Planning Council on the Allocations May Committee Meeting.
 - Request to add review of allocations timeline to agenda.
 - Revise language on agenda to include vote to approve final priority setting for all service categories.
 - Add to agenda discussion of adding 3rd committee.
 - Business Meeting Monday, May 20th, 2019
 - Add to agenda discussion of adding 3rd committee.
 - Remove vote on Whitney Callari Reapplication from agenda
 - Remove voting item for selection of EIIHA and MAI populations to recommend to Allocations Committee.
 - Remove language Standards of Care and transition to Service Standards.
 - Follow up with City Clerk to see if voting item for Service Standards has to be done for each Service Standard or can be one voting item.
 - Remove voting item MAI Program Review.
- b. Annual (*Please See Attachment 1*)
 - i. Committee reviewed the 2019 Work Plan.
 - Currently Allocations will have no meeting scheduled for July 2019, discussed changing to tentative meeting for a workgroup session.

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- Move data review: Early Identification on individuals with HIV/AIDS (EIIHA) to July 2019 from May 2019 for Comprehensive Planning Committee.

8. DOCUMENT REVIEW

- a. MOU between HRAU and PC
 - i. Changes recommended by Support Staff were reviewed by Executive Committee.
 - ii. Executive Committee reviewed changes to formatting and organizational name changes.
- b. Directive policy and current directives
 - i. Executive Committee reviewed current approved directives.
 - ii. There has been potential changes with COBRA that could affect Planning Council Directive #02-2015.
 - Needs to be reviewed at next Directive review.
- c. Bylaws review
 - i. Executive Committee requested Support Staff follow up with IT on room capabilities for teleconferencing.
 - ii. Request to add criteria for teleconferencing.

9. SPRING RECRUITMENT DRIVE UPDATE

- a. Support Staff Halana Kaleel reviewed Spring Recruitment Plan and development with the committee.
 - i. Executive Committee finalized business cards for recruitment.
 - ii. Presented recruitment video
 - Executive Committee would like to present at the Business Meeting and then plan media launch.
 - Online application presented to Executive Committee.

10. HIV PLANNING COUNCIL STAFF REPORT

- a. The presentation was made by Hailey de Anda, Interim Manager, Planning and Evaluation Unit, Austin Public Health (*Please See Appendix A*).
 - i. Chair LJ Smith, Secretary Glenn Selfe, Planning Council Member Taylor Whalen, and Planning Council Member Emma Sinnott have requested Allocations Binders.

11. ADJOURNMENT

Chair LJ Smith adjourned the meeting at 8:36p.m. without objection.

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**Appendix A
Planning Council: Office of Support Staff Report
May 7th, 2019 Executive Committee**

ANNOUNCEMENTS

Art Erotica sponsored by Octopus Club

When: Saturday, May 18th, 2019 at 8:00pm-11:00pm

Where: 1023 Springdale Rd. #11A, Austin, Texas, 78721

Details: ArtErotica 2019 is one of Octopus Club's most anticipated parties of the year! Each year, they celebrate lust, love, and everything in between, while promoting safe and informed sex. The heart of the event is an amazing art auction, and they encourage you to consider participating in a unique and meaningful way! Be a sponsor, donate an original art piece, join their planning committee or simply volunteer at the event. ArtErotica is a 21 and up event. As with all Octopus Club events, this one is 100% volunteer organized and produced; 100% of the money spent at the event will go directly to the Paul Kirby Emergency Fund at AIDS Services of Austin, which assists people living with HIV and AIDS in times of crisis, helping them to pay for food, rent, utilities, eyeglasses, and even medicine not covered by Medicaid.

For more information go to: <http://octopusclub.org/event/arterotica-2019/>

Annual Dining Out for Life

When: Thursday, May 23rd, 2019

Where: List of participating restaurants: <http://www.dineoutatx.org/>

Details: Since 1992, AIDS Services of Austin (ASA) has hosted Dining Out for Life to directly benefit their mission to enhance the health and well-being of Central Texans affected by HIV and AIDS. In 2017, Dining Out for Life raised over **\$4 million** nationally (U.S. and Canada) to provide vital services to people living with HIV and AIDS. **All money raised for Austin's event stayed local and will continue to stay local!**

HIV and Aging Conference

When: Friday, June 21st, 2019 at 8:00am

Where: Commons Conference Center on the JJ Pickle Research Center campus (10100 Burnet Rd., Building 137, Austin, TX 78758)

Details: HIV Planning Council will be tabling at the event.

- Set-up at 7:30 am
- Registration and the Information & Resource Fair starts at 8:00 am
- First speakers start at 8:30 am
- Attendees will have an hour to visit the vendor tables again at lunchtime
- Conference will end at 4 pm (but the vendors can leave after lunch if they wish).

2019 Texas Health Equity Summit

When: August 9th-10th

Where: Austin, Texas

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Details: This summit will bring together Black and Latinx gay and bisexual men, other men who have sex with men (MSM), transgender individuals, and gender non-confirming individuals to Austin for a weekend of skills building and planning.

The 2019 TX Health Equity Summit will focus on:

- **Leadership Skills:** Turning lived experiences into professional experiences and identifying additional opportunities for professional growth.
- **Find and Develop:** Spotlighting current projects and identifying ways to build on successes, overcome barriers, and create sustainability.
- **Looking Beyond Data:** Provide an update on state HIV statistics and current initiatives and discuss the story behind the numbers.
- **Achieving Together:** Introduce the community plan to end the HIV epidemic in Texas and discuss where our work fits and how we can work towards the goals outlined.

To apply: <http://tinyurl.com/2019EquitySummit>

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- Program Terms Report submitted
- Monthly Project Officer Call

Needs Assessment

- Planning Year 3 Special Studies
- Data for Priority Setting and Resource Allocation (PSRA) cycle for 2020 grant year
- Epidemiological Profile Finalized

Comprehensive Planning

- Technical Assistance plan underdevelopment with Integrated HIV/AIDS Planning Technical Assistance Center (IHAPTAC) to support monitoring of the Integrated Plan

Outreach and Recruitment

- Spring Recruitment for 2019
- Volunteers needed for Tabling at Art Erotica and HIV and Aging Conference

Technical Assistance and Training

- Standards of Care training
- Boards and Commissions Refresher Training video recording – tabled
- Satisfaction and Training Needs Survey – Emailed to members on 4/22
- PSRA binders for Planning Council Members not on the Allocation Committee.

Partnerships

- Fast Track Cities quarterly workgroup meeting.
 - The 1st anniversary will be celebrated in June.
 - Stephanie Hayden is the APH executive sponsor.

Other (updates specific for executive committee)

- Planning Council budget updates and development process
- Development of a new subcommittee for document editing, Standards of Care and directive monitoring

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- Moving business Meeting. Current falls on Labor Day
- Changing Comparison Data Membership Monthly Report