HIV PLANNING COUNCIL   **COMMITTEE MEETING**
EXECUTIVE COMMITTEE MEETING MINUTES   *TUESDAY, JULY 2nd, 2019*

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

Chair *LJ Smith* called the Committee Meeting to order at 6:00 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,* Health Planner *Rashana E. Raggs,* APH Intern.

Administrative Agent: *None*

Presenters: *None*

- **CERTIFICATION OF QUORUM**
  - Chair LJ Smith established and certified Quorum.

- **CITIZEN COMMUNICATION**
  - No Citizen Communication occurred.

- **INTRODUCTION/ANNOUNCEMENTS**
  - None

- **APPROVAL OF MINUTES**
  - The minutes from the meeting of June 4th, 2019 were approved with minor corrections.

- **MEMBERSHIP REVIEW**
  - Julio Gomez – Voted to approve his application for full business council

- **CALLED BACK TO ORDER AT 6:27PM**

- **CHAIR REPORT**
  - Review of Attendance Report
    i. Adriana has been having medical issues but plans to attend by fall
    ii. Jerry Elrod resigned
    iii. Lee Miranda was assigned to comprehensive planning

iv. Whitney Callari's membership term has ended
v. Julio Gomez is the only pending member
vi. Kathryn Gonzalez has completed the boards and commissions application, waiting for her to complete the Planning Council application.
vii. Loretta Holland, previously at Waterloo Counseling and now at the Texas Department of State Health Services was mentioned as possibly being a good candidate as a state representative

- Review of Membership Activity Report and Updated Membership Roster
    i. Client representation is below the required 33%
    ii. Chair LJ Smith expressed availability to participate in recruitment and outreach events

- **SUB-COMMITTEE PLANNING CALENDAR**
    - Committee reviewed meeting agendas for the month of July:
        i. Comprehensive Planning**:**
            - Working on special studies
            - Akeshia will not be in attendance for next meeting
            - Glenn Selfe will be in attendance for next meeting, see what he has learned from other jurisdictions.
            - Update agenda to include review of EIIHA/ MAI data
        ii. Allocations:
            - On track to make a final funding allocations decision by July meeting.
            - NOFO expected to be released July 6ᵗʰ.
            - Add Assessment of the Administrative Mechanism survey to the agenda.
            - August agenda item: analyzing the priority setting and resource allocation process- what worked, what we improve
        iii. Business:
            - Business committee will vote on Service Standards and review research done by Administrative Agent staff Glenn Selfe on changing eligibility requirements for part A.
    - Committee reviewed annual work plan.

- **DOCUMENT REVIEW**
    - Committee reviewed the Grievance Policy
        i. Planning Council expressed concerns about culturally and linguistic appropriateness of the language but made no changes to the Grievance Policy.
- **SPRING RECRUITEMENT DRIVE UPDATE**
    - Recruitment video will be posted within the next few weeks. Translations were provided as well as distinguishable people of color.
- **BYLAWS UPDATE TO INCLUDE TELECONFERENCING**
    - Discuss this November, if not November then January.
    - Rules for calling in and notifying council about calling in, to be discussed.

- **HIV PLANNING COUNCIL STAFF REPORT**
    - The presentation was made by Hailey de Anda, Interim Manager, Planning and Evaluation Unit, Austin Public Health (*Please See Appendix A*).

- **ADMINISTATIVE AGENT STAFF REPORT**
    - Called Glenn Selfe on speaker phone
    - Add change in eligibility requirements to business meeting agenda

- Administrative agents suggest using precise terminology such as changing eligibility requirements instead of expanding so that other counties can receive Part A services
- Changing the eligibility requirements would be available to up 5 different counties, helping about 200 other clients.

- **ADJOURNMENT**
  Chair LJ Smith adjourned the meeting at 8:04p.m. without objection.

Indicative of action items

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. TTY users' route through Relay Texas at 711.

For More Information on the HIV Planning Council, Executive Committee, please contact Hailey de Anda at (512) 972-5862.

Appendix A
Planning Council: Office of Support Staff Report
July 2, 2019
Executive Committee Meeting

ANNOUNCEMENTS

Parade and Festival August 10th at Fiesta Gardens

STAFF ACTIVITIES

Ryan White Part A Grant Activities
- Monthly Project Officer Call
- Reviewing applicants for Administrative Senior position
- HRSA's website indicates NOFO should be released on July 6

Needs Assessment
- Planning Year 3 Special Studies- 4 special studies identified
- Data for Priority Setting and Resource Allocation (PSRA) cycle for 2020 grant year

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
  - Business cards - available
  - Video – plan to be provided in July
- Volunteers needed for Tabling: - Pride Parade

Technical Assistance and Training
- Review of MAI and EIIHA focus populations for 2019 RWPA Grant
- One pagers on EIIHA populations
- Bylaws review

Partnerships
- Fast Track Cities

Other
- Mentorship program – next new member orientation scheduled for June 27, 2019
  - Volunteer to either observe or lead the new member orientation