

**HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, October 1st, 2019**



***HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES
2019***

**COMMITTEE MEETING
*TUESDAY, October 1st,***

The HIV Planning Council Executive Committee convened in a committee meeting on Tuesday, October 1st, 2019 at City Hall, 301 West 2nd Street, Room 1029 in Austin, Texas.

Vice-Chair, Barry Waller called the Committee Meeting to order at 6:01 p.m.

Council Members in Attendance:

Vice-Chair Barry Waller, Secretary Glenn Crawford, Dale Thele

Council Members Absent: Chair LJ Smith,

Staff in Attendance: Hailey de Anda, Interim Manager Planning and Evaluation Unit, Rashana E. Raggs, Administrative Senior.

Administrative Agent: Anthony Kitzmiller and Renue Jones

Presenters: None

1. CERTIFICATION OF QUORUM

- a. Vice-Chair, Barry Waller established and certified Quorum at 6:01 p.m.

2. CITIZEN COMMUNICATION

- a. No Citizen Communication occurred.

3. INTRODUCTION/ANNOUNCEMENTS

- a. None

4. APPROVAL OF MINUTES 

- a. The minutes from the meeting of September 10th, 2019 were approved with the following amendments:
- i. Agenda item numbers 1, 2, 3, 4, and 5, corrected with the letter a, changed from bullet points.
 - ii. Agenda item 7a. and 7b. corrected spelling of Hailey de Anda's name.
 - iii. Agenda item numbers 8, 9, 10, corrected with the letter a changed from bullet points.

**** Adjourn at 6:05 p.m. for membership interviews**

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**** Call back to order at 7:22 p.m.**

5. MEMBERSHIP INTERVIEW 

- a. Taylor Stockett
 - i. Unanimous 3-0 to approve membership. Chair LJ Smith was not present.
- b. Brian Johnson
 - i. Unanimous 3-0 to approve membership. Chair LJ Smith was not present.
- c. Brooks Wood
 - i. Unanimous 3-0 to approve membership. Chair LJ Smith was not present.
- d. Tara Scarbrough
 - i. Unanimous 3-0 to approve membership. Chair LJ Smith was not present.
- e. Michael Everett
 - i. Unanimous 3-0 to approve membership. Chair LJ Smith was not present.

6. CHAIR REPORT

- a. Review of Attendance Report
 - i. Email Johnathon Wells about being close to jeopardy on absences.
- b. Review of Membership Activity Report and Updated Membership Roster
 - i. Part B position being filled by Mattyna Stephens.
 - ii. Dale Thele will be a part of the social media ad hoc.
 - iii. Discussion on compliance percentages.
 - iv. No members currently close to their term ending.

7. SUB-COMMITTEE PLANNING CALENDAR

- a. Committee reviewed meeting agendas for the month of September
 - i. Comprehensive Planning
 - Centralized eligibility to be added as an agenda item.
 - Special studies update.
 - Letter of support to be written by council member Emma Sinnott on Dell medical student survey tool.
 - Secretary Glenn Crawford discussed with council members Akeisha Johnson-Smothers and council members Bart Whittington to step up in the place of Glenn Crawford being on medical leave.
 - Star Awards
 - Reward star award winners at December 10th meeting.
 - ii. Allocations
 - Discussion on re-allocations of funds from comprehensive planning committee:
 - Emergency financial assistance
 - Substance abuse services – residential
 - Housing
 - Allocations to vote on re-allocations of funds for fiscal year 2019.
 - Table response to administrative assessment until Glenn Selfe returns from medical leave.
 - iii. Business committee
 - Under technical assistance, vote to approve 2020 meeting schedule.

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- Rashana Raggs will email all committee members, perspectives, as well as place SurveyMonkey link in monthly digest to get responses on dates and times for year 2020 HIV planning council meetings.

8. DOCUMENT REVIEW

- a. Membership application
 - i. Hailey de Anda presented and explained membership application displayed on SurveyMonkey.
 - ii. Council discussed and was made aware of questions and choices presented on application.
- b. Re-allocation policy/MOU
 - i. Schedule a meeting in October to negotiate and write a reflective process that we follow.
 - Chair LJ Smith, Vice Chair Barry Waller, and Administrative Agents would need to attend meeting.

9. FISCAL YEAR 2018 CARRYOVER 

- a. Administrative assistant Anthony Kitzmiller presented on fiscal year 2018 carry over.
- b. Unanimous 3-0 to approve. Chair LJ Smith was not present.

10. DISCUSSION FISCAL YEAR 2019 RE-ALLOCATIONS

- a. Currently have comprehensive planning recommendations. Will go to allocations meeting to discuss re-allocations on October 16th, then the full council meeting on October 28th.
- b. Will need expenditure report from Administrative Agents for next Allocations meeting to look at data.

11. STAR AWARDS PLANNING

- a. Continue to push promotion on star awards.
- b. Timeline of star awards to change due to executive meeting moving to November 12th.

12. HIV PLANNING COUNCIL STAFF REPORT

- a. Hailey De Anda presented on staff report to council.
 - i. Holiday party to be turned into team builder.
 - ii. Team builder to be held December 10th at 6:00 p.m.
 - Council member Emma Sinnott and Johnathon Wells will not be in attendance.
 - iii. Looking to find a facilitator in representation of Ryan White for the meeting portion of the strategic development.
- b. Secretary Glenn Crawford suggested using unused grant funds for new HIV Planning Council shirts.


13. ADMINISTRATIVE AGENT STAFF REPORT

- a. No presentation due to Glenn Selfe being out on medical leave.

ADJOURNMENT

- Vice-Chair Barry Waller adjourned the meeting at 8:29 p.m. without objection.

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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.

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Appendix A
Planning Council: Office of Support Staff Report
October 1st, 2019
Executive Committee Meeting

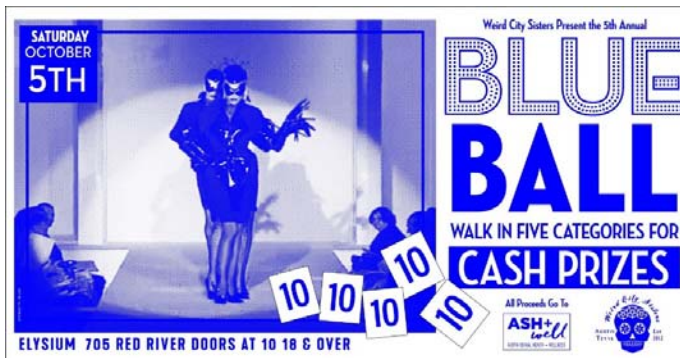
ANNOUNCEMENT

5th Annual Blue Ball

October 5th, 2019 at 10pm-2am

Hosted by Weird City Sisters and Ash+Well

The Weird City Sisters are celebrating 5 years of raising money for PreP with 5 electrifying categories for your walking pleasure, 5 sickening judges to determine who will walk away with 5 tantalizing cash prizes! Also featuring a raffle with fabulous prizes and drag performances! All proceeds go to Ashwell



Listen Up Comedy Bash - An Evening with Waterloo Counseling

October 9th 6:30pm-9pm

Inn Cahoots, 1221 E 6th Street, Austin, Texas 78702



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National LatinX AIDS Awareness Day

October 15th, 2019



Harvest Moon Festival

October 18th 5:30pm-9:30pm and October 19th 8pm – 2am

Proceeds benefit Equality Texas and the Hill Country Ride for AIDS



Friday, October 18th: Kleberg Stage at The Zachary Scott Theatre Center, 1510 Toomey Rd, Austin, Texas 78704

5:30 PM Doors open for cocktails

7:00 PM Opening performance by Austin based R&B singer Nakia

8:30 PM Headlining performance by multiple Grammy winning artist -Matt Albert and his band

Saturday October 19th: EBERLY, 615 S Lamar Blvd, Austin, Texas 78704

8:00 PM - Austin's Mouthfeel

10:00 PM - The Legendary Morabito from NYC

Tickets to all Events and Packages On Sale Here:

<https://www.showclix.com/events/29021>

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“Be a Hero” Health and Wellness Fair

October 19th, 2019 from 2pm-6pm at The Hive
10415 Old Manchaca Rd, Austin, Texas 78748
Hosted by Austin LGBT Chamber of Commerce



Intersex Awareness Day

October 26th, 2019 at 12pm – 1pm

Please join ACLU of Texas, HRC Austin and Equality Texas to learn more about the ~2% of your community born intersex, with any of a range of characteristics that may not fit traditional conceptions about male or female bodies. Wear yellow or purple to help us be seen.

Please arrive at the steps beside the front entrance to City Hall by noon sharp!

For more context: <https://interactadvocates.org/intersex-awareness-day/>



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CONFERENCES

Biomedical HIV Prevention Summit
December 3-4, 2019,
Houston TX

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- Monthly Project Officer Call
- Wrapping up interviews for Planner Position
- NOFO is drafted and being routed for approval
- Part A FY2020 Application has been submitted in grants.gov

Needs Assessment

- Planning Year 3 Special Studies – data collection phase

Comprehensive Planning

- Integrated Plan monitoring and alignment with Fast Track Cities and Achieving Together Plan
- Developing final format for integrated plan and plan monitoring

Outreach and Recruitment

- Spring Recruitment for 2019

- Business cards – available for all Planning Council Members
- Video

Technical Assistance and Training

- Budget discussion – planning for vacancy savings
- Developing a budget request to send to the AA as early as September

Partnerships

- Fast Track Cities
- Ending the HIV Epidemic grant opportunities
- World AIDS Day proclamation – Tentative: City November 21st, County, November 19th

Other

- Mentorship program – on boarding Mattyna Stephens. Mentors needed.
- Survey for 2020 meeting times to be sent out early October
- Date for the December Business meeting – December 3rd or 10th – let me know if you aren't available.