Versión en español a continuación.

Governance/Membership Committee Meeting of the HIV Planning Council
TUESDAY, February 2, 2021

Governance/Membership Committee Meeting to be held February 02, 2021 with Social Distancing Modifications

Public comment will be allowed via telephone; no in-person input will be allowed. **All speakers must register in advance (02/01/2021** by noon**).** All public comment will occur at the beginning of the meeting.

To speak remotely at the **February 2, 2021 HIV Planning Council** Meeting, members of the public must:

•Call or email the board liaison at **(512) 972-5806 and Jaseudia.Killion@austintexas.gov** no later than noon, (the day before the meeting). The information required is the speaker name, item number(s) they wish to speak on, whether they are for/against/neutral, and a telephone number or email address.

•Once a request to speak has been called in or emailed to the board liaison, residents will receive either an email or phone call providing the telephone number to call on the day of the scheduled meeting.

•Speakers must call in at least 15 minutes prior to meeting start in order to speak, late callers will not be accepted and will not be able to speak.

•Speakers will be placed in a queue until their time to speak.

•Handouts or other information may be emailed **to Jaseudia.Killion@austintexas.gov** by Noon the day before the scheduled meeting. This information will be provided to Board and Commission members in advance of the meeting.

•If this meeting is broadcast live, residents may watch the meeting here: **http://www.austintexas.gov/page/watch-atxn-live**

Reunión del **Governance/Membership Committee Meeting of the HIV Planning Council**
TUESDAY, February 02, 2021
FECHA de la reunion (**Febrero 12, 2021**)

La junta se llevará con modificaciones de distanciamiento social
Se permitirán comentarios públicos por teléfono; no se permitirá ninguna entrada en persona. Todos los oradores deben registrarse con anticipación (**2/01/2021** antes del mediodía). Todos los comentarios públicos se producirán al comienzo de la reunión.

Para hablar de forma remota en la reunión, los miembros del público deben:
• Llame o envíe un correo electrónico al enlace de la junta en **(512) 972-5806 and Jaseudia.Killion@austintexas.gov** a más tardar al mediodía (el día antes de la reunión). La información requerida es el nombre del orador, los números de artículo sobre los que desean hablar, si están a favor / en contra / neutrales, y un número de teléfono o dirección de correo electrónico.
• Una vez que se haya llamado o enviado por correo electrónico una solicitud para hablar al enlace de la junta, los residentes recibirán un correo electrónico o una llamada telefónica con el número de teléfono para llamar el día de la reunión programada.
• Los oradores deben llamar al menos 15 minutos antes del inicio de la reunión para poder hablar, no se aceptarán personas que llamen tarde y no podrán hablar.
• Los oradores se colocarán en una fila hasta que llegue el momento de hablar.
• Los folletos u otra información pueden enviarse por correo electrónico a **Jaseudia.Killion@austintexas.** antes del mediodía del día anterior a la reunión programada. Esta información se proporcionará a los miembros de la Junta y la Comisión antes de la reunión.
• Si esta reunión se transmite en vivo, los residentes pueden ver la reunión aquí: http://www.austintexas.gov/page/watch-atxn-live

HIV PLANNING COUNCIL

GOVERNANCE/MEMBERSHIP MEETING
Tuesday, February 02, 2021, 12:00 P.M.
City Hall/ Remote Meeting
Austin, Texas

GOVERNANCE/MEMBERSHIP COMMITTEE MEMBERS:

Committee Chair Akeshia Johnson-Smothers, Brooks Wood, Julio Gómez, Rocky Lane, Tarik Daniels, and Taylor Stockett.

AGENDA

CALL TO ORDER
Meeting called to order at 12:01pm by Committee Chair Akeshia Johnson-Smothers

Committee Members in Attendance: Akeshia Johnson-Smothers, Brooks Wood, and Taylor Stockett.

Staff in Attendance: Jaseudia Killion, Dylan Keesee, Megan Myers, Mallory Scott

AA in Attendance: Justin Ferrill, Patricia "Trish" Niswander

CITIZEN COMMUNICATION

The first 10 speakers signed up prior to the meeting being called to order will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.

1. **CERTIFICATION OF QUORUM**

   None

2. **INTRODUCTION/ANNOUNCEMENTS**

   Jaseudia: I would like to introduce Justin Ferrill as the new manager for the AA.

   Justin: Thank you for having me.

3. **APPROVAL OF MINUTES**

   Akeshia: Question about meetings being recorded. Do we need to make an announcement?

   Jaseudia: You can. It says at the top of the screen that the meeting is being recorded.

   Dylan sharing minutes.

   Akeshia: Are you sharing your screen? Do we need to approve two sets?

   Jaseudia: No, that's a different committee.

   Minuets are tabled for next meeting.

4. **MEMBERSHIP AND ATTENDANCE**
    a. Review of membership activities and roster

Jaseudia: You have no updates to your roster.

5. **RECRUITMENT/PROMOTION**
    a. Review and Approve Proposed Social Media Calendar
        i. Discussion and Recommendations for 2021

Jaseudia: Megan is your intern. Megan is working on your social media calendar.
Akeshia: It's a voting item, can we pull it up?
Jaseudia: No, it is not ready. I am accepting what you guys would like to post for Black HIV Testing Day.
Akeshia: Use national campaign. Inclusive of covid. Using hashtag, Planning Committee. Have we confirmed what hashtag we are using? That way we have all the hashtags across all postings.
Taylor: Keeping the HIV.gov for content, anyone who wants to make a video or post a picture to keep it local, that would be great.
Akeshia: Is any local campaigns having anything right now?
Taylor: I'm not aware but Rocky might be aware, we can ask him.
Jaseudia: Is the video something y'all are interested in this time? Would y'all send it to the Office of Support to post.
Taylor: Brooks and I did a video for World Coming Out Day. I don't think that someone who is white should do this video.
Akeshia: I can try and make a video and get it to you, Jaseudia.
Jaseudia: Do you want to me ask all black planning council members to make videos/ share?
Akeshia: Yes, please. It does not have to be just me. We don't have to get this approved.
Jaseudia: Yes. I gave Megan your old calendar, somebody that is younger and hipper is adding, not only using your calendar from last year but plugging in public health messaging for those kinds of in between days.

Taylor: I like that public health messaging being shared.
Akeshia: Table voting item.

b. Review draft promotional materials

Jaseudia: It's just a draft, not a voting item. It is just something that is being worked on. Dylan will share for you all just to look at.

Dylan: Nothing is concrete, please let me know if you have wording that you want changed.

Brooks: Can you send us the document?

Jaseudia: Yes, I will send to you.

Dylan: I have also made a postcard. We can put in bags to pass out. We need to update the planning council picture. Maybe we can get a virtual picture of everyone or a graphic to update. Please let me know of any changes you would like to make.

Jaseudia: That's all he has for y'all. Just putting it on y'alls radar at this time. It has a quick turnaround; we can use the pro card for this. Is there anything y'all want to see? Drafted? Done?

Akeshia: Folks that are color blind, will they be able to read this?

Jaseudia and Dylan: Yes. As long as it's not red.

Taylor: Thanks Dylan. I was looking for a screenshot of the PSRA meeting, but I can't find it. Maybe we can put it on the Business meeting agenda.

Jaseudia: Yes, I can put it on it and will notify everyone so they can be ready for the picture.

c. Consumer Advisory Board Discussion

Akeshia: City of Austin HIV Prevention Program, anyone who receives state funding. How do we best utilize but not replicate and create separate groups? Maybe pulling non-voting members to be a part, we mentioned FastTrack Cities body, maybe utilizing that. What are some thoughts on the CAB development purposes?

Taylor: I am in ride season; I feel a bit overwhelmed/ tapped out right now. We should lean on the work that Fast Track Cities is doing. They have a lot of work groups. Use groups that are in existences.

Akeshia: Using another existing body makes sense.

Brooks: Not reinventing the wheel will be beneficial to all of us, including the audience that this will be reaching.

Akeshia: Do we know when the next Fast Track meeting is? How do we move forward at the next meeting? We would like to utilize the voices for our CAB.

Taylor: Yes, it's today at 2. I'm currently chairing it. An excited group of 4. They have the capacity, for me to say what do you think of this? We do have quick meetings, under an hour. It will give me time to say, let's provide some community feedback to our partners. I wouldn't be able to add it in to today's agenda but could put it in next month's agenda.

Akeshia: Can we move forward, or do we need to get approval?

Jaseudia: No, this is the committee that will house the CABS. It is consumer, Ryan White consumer, people living with HIV. Are we looking to leverage Fast Track Cities in a way who at the agency already has a CAB and connecting with them about that CAB?

Akeshia: Yes. I think let's go there to see what is in development or developed and maximize partnership with them.

Jaseudia: I will add this to the provider consumer capacity capabilities survey going out this month. Will be good to ask.

6. STAR AWARDS PLANNING

a. Review timeline

Dylan pulled up timeline.

Taylor: Where are we on the process for the graphic designer. I followed through with connecting you with a graphic designer.

Jaseudia: I appreciate the recommendation that was given to me. As a government agency, I can not hire a graphic designer that was recommended. Hailey and I are meeting with Mark Luna, someone from the city to discuss the process to put out contract bid to hire a graphic designer to work on promotional material for you all.

Taylor: For the graphic designer I recommended, would we try to or ask them to apply through that call?

Jaseudia: It does to the community. If someone is interested, they would need to apply for the position. I am trying to be careful with my wording for ethics. I will not be asking anyone to apply. A bid will out go. If they can see it, then they can apply. It does not guarantee they will get the contract.

Akeshia: Who is helping you build that out so that we can get it posted?

Taylor: Can you notify us when it is posted? That way we can share/ promote it?

Akeshia: You should be able to share it out. Whoever is hosting the posting can share it out.

Jaseudia: I will share it with community emails.

Taylor: I know that we are trying to stick to a timeline and move quickly, a timeline that we are already in. I will support and do whatever is needed so we can stick to the timeline. Let me know how I can help you.

Jaseudia: We appreciate that, and we will move as quickly as the city allows us to. I will update y'all.

Akeshia: Where are with survey monkey?

Jaseudia: We have the old survey monkey for you all today. Let me know how you feel about it. STAR awards are not a legislative requirement, so there is not voting for anything related to this. Please let me know of any changes that you want today. The goal and hope are that the graphic designer will handle the other print and promotional material. We get that person; I will loop you all in.

Taylor: I think it looks great minus dates, and when we say we have given this out for 3 years, maybe update that. Should we add: diverse communities are encouraged to apply or be nominated?

Brooks: I vote yes.

Taylor: I don't know if HR must look at it. Some companies say it in the application process. Maybe something we should replicate.

Akeshia: I know the city says something along those lines. Focus on diverse communities.

Taylor: We have consensus from the committee. Jaseudia, is there anything that we need to do to get this added?

Jaseudia: None at all. I can get this added to both forms.

Akeshia: Changing the dates, time frames and or number of years, adding in that wording is a good foundation.

Jaseudia: I will get those updates and you all will see the final version of what this looks like.

b. Discuss approach for community partners

Akeshia: Taylor had a great idea for reaching community partners. How do we want to look? We want to make sure that the messaging and this ask that we have of them t promote this happens when they are hosting these events. When is the best time to approach to have people apply or promote this?

Taylor: We have monthly meetings. I can add to agenda. I say we wait until we have collateral. We can ask that they add it to their next agenda. It will get the biggest attraction.

Akeshia: How long are you guys expecting for this to be open for folks to apply?

Jaseudia: That's what we are meeting with Mark about. We are trying to see what we can and can't do with the cities process. I think the designer will move quickly.

Akeshia: It puts everything on hold until we get that graphic designer. I guess next months meeting will have to have more information and the process and timeline of how the graphic designer will happen.

Taylor: We need to prioritize and adjust our timeline due to the graphic designer. It's our plan to have more appealing timeline.

7. **MOU AND BY LAWS REVIEW**

Jaseudia: this is your usual calendar document that you will review. They are newly updated. Use them, the bylaws are your bible and the law of the planning council.

8. **HIV PLANNING COUNCIL STAFF REPORT**
    a. Committee Budget Review
    b. Committee Training Recommendations
    c. Workplan Calendar Review

AA has new manger Justin Ferrill.

New intern, Megan Myers, please let the office of support know if you have anything you want her to work on.

Taylor: Should we discuss to change our meetings to a one-hour meeting?

Jaseudia: That is a vote. Your time and meeting locations are planned for the year.

ADJOURNMENT

Meeting adjourned at 12:52 pm by Akeshia Johnson-Smothers

- *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.