



**Versión en español a continuación.**

**The Strategic Planning/Needs Assessment Committee  
Meeting of the HIV Planning Council  
MONDAY, April 12, 2021**

**The Strategic Planning/Needs Assessment Committee Meeting to be held April 12, 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 (04/9/2021 by noon).** All public comment will occur at the beginning of the meeting.

To speak remotely at the **April 12, 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 **Strategic Planning/Needs Assessment  
Committee Meeting of the HIV Planning Council**  
**MONDAY, APRIL 12, 2021**  
**FECHA de la reunion (April 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 (**04/09/2021** 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  
STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE  
MONDAY, April 12, 2021  
at 6:00 P.M.  
CITY HALL/REMOTE**

**STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE MEMBERS:**

*Committee Chair-Glenn Crawford, Lee Miranda, and Tara Scarbrough*

**MINUTES**

**CALL TO ORDER**

Meeting called to order by Chair Glenn Crawford at 6:01 pm.

**Committee in attendance:** Committee Chair-Glenn Crawford, Lee Miranda, and Tara Scarbrough

**Staff in attendance:** Jaseudia Killion, Dylan Keese, Mallory Scott, and Katia Avalos

**AA in attendance:** Justin Ferrill, Brenda Bounous

**Guest in attendance:** Andrea Sosa, Caitlin Simmons, Caren Echols, Susan Champion

**CITIZEN COMMUNICATION**

Speakers who have registered one day prior to the meeting will have a three-minute allotment to address concerns regarding items on the agenda.

1. **CERTIFICATION OF QUORUM**
2. **INTRODUCTION/ANNOUNCEMENTS**  
  
None at this time.
3. **APPROVAL OF MINUTES** 

Minutes approved as written with one edit:  
Change interview to introduce.



Minutes approved as written with one edit.

#### 4. NEEDS ASSESSMENT

- i. Administer Needs Assessment Survey
  1. Review Plan for Administering Survey
    - a. Discuss field administration of survey
    - b. Discuss incentives for survey  
Gift card purchased

Jaseudia: Dylan is coming up with a social calendar to administer in the field, Megan is coming up with COVID safety protocol, Katia is coming up with plans for field administration.

It will start the last week of April through June. It's usually 3 to 4 months.

Incentives: We had gift cards, but they are now expired and have depreciated. They have always been \$25 in the past. \$10 is not enough of an incentive.

Do we have it in the budget to make them \$25?

Jaseudia: I will get with Hailey and the AA and get back with y'all about this.

2. Vote to approve COVID related question addition 

Glenn: I move to add new questions related to COVID to the Needs Assessments Survey.

Lee: I second your motion.

Glenn: I

Lee: I

Tara: I

- ii. Provider Capacity and Capability Survey

We want this to go out before June.

We give providers 3 weeks, it is all the providers for the whole area.

Jaseudia will ask Daniel and Bart for their input on gender care, and will ask the areas as it is related to their service categories.



Jaseudia will change the wording on #17. It will be brought back to you guys take it to Business.

Committee members agree for Jaesudia to make the changes and take it to Business and vote on it at Business.

1. Review and vote to approve 

Glenn: I move to accept changes to survey and bring it to Business for full vote.

Tara: Second motion.

Glenn: I

Tara: I

Lee: I

## **5. 2021 DIRECTIVES AND SERVICE STANDARDS UPDATE**

- i. Discussion around potential Directives
- ii. Peer Navigator Directive Service Standard Tool
  1. Discuss Service Standards Relevant to Peer Navigation Directive

Megan is the intern to assist Planning Council with the Second Directive. She is drafting something that will have something to do with language competence and you will vote on it for Linguistic services.

Two directives: Peer Navigation and Cultural or Linguistic Competency

## **6. REVIEW ANNUAL CALENDAR**

- i. Review of the work plan calendar for this committee
- ii. Recommendations for training calendar

Directives will up to June – based on new PSRA cycle.

## **7. HIV PLANNING COUNCIL STAFF REPORT**



You have two new applicants interested in joining the Planning Council. It's possible that they would start in time for PSRA.

Very big data presentation this month in the Business meeting.

You should be signed up for Robert's Rule of Order and TOMA. It needs to be completed by April 26<sup>th</sup>.

I talked to our PO about being open and transparent in all our meetings. All meeting links are on the Facebook page, Mallory will list them in the digest, she will also make sure to have an invite to the community contact list from the HIV Planning Council email with the link and documents there for them. Our PO has asked me to revisit this in a couple of months.

## **ADJOURNMENT**

Chair Glenn Crawford adjourned meeting at 7:03pm.

 *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, Comprehensive Planning Committee, please contact Hailey de Anda at (512) 972-5862.