



Versión en español a continuación.

**The Strategic Planning/Needs Assessment Committee
Meeting of the HIV Planning Council
MONDAY, May10, 2021**

The Strategic Planning/Needs Assessment Committee Meeting to be held May 10, 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 (05/9/2021 by noon).** All public comment will occur at the beginning of the meeting.

To speak remotely at the **May 10, 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, May 10, 2021
FECHA de la reunion (**Mayo 10, 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 (**05/9/2021** 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, May 10, 2021
at 6:00 P.M.
CITY HALL/REMOTE**

STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE MEMBERS:
Committee Chair-Glenn Crawford, Lee Miranda, and Tara Scarbrough

AGENDA

STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE MEMBERS IN ATTENDANCE:

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

STAFF IN ATTENDANCE: Jaseudia Killion, Dylan Keese, and Mallory Scott

GUEST IN ATTENDANCE: Caitlin Simmons, Michele Rountree, Susan Campion, and Caren Echols

AA IN ATTENDANCE: Brenda Bounous

CALL TO ORDER

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

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**
- 3. APPROVAL OF MINUTES** 

Edits:

Gender typo twice

Gift cars – gift cards

Approved with corrections

Mallory will resend minutes with edits to committee members



4. NEEDS ASSESSMENT

- i. Administer Needs Assessment Survey
 - 1. Review Plan for Administering Survey
 - a. Discuss incentives (gift cards) for survey
 - 2. Discuss COVID related edits and meeting questions
- o This is a living document. If so, then you don't have to vote on it if it is a minor change. A living document you can approve on a baseline level, as long as you all agree, it will not have to go to Business for a full vote.
- o Gift card issue. Hailey and Mallory have sent back to the company. They value does depreciate. I informed Hailey that additional gift cards need to be ordered because no one is interested in having someone take the survey for anything less than \$25.
- o Capacity Survey will go out by the end of this week.
- o COVID related edits – none at this time

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
- o Edit to Directives: Languages: Remove German, add Burmese and Vietnamese.
- o This is not a voting item here.
- o Will vote on Directives in the PSRA, after Priority Setting before Resource Allocation.

Peer Navigation – we met and had a work group meeting last week.

- o Discussed the gift cards we do have (possibly 7) will be used for consumer focus groups.
- o Interns working on the consumer flyer for that.
- o Two big community sessions for the consumers, community members, and service providers.
- o Invite will go out on Friday. May 20th or 27th and June 3rd and June 10th are the dates for the community sessions.

6. DATA REVIEW: EARLY IDENTIFICATION ON INDIVIDUALS WITH HIV/AIDS (EIIHA) AND MAI PROGRAM REVIEW

- o We put it on the list, but we don't have it yet. It will be in your presentation this month, presented by Ann Robbins.



7. REVIEW ANNUAL CALENDAR

- i. Review of the work plan calendar for this committee
 - ii. Recommendations for training calendar
- We should plan on meeting in June.
 - MAI and EIIHA Population Recommendations – need committee recommendations for PSRA and grant applications.
 - Will revisit about meeting in July 2021 during the June visit.
 - Everyone on this committee has completed the Roberts Rule of Order and TOMA training.
 - PSRA is up next month
 - Parliamentary training is coming
 - Jaseudia will update training calendar.

8. HIV PLANNING COUNCIL STAFF REPORT

- Bart will be leaving after PSRA
- APH – chain of command in APH is changing right now
- Akeshia has stepped down from Planning Council
- We currently have 16 voting members, 1 non-voting member, and 2 applicants.
- Tara will get more one on one time with Jaseudia and Glenn to transition her to the Chair position.
- Community Sessions coming up.

ADJOURNMENT

Meeting was adjourned at 6:50 by Chair Glenn Crawford

 *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.