



## **Business Committee Meeting of the HIV Planning Council Monday, October 25, 2021**

### **The Business Committee Meeting to be held 10/25/2021 with Social Distancing Modifications**

Public comment will be allowed via Microsoft Teams; no in-person input will be allowed. **All speakers must register in advance** (10/24/2021 by Noon). All public comment will occur at the beginning of the meeting.

To speak remotely at the October 25, 2021 HIV Planning Council Meeting, residents 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>



**Versión en español a continuación.**

## **Reunión del Business Committee Meeting of the HIV Planning Council**

**FECHA de la reunion (October 25, 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 (**10/24/2021** 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.gov** 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>



**AGENDA**  
**HIV PLANNING COUNCIL**  
**BUSINESS COMMITTEE MEETING**  
**Monday, October 25, 2021, 6:00 P.M.**  
**City Hall/ Remote**

**HIV PLANNING COUNCIL MEMBERS:**

*Chair L.J. Smith, Vice-Chair Tarik Daniel, Caitlin Simmons, Barry Waller, Brooks Wood, Glenn Crawford, Non-Voting, Jonathan Garcia, Taylor Stockett, A. Daniel Ramos, and Rocky Lane, Non-Voting*

**Attendance: Matthew Howrey, Barry Waller, Brooks Wood, Caitlin Simmons, Daniel Ramos, Kodjo Dodo, Justin Ferrill, Nel-Marinel Hernandez, Kathy Gichangah, Jaseudia Killion, Anthony Kitzmiller, Patricia Niswander, Tristan Ramos, Deena Rawleigh, Ronald Stinson, Steph Adler, Taylor Stockett, Irvine Tessier, Tarik Daniels, Glenn Crawford, Emma Sinnott**

**AGENDA**

**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**

- Meeting called to order at 6:03
- Jaseudia certifies quorum

**2. INTRODUCTION/ANNOUNCEMENTS**

**a. Introductions**

**i. New Office of Support Staff**

- Irvine Tessier and Deena Rawleigh are introduced
- Tristan Ramos introduces himself, shares the “Project HEART” clinical trial. Recruiting participants for the trial over the next 6 months. The study aims to develop a culturally tailored brief behavioral intervention to improve medication adherence for people living with HIV. Contact Tristan Ramos at: [Tristan.ramos@austin.utexas.edu](mailto:Tristan.ramos@austin.utexas.edu) or 512-436-3783

**3. APPROVAL OF MINUTES **

- approval of 9/23 special called Business meeting: Brooks motions to approve minutes. No objections, minutes are approved as distributed.



#### **4. CONFLICT OF INTEREST DECLARATIONS**

- a. Members will declare conflict of interest with relevant agenda items, service categories, and/or service standards
- Caitlin Simmons: Foodbank, Medical nutrition therapy, Health Insurance Assistance, Medical Case management, nonmedical case management, oral health, early intervention services
- Daniel Ramos: Medical case management and nonmedical case management, MAI nonmedical case management

#### **5. ROBERT'S RULE OF ORDER TRAINING Presented by Parliamentary Ron Stinson**

- must have simple majority of voting members for quorum; to obtain floor must get attention of the presiding officer; once motion is out another member offers a second without obtaining the floor; the chair then states the motion, at which point the members debate; the person who makes the motion gets to start the debate, the others line up behind the member who made the motion; each person may speak to each motion 2 times, up to 10 minutes each, but the time limit can be set by a special order; each person can only speak a second time after each person that wants to speak has done so once; then the chair states the motion for a vote (all those in favor say aye, all opposed say no), then the chair states the vote (majority rules usually, few instances of 2/3 vote); maker of the motion cannot speak against their own motion but they can vote against it; in debate, members should refer to officers by title, should never attack the motive of other members, debate should always be related to the motion.
- main motion cannot be made when there is already a motion pending, it is the lowest ranking of all the motions, it requires a second, is debatable, and is amendable; motions should never be in the negative, they should always be in the positive; on a tie vote the motion is dead.

#### **6. 2022 MEETING TIMES AND LOCATIONS**

##### **a. Discussion**

- Daniel: recommendation that around half of business committee meetings be held outside of Travis County
- Barry: I think it is important to try to be in areas where it is convenient to those interested in attending one of our meetings
- Glenn: We have tried this before and it has always been a challenge. One time we looked at using ACC's campus and that is about the only place we have found that can allow us to meet easily
- Daniel: Maybe instead of 5 meetings outside of Travis County just 4. I realize that in spite of challenges we've had, it really behooves the council and community to go out to areas outside of Travis County.
- Glenn: One thing to consider is it can be a very long trip to get into the counties that are farther out from Travis County.



**b. Votes**

-The vote will be pushed to a future meeting

**7. COMMITTEE UPDATES**

**a. Governance/Membership Committee**

**i. STAR Awards**

-we were not able to meet in the month of October, later will be meeting with our graphic designer to finalize fliers

**ii. Recruitment and Retention for Membership Reflectiveness**

-1 new member interview for committee that are still pending

-Taylor will not be able to serve an additional term due to work demands

-Committee recommendation for Nel and Steph, new nominee that we are excited about,

**b. Executive Committee**

-didn't meet due to lack of quorum

**c. Care Strategies**

-didn't meet due to lack of quorum

**d. Strategic Planning/Needs Assessment**

-didn't meet

**e. Finance/Allocations Committee**

-didn't meet

**8. STAFF REPORT**

**a. Administrative Agent Report**

-looking for some people from Planning Council to be on a Consumer Advisory Board; enlisted the assistance of federal technical assistance provider to increase community engagement, convening a workgroup and looking for anyone in the community who would like to participate. Will be doing meetings once a month for three months to develop an action plan to increase community engagement.

-Submitted Part A application, reviews and evaluations from RFA currently underway, still working through vacancies

-Barry: do you have any concerns about our spending level on any of our categories?

-Justin: will be needing to move some money from CQM, had meetings with Anthony to discuss some of the spending to develop a plan to move money around in the next month or so

-Trish: we have a reallocation process underway, moving money from substance use residential to substance use outpatient

**b. Part B Report**

**c. Office of Support**

-World AIDS Day, looking at doing something outside, interested in doing that with Planning Council and other agencies. If interested, email Jaseudia.

**ADJOURNMENT**

-Meeting adjourned at 8:00 PM



*⌘ 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, please contact Jaseudia Killion at (512) 972-5806.