Business Committee Meeting of the HIV Planning Council
Monday, January 24, 2022

The Business Committee Meeting to be held 1/24/2022 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** (1/23/2022 by Noon**).** All public comment will occur at the beginning of the meeting.

To speak remotely at the January 24, 2022 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 (**Lunes, 24 de Enero, 2022**)

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 (**1/23/2022** 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 MINUTES
Monday, January 24, 2022, 6:00 P.M.
City Hall/ Remote

HIV PLANNING COUNCIL MEMBERS:
Chair L.J. Smith, Vice-Chair Tarik Daniels, Caitlin Simmons, Barry Waller, Brooks Wood, Glenn Crawford, Non-Voting, Jonathan Garcia, and Rocky Lane, Non-Voting, Nel-Marinel Hernandez, Steph Adler

MINUTES

CALL TO ORDER
Meeting called to order at 6:05pm by Tarik Daniels

Council Members in Attendance: *Vice-Chair Tarik Daniels, Caitlin Simmons, Barry Waller, Brooks Wood, Glenn Crawford, Non-Voting, Jonathan Garcia, and Rocky Lane, Non-Voting, Nel-Marinel Hernandez, Steph Adler*

Council Members Absent: *Chair L.J. Smith,*

Staff in Attendance: *Jaseudia Killion, Deena Rawleigh, Matthew Howrey, Irvine Tessier, Kodjo Dodo*

Administrative Agent: *Anthony Kitzmiller, Justin Ferrill, Ken Martin, Patricia Niswander, Kim Nguyen, Melisa Carrillo,*

Community Members*: Sharon Zaldivar, Aubrey Braglia, Sally Anne Shoemaker*

Presenters: *None*

Guests: *Samuel Keffler,*

Citizen Communication: *None*

CITIZEN COMMUNICATION

The first 10 speakers signed no later than noon on **1/23/2022** will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.

1. **CERTIFICATION OF QUORUM**
   - Quorum met

2. **INTRODUCTION/ANNOUNCEMENTS**

a. Introductions

- Secretary election nominations being accepted
- Anthony Kitzmiller will be leaving January 28th

3. APPROVAL OF MINUTES

- Approval with correction of spelling of Caitlin Simmons and Tarik Daniels names

4. CONFLICT OF INTEREST DECLARATIONS

a. Members will declare conflict of interest with relevant agenda items, service categories, and/or service standards

- Tarik Daniels – Medical case management, Non-medical case management, Non-medical case management MAI
- Caitlin Simmons – food bank, medical nutrition therapy, oral health, health insurance assistance program, non-medical case management, medical case management, early intervention services
- Steph Adler – mental health
- New categories starting in March

5. SPECIAL ELECTION NOMINATIONS FOR SECRETARY

- Vote will take place at next Business meeting
- No special requirements for position
- Send nominations to admin senior Deena Rawleigh, or office of support staff

6. YEARLY KICKOFF MEETING DATE VOTE

- Link sent out with proposed February dates

7. COMMITTEE UPDATES

a. Governance/Membership Committee

- Did not meet in December

i. STAR Awards

- Still need to finalize date, will revisit March 15th, 2022

ii. Recruitment and Retention for Membership Reflectiveness

- Irvine Tessier is working on recruitment and retention plan, and Matt Howrey will send membership reflectiveness survey. Connect with Irvine if anyone has ideas.
- Sam Keffler is waiting on mayoral approval
- Recruitment needs to focus on critical categories

b. Executive Committee

i. Recommendation to combine committees in order to reach quorum, conduct business

i. Assign new members to committees

- Finance/Allocation will be combined with Strategic Planning/Needs Assessment
  - Chair – Barry Waller
  - Members – Caitlin Simmons and Tarik Daniels
- Governance/Membership will be combined with Care Strategies
  - Chair – Brooks Wood
  - Members – Rocky Lane, Glenn Crawford, Jonathan Garcia, Steph Adler, and Nel-Marinel Hernandez
- Support staff will send out survey to schedule new meeting days/times
  - New meetings need time to be split between committees that have been combined

c. Care Strategies

- Did not meet

d. Strategic Planning/Needs Assessment

- Did not meet

e. Finance/Allocations Committee

- Did not meet

8. STAFF REPORT

a. Administrative Agent Report

- We are at 65%, but need to be at 75%
- New claims coming in, will send out sheet when updated
- Contracts are being executed soon
- No more reallocations – too late in year
- May be able to carry over some funds from this year to next with HRSA waiver

b. Part B Report

c. Office of Support

i. Social Media Calendar 2022 proposed edits

- Will review in Governance/Membership

- Needs Assessment survey will be going out, new gift cards will be purchased
- Staples gift cards have been returned, need to be spent before Feb. 28th

- PSRA coming up

ADJOURNMENT

Adjourned at 7:17pm by Tarik Daniels

- *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.