



Special Called Business Committee Meeting of the HIV Planning Council

Tuesday, February 22, 2022

The Business Committee Meeting to be held 2/22/2022 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** (2/21/2022 by Noon). All public comment will occur at the beginning of the meeting.

To speak remotely at the February 22, 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 (Martes, 22 de Febrero, 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 (**2/21/2022** 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
SPECIAL CALLED BUSINESS COMMITTEE MEETING MINUTES
Tuesday, February 22, 2022, 6:00 P.M.
Remote via Teams

HIV PLANNING COUNCIL MEMBERS:

Chair L.J. Smith, Vice-Chair Tarik Daniel, 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 6:11pm by Tarik Daniels

Council Members in Attendance: *Vice-Chair Tarik Daniels, Caitlin Simmons, Barry Waller, Glenn Crawford, Non-Voting, Rocky Lane, Non-Voting, Steph Adler*

Council Members Absent: *Chair L.J. Smith, Brooks Wood, Jonathan Garcia, Nel-Marinel Hernandez*

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

Administrative Agent: *Justin Ferrill, Ken Martin, Patricia Niswander, Melisa Carrillo*

Community Members: *Aubrey Braglia*

Presenters: *None*

Guests: *Samuel Keffler*

Citizen Communication: *None*

CITIZEN COMMUNICATION

The first 10 speakers signed no later than noon on **2/21/2022** will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.

1. CERTIFICATION OF QUORUM

- Certified

2. INTRODUCTION/ANNOUNCEMENTS



a. Introductions

- Aubrey Braglia – former Planning Council member, currently with Vivent
- Melisa Carrillo – grant coordinator with AA, Ryan White part C

b. Announcements

- Fast Track Cities relaunch on Thursday, February 24, 2022

3. APPROVAL OF MINUTES 🚩

- None at this time

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 and non-medical case management, MAI
 - Caitlin Simmons – food bank, medical nutrition therapy, non-medical case management, medical case management, health insurance assistance program, oral health, EIS
 - Steph Adler – mental health services

5. SPECIAL ELECTION NOMINATIONS FOR SECRETARY

- One nominee at this time
- Open until February 23rd

6. TRAINING PROVIDED BY OFFICE OF SUPPORT

a. HIV Planning Council 101

- Some other planning councils have AAs that aren't part of city health departments – universities, hospitals, county health department etc.

b. By-laws and MOU

- One planning council member must be on upcoming interview panels
- 4C – need to revisit executive committee reviewing applications
- Better define “maximum time possible”
- Recommendations for standards care upcoming
- Planning Council is responsible for CQM Service Standards
- Collaborative Research stepping in to CQM role, running meetings, subrecipient compliance
 - Jeff Daniel - contact

c. Policies and Procedures



- Priority Setting and Reallocation Setting, Communications and Records Management, Staff Responsibilities, Council Support Procurement Process, Reimbursing Planning Council Members, Conflict of Interest, Non-voting, Remote Meetings

7. SYSTEM OF CARE ANALYSIS RECOMMENDATIONS

a. Discussion of recommendations

- Create resource inventory and directory
- Receive community input and make necessary changes
- Increase access of care for residents outside Austin/Travis County
 - Telehealth, access to technology focus started with COVID, would like to continue. Can be addressed with service standard.
- AA – Increase client choice
- Office of Support – Provide training and updates, engage consumers, virtual and in-person meetings, member appreciation, in-depth consumer focus needs assessment, provide accurate data, language services
 - Need new data on suburbanization of poverty
- Equitable access for entire TGA

8. NEEDS ASSESSMENT SURVEY UPDATE

a. Overview of Needs Assessment

- Starting in March
- Starting with virtual due to COVID, then sending copies to participating locations, incentives available for participants
- Will be in-person later, would like Planning Council's help
- Available in Spanish, will evaluate if other languages needed

b. Discussion of administering survey

- Recommendations for sites wanted
- Council would like to have copy of survey

MOTION TO TABLE REST OF AGENDA ITEMS UNTIL MONDAY, FEBRUARY 28TH, 2022

- c. Tarik Daniels – Motion to table agenda items 9-12 until Monday
 - i. No objections



9. COMMITTEE UPDATES – TABLED

- a. Governance/Membership Committee and Care Strategies
 - i. STAR Awards
 - ii. Recruitment and Retention for Membership Reflectiveness
- b. Executive Committee
- c. Finance/Allocations Committee and Strategic Planning/Needs Assessment

10. IN-PERSON MEETINGS – TABLED

- a. Discussion

11. ADMINISTRATIVE AGENT REPORT – TABLED

12. STAFF REPORT – TABLED

- a. Part B Report
- b. Office of Support
 - i. Conferences

ADJOURNMENT

Adjourned at 7:57pm 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.