



## **Business Committee Meeting of the HIV Planning Council Monday, April 25, 2022**

### **The Business Committee Meeting to be held 4/25/2022 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** (4/24/2022 by Noon). All public comment will occur at the beginning of the meeting.

To speak remotely at the April 25, 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, 25 de Abril, 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 (**4/24/2022** 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, April 25, 2022, 6:00 P.M.**  
**City Hall 301 W 2<sup>nd</sup> St, Room 1029/Remote via Teams**

**HIV PLANNING COUNCIL MEMBERS:**

*Chair L.J. Smith, Vice-Chair Tarik Daniels, Secretary Caitlin Simmons, Barry Waller, Brooks Wood, Glenn Crawford, Non-Voting, Jonathan Garcia, Rocky Lane, Non-Voting, Nel-Marinel Hernandez, Steph Adler, Sam Keffler*

**MINUTES**

**CALL TO ORDER**

*Meeting called to order at 6:05pm by Tarik Daniels*

*Council Members in Attendance: Vice-Chair Tarik Daniels, Secretary Caitlin Simmons, Barry Waller, Glenn Crawford, Steph Adler, Nel-Marinel Hernandez, Sam Keffler*

*Council Members Absent: Chair L.J. Smith, Brooks Wood, Jonathan Garcia, Rocky Lane*

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

*Administrative Agent: Ken Martin, Raju Ghimire, Kim Nguyen, Julia Herrera, Justin Ferrill, Patricia Niswander*

*Community Members: none*

*Presenters: none*

*Guests: Aubrey Braglia, Yajaira Saldivar, Kristina McClendon, Sharon Zaldivar*

*Public Communication: none*

**PUBLIC COMMUNICATION**

The first 10 speakers signed up no later than noon on **4/24/2022** 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



- Raju Ghimere – research analyst for AA
- Sharon Zaldivar – Part B planner
- Kristina McClendon – applying for council membership
- Yajaira Saldivar – HIV grants manager with Community Care
- Aubrey Braglia – grants reporting manager for Vivent
- Julia Herrera – grants coordinator for HOPWA for AA

### **3. APPROVAL OF MINUTES** 🚩

- a. March 28<sup>th</sup>, 2022
  - Approved as written

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

- a. Members will declare conflict of interest with relevant agenda items, service categories, and/or service standards
  - Caitlin Simmons – Food bank, medical nutrition therapy, health insurance assistance program, oral health care, medical case management, non-medical case management, non-medical case management MAI, early intervention services, early intervention services MAI, outpatient ambulatory health services, medical transportation, linguistic services
  - Tarik Daniels – medical case management, non-medical case management, peer support, community health worker, medical transportation, linguistic services, medical case management MAI, health insurance premium cost sharing assistance, emergency financial assistance
  - Steph Adler – mental health services, EIS, non-medical case management, medical case management, emergency financial assistance

### **5. SPECIAL ELECTION**

- a. HIV Planning Council Chair election 🚩
  - i. Tarik Daniels
    - Barry Waller – Motion to approve unanimous ballot count for Tarik Daniels
    - Steph Adler – Second
    - Caitlin Simmons – aye
    - Barry Waller – aye
    - Sam Keffler – aye



- Nel Hernandez – aye
- Steph Adler – aye
- Tarik Daniels – aye
- Passes unanimously

b. Nominations for Vice Chair

- Submit nominations by May 19<sup>th</sup>

## **6. COMMITTEE UPDATES**

a. Governance/Membership and Care Strategies Committee

- Discussed update to EFA service category, cover gaps in ADAP, LPAP
- Will vote on changes next week, which will then come to Business for final vote
- i. STAR Awards
  - HIVPC and APH Facebook ad have concluded
  - Nominee questionnaire sent out to all nominees (18 professional, 2 volunteer)
  - Working with PIO (public information office) to create graphics spotlighting nominees
  - PC will choose winner for professional category, community will vote for winner for volunteer category
  - STAR Awards will take place June 27<sup>th</sup>, location TBD, mayor should be in attendance
- ii. Recruitment and Retention for Membership Reflectiveness

b. Executive Committee

- Discussed moving to in-person meetings, cancelled tonight due to inclement weather
- Upcoming positions and nomination process
- Call for volunteers to help with needs assessment survey, especially Spanish speakers

c. Finance/Allocations and Strategic Planning/Needs Assessment Committee

- Main items tabled due to staff absence
- Meeting with St. Louis HIVPC staff to discuss assessment of administrative mechanism this week

## **7. STAFF REPORT**



- a. Administrative Agent Report
  - Continuing executing Part A contracts, experiencing delays with contract management system
  - Collaborative Research finished contract monitoring, submitted reports
  - Three staff vacancies currently – Part C coordinator, quality management coordinator, financial analyst
  - Nancie Putnam (data manager) will be leaving next month
  - Issues with Take Charge Texas system, evaluating new systems
    - Part B agencies will have to continue uploading information to TCT
    - Part A will not
    - Will have an impact on PSRA data
  - Internal APH database causing delays for contract development and monthly monitoring of performance reports
    - Temporarily using Excel sheets, self-reporting
- b. Part B Report
  - Jonathan Garcia absent, Sharon Zaldivar gave brief overview
- c. Office of Support
  - Looking for volunteers for Needs Assessment surveys
  - Gift cards ordered
  - Interviewing for Planner II position
  - i. Fast Track Cities update
    - Prevention, Retention and Re-engagement workgroups meet next month
    - Testing and Rapid Linkage workgroup created a draft survey used to assess ASOs and other healthcare providers, barriers to achieving 72-hour linkage to care
    - Chairs changed Ending Stigma workgroup to focus on social determinants of health and equity
    - Grant Readiness will meet Thursday
  - ii. Ending the HIV Epidemic update
    - Not addressed

## ADJOURNMENT

*Adjourned at 7:11pm 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.