



Business Committee Meeting of the HIV Planning Council Monday, May 23, 2022

The Business Committee Meeting to be held 5/23/2022 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** (5/22/2022 by Noon). All public comment will occur at the beginning of the meeting.

To speak remotely at the May 23, 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 (**5/22/2022** 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, May 23, 2022, 6:00 P.M.
Remote via Teams**

HIV PLANNING COUNCIL MEMBERS:

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 6:02pm by Tarik Daniels

Council Members in Attendance: Chair Tarik Daniels, Barry Waller, Brooks Wood, Glenn Crawford, Nel-Marinel Hernandez, Sam Keffler, Rocky Lane

Council Members Absent: Caitlin Simmons (member emeritus), Jonathan Garcia, Steph Adler

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

Administrative Agent: Justin Ferrill, Ken Martin, Jennifer La Blanc, Kim Nguyen, Julia Herrera, Raju Ghimere

Community Members: none

Presenters: none

Guests: Kristina McClendon, Aubrey Braglia, Yajaira Saldivar, on the phone – (512) 257-1820

Public Communication: none

PUBLIC COMMUNICATION

The first 10 speakers signed up no later than noon on **5/22/2022** 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



- Jennifer La Blanc – new clinical quality management coordinator with Administrative Agent

3. APPROVAL OF MINUTES 🚩

- a. April 25th, 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
- 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

5. SPECIAL ELECTION

- a. HIV Planning Council Vice-Chair election 🚩
 - i. Sam Keffler
 - Sam needs to delay accepting nomination until scheduling can be resolved
- b. By-laws and Chair discussion
 - By-laws state that Chair may not be conflicted, Tarik Daniels may only be interim chair currently
 - By-laws may be rewritten, or a new election may be held
 - Brooks Wood is willing to run for vice-chair if Sam Keffler is unable
 - Sam Keffler is able to accept the vice-chair nomination if only serving on Business and Executive committees
 - If we do not amend the by-laws, Tarik Daniels will remain vice-chair
 - Discussion on changing by-laws to allow for a conflicted member to serve as chair, and vice-chair will step in on any issues where chair is conflicted
 - Jaseudia Killion will check with clerk's office on proposed changes
 - Vote for vice-chair is tabled until we have response from clerk's office

6. NEW MEMBERS

- a. Discussion
 - i. Sharon Zaldivar Alatorre
 - Part B Planner, bilingual
 - ii. Kristina McClendon



- Teacher, peer educator, wants to be a voice for women in the community living with HIV

b. Vote to confirm

- Recommendation of Governance and Membership to confirm both candidates
- Sharon Zaldivar Alatorre
 - Tarik Daniels – aye
 - Barry Waller – aye
 - Brooks Wood – aye
 - Sam Keffler – aye
 - Nel Hernandez – aye
 - Confirmed
- Kristina McClendon
 - Tarik Daniels – aye
 - Barry Waller – aye
 - Brooks Wood – aye
 - Sam Keffler – aye
 - Nel Hernandez – aye
 - Confirmed
- Next step is orientation and mayoral approval for both candidates

7. IN-PERSON MEETING SPACES

a. Discussion

- Rooms at Permitting and Development Center are only ones available that meet all requirements
- Lone Star meeting space may be available
- Out Youth may have space

b. Vote to approve

- Brooks Wood – motion to use Permitting and Development Center as in-person meeting space going forward for Business meetings
- Barry Waller – second
- Tarik Daniels – aye
- Barry Waller – aye



- Brooks Wood – aye
- Sam Keffler – aye
- Nel Hernandez – aye
- Motion passes

8. COMMITTEE UPDATES

- a. Governance/Membership and Care Strategies Committee
- b. Review of social media calendar
 - Caitlin Simmons has been granted member emeritus status
 - i. STAR Awards
 - i. Professional nominee ballot sent – Deadline May 31st
 - Please vote for nominee
 - Review of reallocation and conflict of interest
 - Review of service standards
 - Awards for STAR Awards found at local vendor
 - Professional nominees to be voted on by Planning Council
 - Volunteer nominees are voted on by community
 - ii. Recruitment and Retention for Membership Reflectiveness
 - Will be updated when new members are confirmed
- c. Executive Committee
 - Discussed in-person meetings, chair and vice-chair elections
- d. Finance/Allocations and Strategic Planning/Needs Assessment Committee
 - Discussed PSRA process
 - Two data presentations scheduled for June
 - Add some items from St. Louis AAM to our AAM
 - Needs assessment still waiting on gift cards, will need volunteers to help administer

9. STAFF REPORT

- a. Administrative Agent Report
 - 5 out of 8 contracts executed, hopefully final three will be executed soon
 - Monitoring reports sent out, only two agencies with issues that will submit corrective action plans soon
 - Two open positions
 - Financial analyst starts today



- Nancie's last day is Friday
- Collaborative Research has tasked recipients with bringing clients to meetings for process improvement
- b. Part B Report
 - Part B planners absent, questions may be asked at next meeting
- c. Office of Support
 - i. Fast Track Cities update
 - New FTC coordinator Edgar Rodriguez starting
 - ii. Ending the HIV Epidemic update
 - Ashwell shared peer support policy document, has completed training for peer supporters
 - Please send absence excuses to Office of Support staff within two weeks of absence
 - Surveys will start soon, please share community events

ADJOURNMENT

Adjourned at 7:18pm 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.