

Versión en español a continuación.

**Finance/Allocations and Strategic Planning/Needs Assessment Committee Meeting of the HIV Planning Council
WEDNESDAY, May 18, 2022**

Finance/Allocations and Strategic Planning/Needs Assessment Committee Meeting to be held on May 18, 2022, with Social Distancing Modifications

Public comment will be allowed via telephone; no in-person input will be allowed. **All speakers must register in advance (05/17/2022 by noon).** All public comment will occur at the beginning of the meeting.

To speak remotely at the **May 18, 2022, HIV Planning Council Meeting**, members of the public 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>

Reunión del **Finance/Allocations Meeting of the HIV Planning Council**

Miercoles, 18 de Mayo, 2022

FECHA de la reunion (18 de Mayo, 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 (**05/17/2022** 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.** 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>

**HIV PLANNING COUNCIL
FINANCIAL/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT
COMMITTEE MEETING MINUTES
WEDNESDAY, MAY 18, 2022
6:00 PM-8:00 PM
REMOTE VIA TEAMS**

**FINANCIAL/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT
COMMITTEE MEMBERS:**

Committee Chair – Barry Waller, Tarik Daniels, Caitlin Simmons, Sam Keffler

MINUTES

CALL TO ORDER

Meeting called to order at 6:04pm by Barry Waller

Council Members in Attendance: *Committee Chair Barry Waller, Sam Keffler*

Council Members Absent: *Tarik Daniels, Caitlin Simmons*

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

Administrative Agent: *Ken Martin, Justin Ferrill*

Community Members: *none*

Presenters: *none*

Guests: *none*

Public Communication: *none*

PUBLIC COMMUNICATION

The first 10 speakers signed up no later than noon on **05/17/2022** 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

- Secretary Caitlin Simmons is on member emeritus status
 - Doesn't count against quorum
 - Will be out for about two months

- Still taking nominations for Vice Chair up until tomorrow

3. APPROVAL OF MINUTES 🚩

- March 16th, 2022
 - Approved as written
- April 20th, 2022
 - Approved as written

4. CONFLICT OF INTEREST DECLARATIONS

- Members will declare conflict of interest with relevant agenda items, service categories, and/or service standards
 - None

5. FINANCE/ALLOCATIONS

- Priority Setting and Resource Allocation (PSRA)
 - Timeline
 - Annual training planned
 - Data presentations set for June
 - Draft agenda for approval for next Finance/Allocations meeting
- Assessment of Administrative Mechanism (AAM)
 - AAM Review
 - Will start drafting next meeting
 - Would like to add section on procurement
 - St. Louis AAM Assessment Tool
 - Relevant sections highlighted to be added to regular AAM

6. STRATEGIC PLANNING/NEEDS ASSESSMENT

- Review Survey Administering report
 - Spanish translations complete
 - Communication materials done
 - Survey being pre-tested
 - Still awaiting gift cards
 - Still need volunteers to help administer, or event suggestions for in-person distribution

7. ADMINISTRATIVE AGENT REPORT

- Found another option to collect PSRA data, will be using close-out reports to fill in missing data
- Quality management coordinator Jennifer La Blanc started
- Financial analyst should be starting end of month
- Two grant coordinator positions still open

8. OFFICE OF SUPPORT STAFF REPORT

- New Fast Track Cities coordinator starting
- New planner should be announced soon
- Still looking for in-person meeting space

ADJOURNMENT

Adjourned at 7:06pm by Barry Waller

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