



***HIV PLANNING COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, JULY 25, 2022***

The HIV PLANNING COUNCIL convened in a REGULAR meeting on MONDAY, JULY 25, 2022, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Interim Chair Tarik Daniels called the HIV PLANNING COUNCIL Meeting to order at 6:02 p.m.

**Board Members/Commissioners in Attendance: Glenn Crawford  
Board Members/Commissioners in Attendance Remotely: Tarik Daniels, interim Chair, Steph Adler, Jonathan Garcia, Nel-Marinel Hernandez, Kristina McClendon, Barry Waller, Sharon Zaldivar Alatorre**

**PUBLIC COMMUNICATION: GENERAL**

None

**APPROVAL OF MINUTES**

1. Approve the minutes of the HIV PLANNING COUNCIL REGULAR MEETING on 6/27/2022

**The minutes from the meeting of 6/27/2022 were approved on Tarik Daniels' motion, Barry Waller second on a 6-0 vote. For: Tarik Daniels, Barry Waller, Kristina McClendon, Sharon Zaldivar Alatorre, Steph Adler, Nel-Marinel Hernandez. Against: None. Abstain: Jonathan Garcia. Absent: Caitlin Simmons, Rocky Lane.**

**CONFLICT OF INTEREST DECLARATIONS**

2. 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**

**Steph Adler – mental health services, EIS, non-medical case management, medical case management, emergency financial assistance**

## **STAFF BRIEFINGS**

3. Introductions/Announcements

**New agenda/minutes formats**

4. Deadline for nominations for Chair July 28th, 2022

**Nominations may be sent to the Office of Support**

5. Sam Keffler resignation

**Sam Keffler has resigned due to work conflicts, but will try to stay involved in the community**

6. Administrative Agent (AA) Report

**Update given by Ken Martin. Three staff vacancies with two in hiring process. AIDS Drug Assistance Program (ADAP) recertification and enrollment issues are being investigated for solutions. All but one agency has begun billing, we are about 1/3 through the grant. Quality management committee meeting held. Training on national monitoring standards taken by AA. Made recommendations for Clinical Quality Measure (CQM) drafted plan. Monkey Pox is spreading rapidly through the gay community but affects all.**

7. Part B Report

**Update given by Sharon Zaldivar Alatorre. Regional ADAP liaison started. State services and Housing Opportunities for People with AIDS (HOPWA) grants are ending at the end of August. Budgets from service providers are due by the end of July.**

8. Office of Support

**Update given by Jaseudia Killion and Janee Zavala. Chair nominees need to be received by July 28<sup>th</sup> or a request to change the bylaws needs to be received 10 days prior to a meeting. For Needs Assessment survey, we are waiting for flyers from the Public Information Office (PIO), still accepting volunteers for administering survey.**

9. Fast Track Cities update

**None at this time.**

10. Ending the HIV Epidemic update

**None at this time.**

## **DISCUSSION AND ACTION ITEMS**

11. Discussion and approval of the Assessment of the Administrative Agent Mechanism (AAM)

with edits from St. Louis AAM 

**The motion to approve the Finance/Allocations and Strategic Planning/Needs Assessment committee recommendation of adopting the new AAM with edits was approved on on a 7-0 vote. For: Tarik Daniels, Barry Waller, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre, Steph Adler, Jonathan Garcia. Against: None. Abstain: None. Absent: Caitlin Simmons, Rocky Lane.**

12. Discussion and approval of change of committee meeting spaces for Executive, Governance/Membership and Care Strategies, Finance/Allocations and Strategic Planning/Needs Assessment, and Business Committees 

**The motion to approve change of committee meeting spaces was approved on Tarik Daniels' motion, Barry Waller second on a 7-0 vote. For: Tarik Daniels, Barry Waller, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre, Steph Adler, Jonathan Garcia. Against: None. Abstain: None. Absent: Caitlin Simmons, Rocky Lane.**

13. Discussion and approval of Priority Setting and Resource Allocation (PSRA) agendas 

**The motion to approve PSRA agenda for August 22<sup>nd</sup> with amendments of updating to new format and add Chair election was approved on Tarik Daniels's motion, Barry Waller second on a 7-0 vote. For: Tarik Daniels, Barry Waller, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre, Steph Adler, Jonathan Garcia. Against: None. Abstain: None. Absent: Caitlin Simmons, Rocky Lane.**

**The motion to approve PSRA agenda for August 29<sup>th</sup> with amendment of updating to new format was approved on Tarik Daniels's motion, Steph Adler second on a 7-0 vote. For: Tarik Daniels, Barry Waller, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre, Steph Adler, Jonathan Garcia. Against: None. Abstain: None. Absent: Caitlin Simmons, Rocky Lane.**

14. Discussion and approval of Increase/Decrease Plan 

**The motion to approve 2023 to 2026 Increase/Decrease Plan was approved on Tarik Daniels' motion, Nel-Marinel Hernandez second on a 7-0 vote. For: Tarik Daniels,**

**Barry Waller, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre, Steph Adler, Jonathan Garcia. Against: None. Abstain: None. Absent: Caitlin Simmons, Rocky Lane.**

**COMMITTEE UPDATES**

1. Governance/Membership and Care Strategies Committee (GMCS)

**Update given by Deena Rawleigh. Brooks Wood has resigned, and GMCS is awaiting confirmation on new committee chair appointment. Kristina McClendon and Sharon Zaldivar Alatorre have mayoral approval and have joined the Finance/Allocations and Strategic Planning/Needs Assessment Committee. Glenn Crawford will be spotlighted on Facebook in July, and Nel-Marinel Hernandez in August. Policy review on Complaints Against Council Members, no updates made. Reviewed HIV Resource Guide, will be revisited in future meetings until completed. Reviewed potential directive for Emergency Financial Assistance (EFA), no updates. No new recommendations.**

2. Executive Committee

**Update given by Tarik Daniels. Discussed and voted on Chair election. New Chair will take position on September 1<sup>st</sup>. New Chair will look at long-term vacancies.**

3. Finance/Allocations and Strategic Planning/Needs Assessment Committee (FASPNA)

**Update given by Barry Waller. Sharon Zaldivar Alatorre and Kristina McClendon participated in their first committee meeting. Received update on Needs Assessment and Administrative Agent.**

**ADJOURNMENT**

**Interim Chair Tarik Daniels adjourned the meeting at 7:02 p.m. without objection.**