



Versión en español a continuación.

Executive Committee Meeting of the HIV Planning Council TUESDAY, July 5, 2022

Executive Committee Meeting to be held July 5, 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 (7/4/2022 by noon).** All public comment will occur at the beginning of the meeting.

To speak remotely at the **July 5, 2022, HIV Planning Council Executive Committee 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's 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 **Executive Committee Meeting of the HIV Planning Council**

MARTES, 5 de Julio, 2022

FECHA de la reunion (5 de Julio, 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 (7/4/2022 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>



**HIV PLANNING COUNCIL
EXECUTIVE MEETING MINUTES
Tuesday, July 5, 2022, 5:00 P.M.
Permitting and Development Center, 6310 Wilhelmina Delco Dr. Rm. 1203
Austin, Texas
Hybrid Meeting via Teams**

HIV PLANNING COUNCIL MEMBERS:

Interim Chair Tarik Daniels, Secretary Caitlin Simmons, Barry Waller

MINUTES

CALL TO ORDER

Meeting called to order at 5:01pm by Chair Tarik Daniels

Council Members in Attendance: *Chair Tarik Daniels, Barry Waller*

Council Members Absent: *Secretary Caitlin Simmons (member emeritus)*

Staff in Attendance: *Deena Rawleigh, Kodjo Dodo*

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

Community Members: *None*

Presenters: *None*

Guests: *Sharon Zaldivar Alatorre*

Public Communication: *None*

PUBLIC COMMUNICATION

The first 10 speakers signed up no later than noon on **7/4/2022** 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
- b. Brooks Wood resignation
 - i. New committee chair for Governance/Membership and Care Strategies



- New committee chair selected, but not confirmed
- Backup selected in case of conflict

3. CONFLICT OF INTEREST DECLARATIONS

- a. Members will declare conflict of interest with relevant agenda items, service categories, and/or service standards
 - Tarik Daniels – Health Insurance Premium & Cost Sharing Assistance, Non-Medical Case management, Medical Case management, Emergency Financial Assistance, Medical Case management-MAI, Medical Case management-Community Health Worker

4. APPROVAL OF MINUTES 🚩

- a. June 7th, 2022
 - Sharon requested summary of executive committee responsibilities
 - Committee consists of committee chairs and officers of Planning Council
 - Designated in by-laws, all other committees designated by executive committee
 - Minutes approved as is

5. CHAIR ELECTION

- a. Discussion
 - Timeline set in previous meeting, but may conflict with PSRA meeting
 - Election will be held on date previously decided, August 22nd, but new Chair will not take office until September 1st
 - Tarik Daniels will remain Vice Chair after election

6. COMMITTEE UPDATES

- a. Governance/Membership and Care Strategies
 - i. Membership Reflectiveness
 - Wrapped up STAR Awards
 - No new applicants
 - Waiting on mayoral approval for two new members before updating reflectiveness
 - Need to update social media calendar to highlight different member with Brooks Wood's departure
 - Reviewed reallocation and conflict of interest policy, no updates
 - Discussed consumer advisory boards
 - Discussed service standards review, awaiting results from Collaborative Research review of standards
 - Discussed recommendations for service gaps and directives, none at that time
 - Voted for in-person meetings at the Permitting and Development Center, will discuss other options at following meeting
 - ZIP brainstorming meetings coming up
 - Moved new member orientation materials review to September



- Discussion on filling new committee chair, appointing others to Executive Committee
- Tarik would like next Chair to look at filling those vacancies

b. Finance/Allocations and Strategic Planning/Needs Assessment

- No meeting last month
- Will be reviewing Priority Setting and Resource Allocation, Assessment of the Administrative Mechanism, Needs Assessment
- Discussion on committees remaining combined
- Barry Waller would like committee orientation to be added to next Finance/Allocations agenda

7. ADMINISTRATIVE AGENT REPORT


- EHE site visit next week
- Two focus groups, one for clients, one for community stakeholders
 - More people needed
- Two grants coordinator positions open
- Barry Waller would like financial report for Finance/Allocations meeting

8. HIV PLANNING COUNCIL STAFF REPORT

- Needs Assessment surveys have been created and tested
 - Translations have been submitted
 - Gift cards inventory complete
 - Three organizations have agreed to host in-field assessments
 - Flyers are in progress
 - Volunteers still needed to help with administering survey

ADJOURNMENT

Adjourned at 5:49pm 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, Executive Committee, please contact Jaseudia Killion at **(512) 972-5806**