HIV PLANNING COUNCIL
FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

The HIV PLANNING COUNCIL FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE convened in a REGULAR meeting on WEDNESDAY, SEPTEMBER 21, 2022, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Committee Chair Barry Waller called the HIV PLANNING COUNCIL Meeting to order at 6:01 p.m.

Planning Council Members in Attendance: Committee Chair Barry Waller
Planning Council Members in Attendance Remotely: Kristina McClendon, Caitlin Simmons, Sharon Zaldivar Alatorre

PUBLIC COMMUNICATION: GENERAL

None

APPROVAL OF MINUTES

1. Approve the minutes of the HIV PLANNING COUNCIL FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE MEETING on 7/20/2022

   The minutes from the meeting of 7/20/2022 were approved on Barry Waller's motion, Kristina McClendon second on an 4-0 vote. For: Barry Waller, Kristina McClendon, Caitlin Simmons, Sharon Zaldivar Alatorre. Against: None. Abstain: None. Absent: Tarik Daniels.

CONFLICT OF INTEREST DECLARATIONS

2. 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

STAFF BRIEFINGS

3. Introductions/Announcements

   Nominees for Chair are being accepted until 9/29/2022, close of business. Volunteers needed for Needs Assessment survey. Any requests for conferences welcome.

4. Office of Support Staff Report

   Update given by Jaseudia Killion. Needs Assessment is underway. Spanish speaking volunteers especially needed. Grant application is underway. World AIDS Day event is being planned.

5. Administrative Agent report

   Update given by Justin Ferrill. Overall spending at 37.42%. Committee will need to meet in October to discuss reallocations. Transportation and substance abuse residential spending is lower than expected.

DISCUSSION AND ACTION ITEMS

6. Data review: Provider Inventory and Profile of Provider Capacity

   Review of provider data by Jaseudia Killion. Office of Support recommends sending out survey again for newer data. Council would like clarification on waitlists for subrecipients.

7. Assessment of Administrative Mechanism (AAM) survey report review

   Overview given by Jaseudia Killion. The motion to approve adopting the AAM with grammatical edits was approved on Caitlin Simmons' motion, Sharon Zaldivar second on a 4-0 vote. For: Barry Waller, Kristina McClendon, Caitlin Simmons, Sharon Zaldivar Alatorre. Against: None. Abstain: None. Absent: Tarik Daniels.

FUTURE AGENDA ITEMS

Reallocations, subrecipient waitlist clarification, discussion of edits to Provider Inventory survey, Administrative Agent response to Assessment of the Administrative Mechanism, Needs Assessment review, and Integrated Plan discussion.

ADJOURNMENT

Committee Chair Barry Waller adjourned the meeting at 6:58 p.m. without objection.

The minutes were approved at the 11/16/2022 meeting on Caitlin Simmons' motion, Sharon Zaldivar Alatorre second on a 4-0 vote.