



***HIV PLANNING COUNCIL  
FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT  
COMMITTEE MEETING MINUTES  
WEDNESDAY, NOVEMBER 16, 2022***

The HIV PLANNING COUNCIL FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE convened in a REGULAR meeting on WEDNESDAY, NOVEMBER 16, 2022, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Committee Chair Barry Waller called the HIV PLANNING COUNCIL Meeting to order at 6:02 p.m.

**Planning Council Members in Attendance:**  
**Planning Council Members in Attendance Remotely: Barry Waller, Caitlin Simmons, Kristina McClendon, 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 9/21/2022

**The minutes from the meeting of 9/21/2022 were approved on Caitlin Simmons' motion, Sharon Zaldivar Alatorre second on an 4-0 vote. For: Barry Waller, Kristina McClendon, Caitlin Simmons, Sharon Zaldivar Alatorre. Against: None. Abstain: None. Absent: None.**

**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

**Barry Waller has been elected Chair of the Planning Council.**

4. Office of Support Staff Report

**Update given by Janee Zavala and Jaseudia Killion. Support staff will administer Needs Assessment survey at Goodwill Recently Incarcerated Individuals Resource Fair. Flor Hernandez will interpret Needs Assessment data. World AIDS Day (WAD) planning in progress. Integrated plan draft will be presented for a vote hopefully at next Business meeting, with a presentation of the plan during WAD. Letter of assurance will be submitted for Human Resources and Services Administration (HRSA) grant application on Friday.**

5. Administrative Agent report

**Update given by Ken Martin. Justin Ferrill will be on leave until Jan. 3<sup>rd</sup>. The AA is fully staffed and will be hiring a part-time administrative assistant. A rapid reallocation request has been made. Committee would like more information on reallocation at next meeting. AA is looking into moving funds into AIDS Drug Assistance Program (ADAP) in after the new year. Many categories are overspent. Early intervention services, linguistics, and substance abuse residential categories are underspent. Reallocations will most likely be needed in January.**


### **DISCUSSION AND ACTION ITEMS**

6. Discussion and approval of reallocations 

**Tabled**

7. Discussion of Integrated Plan

**Overview given by Jaseudia Killion. Office of Support will send out request to Ending the HIV Epidemic (EHE) and Fast Track Cities for their part of the integrated plan. It will then be sent out to Planning Council for comment. It will be approved either at the next Business Meeting or at WAD.**

8. Discussion of recommendations for Planning Council budget 

**Overview given by Jaseudia Killion. Office of Support is using FY21 to Project FY23. Office of Support and AA have made a slightly altered projected budget. Budget will be discussed further at next Business meeting. No vote at this time.**

**FUTURE AGENDA ITEMS**

**Committee will not meet in December, but will meet on their regularly scheduled day in January.**

**ADJOURNMENT**

**Committee Chair Barry Waller adjourned the meeting at 6:53p.m. without objection.**

**The minutes were approved at the 1/18/2023 meeting on Sharon Zaldivar Alatorre's motion, Caitlin Simmons' second on a 3-0 vote.**