



***HIV PLANNING COUNCIL  
SPECIAL-CALLED GOVERNANCE/MEMBERSHIP AND CARE STRATEGIES  
COMMITTEE MEETING MINUTES  
TUESDAY, JANUARY 10, 2023***

The HIV PLANNING COUNCIL convened in a SPECIAL-CALLED GOVERNANCE/MEMBERSHIP AND CARE STRATEGIES COMMITTEE meeting on TUESDAY, JANUARY 10, 2023, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Nel-Marinel Hernandez called the HIV PLANNING COUNCIL GOVERNANCE/MEMBERSHIP AND CARE STRATEGIES COMMITTEE Meeting to order at 6:08 p.m.

**Planning Council Members in Attendance:**  
**Planning Council Members in Attendance Remotely: Committee Chair Nel-Marinel Hernandez, Glenn Crawford, Jonathan Garcia, Rocky Lane**

**PUBLIC COMMUNICATION: GENERAL**

None

**APPROVAL OF MINUTES**

1. Approve the minutes of the HIV PLANNING COUNCIL GOVERNANCE/MEMBERSHIP AND CARE STRATEGIES MEETING on 11/1/2022  
The minutes from the meeting of 11/1/2022 were approved on Nel-Marinel Hernandez's motion, Jonathan Garcia second on a 4-0 vote. For: Nel-Marinel Hernandez, Glenn Crawford, Jonathan Garcia, Rocky Lane. Against: None. Abstain: None. Absent: Steph Adler.

**CONFLICT OF INTEREST DECLARATIONS**

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

## **STAFF BRIEFINGS**

3. Introductions/Announcements

**Office of Support will be closed on 1/16/2023 for Martin Luther King Jr. Day. Janee Rubio has moved into the CHA/CHIP planner role, and the HIV Planning Council Planner role will be posted soon.**


4. Office of Support staff report

**Update given by Jaseudia Killion. The annual kickoff meeting for Planning Council will be held on 1/23/2023. There will be trainings in bylaws, policies and procedures, Robert's Rules of Order. Planning Council can make requests for agenda items. Needs Assessment will be presented at kickoff meeting, goals for deeper dives should be decided by March 1<sup>st</sup>. Resource guide needs to be assembled and will come back to committee to be approved. Childcare service category covers council meetings and medical appointments, but not work. If funded, category will need a directive from Planning Council and solicitation and advertisement from Administrative Agent. Integrated Plan is under review; goal to have an update by February meeting**

## **DISCUSSION AND ACTION ITEMS**


5. New Member interview for Grant Loveless

**New member interviews are conducted with Planning Council members only, and are not recorded.**

6. Discussion and approval of membership approval recommendation of Grant Loveless to Business Committee 


**The motion to approve the recommendation of membership of Grant Loveless was approved on Nel-Marinel Hernandez's motion, Glenn Crawford second on a 4-0 vote. For: Nel-Marinel Hernandez, Glenn Crawford, Jonathan Garcia, Rocky Lane. Against: None. Abstain: None. Absent: Steph Adler.**

**This recommendation will be presented at the next Business meeting on 1/23/2023 for a full vote.**

7. Discussion and approval of Service Standards updates 

**Committee members would like the standards to be translated into multiple languages, be made widely available to consumers. The project officer will be reviewing these standards as well.**

**The motion to approve the Service Standard updates was approved on Nel-Marinel Hernandez's motion, Glenn Crawford second on a 4-0 vote. For: Nel-Marinel Hernandez, Glenn Crawford, Jonathan Garcia, Rocky Lane. Against: None. Abstain: None. Absent: Steph Adler.**

8. Discussion and approval of 2023 Social Media Calendar 

**Calendar is mostly the same as last year, and will need to be updated each month. Committee has decided to finish the member spotlights we have remaining, and only make new member highlight posts after that. Other types of posts will be brainstormed in place of the member spotlight.**

**The motion to approve the 2023 Social Media calendar with edits was approved on Nel-Marinel Hernandez's motion, Glenn Crawford second on a 4-0 vote. For: Nel-Marinel Hernandez, Glenn Crawford, Jonathan Garcia, Rocky Lane. Against: None. Abstain: None. Absent: Steph Adler.**

**This recommendation will be presented to the full Business committee for final approval.**

9. Discussion and approval of committee meeting times and locations for 2023 

**The Governance/Membership and Cares Strategies committees will continue to meet the first Tuesday of every month from 6pm to 8pm. The meetings will continue to be hybrid with a virtual option on Teams and an in-person option at the Permitting and Development Center, Room 1203.**

10. Discussion of Recruitment and Retention Plan

**Recruitment emails have been sent to attendees of World AIDS Day who expressed interest. Council members are encouraged to suggest events for Planning Council and Office of Support to attend. Nel-Marinel Hernandez will receive a calendar of events from Goodwill at the end of the month. Needs Assessment Year 2 will also provide opportunities for recruitment.**

11. Planning Council Member Attendance

**All members are in compliance.**

## **FUTURE AGENDA ITEMS**

12. Discussion and review of workplan calendar

**Committee will combine STAR Awards and World AIDS day events. Bylaws, policies and procedures, deep dive on Needs Assessment Year 2, and Integrated Plan feedback will be on the agenda in February. Adjustments can be made in the future. The calendar will be approved in full Business after committees have made edits.**

## **ADJOURNMENT**

**Nel-Marinel Hernandez adjourned the meeting at 7:23p.m. without objection.**

**The minutes were approved at the 2/7/2023 meeting on Nel-Marinel Hernandez's motion, Glenn Crawford second on a (3-0) vote.**