*HIV PLANNING COUNCIL*
**FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE MEETING MINUTES**
***WEDNESDAY, JANUARY 18, 2023***

**The HIV PLANNING COUNCIL FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE convened in a REGULAR meeting on WEDNESDAY, JANUARY 18, 2023, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.**

**Committee Chair Barry Waller called the HIV PLANNING COUNCIL Meeting to order at 6:04 p.m.**

**Planning Council Members in Attendance: Barry Waller**
**Planning Council Members in Attendance Remotely: 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 11/16/2022

   **The minutes from the meeting of 11/16/2022 were approved on Sharon Zaldivar Alatorre's motion, Caitlin Simmons' second on an 3-0 vote. For: Barry Waller, Caitlin Simmons, Sharon Zaldivar Alatorre. Against: None. Abstain: None. Absent: Kristina McClendon.**

## 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

   **Janee Rubio has taken on the role of CHA/CHIP, but will be working closely with Planning Council still. Brianna Young is the new administrative assistant for the Administrative Agent.**

4. Office of Support staff report

   **The Kickoff meeting will take place Monday, 1/23/2023. We will be reviewing the workplan calendar, EGM recommendations, trainings and refreshers, Needs Assessment findings and deeper dives for Year 2. The Integrated Plan is under review by the project officers of Texas who will review both the HRSA and CDC plans. We hope to have feedback from them by the end of February. Office of Support will start sending out a Next Steps document after each meeting with action items and reminders.**

5. Administrative Agent (AA) report

   **Update given by Veronica Chavira. Expenditures are updated through November. 65% of funds are expended. Linguistics services are struggling, and may need a directive in order to be better utilized. The AA will confer with the grant coordinators and present their findings to the Planning Council. Some subrecipients are on track to use all funds before the end of the fiscal year (Substance Abuse Services Residential). AA will bring rapid reallocation report to next meeting. Medical Transportation Services may not have as high of a need as predicted due to availability of Telehealth. Medical Case Management, Community Health Worker category should be presenting updates to Planning Council. AA will provide a written report on this category at February Business meeting. Planning Council member from subrecipient may be able to provide regular updates on category goals.**

## DISCUSSION AND ACTION ITEMS

6. Discussion and approval of reallocations

**Tabled**

7. Discussion and approval of meeting times and location

   **Council members would like to consider moving meeting to 5:30pm to 7:30pm. Discussion will be brought back at Business meeting on 1/23/23 in order to include absent member.**

8. Discussion of recommendations for Planning Council budget

   **Overview given by Jaseudia Killion. Conferences need to be updated. Office of Support is planning on ordering tablets and MiFi. It has been difficult to spend the food budget due to virtual attendance. Planning Council can revisit contracts after Needs Assessment presentation.**

## FUTURE AGENDA ITEMS

9. Workplan Calendar review

   **Overview given by Jaseudia Killion. Needs Assessment Year 2 planning will begin in February. The Integrated Plan and its implementation will need to be reviewed starting in March, and will have ongoing updates. Priority Setting and Resource Allocation (PSRA) will need to be completed by October. No solicitations are needed this year. Committee would like to aim for July and August for PSRA. Regular agenda items should include financial updates. Office of Support will send updated draft of workplan calendar to committee for review.**

## ADJOURNMENT

**Committee Chair Barry Waller adjourned the meeting at 7:06p.m. without objection.**

**The minutes were approved at the 2/15/2023 meeting on Barry Waller's motion, G.E. Loveless second on a (3-0) vote.**