



***HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES
TUESDAY, OCTOBER 4, 2022***

The HIV PLANNING COUNCIL convened in an EXECUTIVE COMMITTEE meeting on TUESDAY, OCTOBER 4, 2022, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Secretary Caitlin Simmons called the HIV PLANNING COUNCIL EXECUTIVE COMMITTEE Meeting to order at 5:05p.m.

Planning Council Members in Attendance:

Planning Council Members in Attendance Remotely: Secretary Caitlin Simmons, Nel-Marinel Hernandez, Barry Waller

PUBLIC COMMUNICATION: GENERAL

None

APPROVAL OF MINUTES

1. Approve the minutes of the HIV PLANNING COUNCIL GOVERNANCE/MEMBERSHIP AND CARE STRATEGIES MEETING on 7/5/2022
The minutes from the meeting of 7/5/2022 were approved on Caitlin Simmons's motion, Barry Waller second on a 3-0 vote. For: Caitlin Simmons, Nel-Marinel Hernandez, Barry Waller. Absent: Tarik Daniels. Abstain: 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

Free code for Fast Track City conference is available. If there are any other conferences Council members would like to attend, please contact Office of Support.


4. Administrative Agent Report

None at this time.

5. Office of Support staff report

Update given by Jaseudia Killion. Needs assessment surveys are in progress. Project officer call will be tomorrow. Integrated plan 2022-2026 will follow Needs Assessment. Community input sessions will be scheduled.

DISCUSSION AND ACTION ITEMS

6. Discussion and approval of the nominations for HIV Planning Council Chair 

Nominee withdrew from consideration due to term limits. Bylaw amendment proposal has been submitted for Finance/Allocation and Strategic Planning/Needs Assessment Committee meeting on October 19th, 2022. Committee would not want to amend bylaws to allow conflicted members to serve. Office of Support will reach out to nominee for interest in resubmitting interest.

7. Discussion of meetings through the end of the year

Integrated Plan due in November. Finance and Business will most likely meet in October and November. Office of Support will send a poll to decide date of November Business meeting. No meeting of Executive in November unless a need arises.

8. Discussion of World AIDS Day event

Delta sorority will host, Fast Track Cities will partner. Office of Support will send poll to PC members interested in planning. Evening will include panel discussion, data updates from Ann Robbins, World AIDS Day Proclamation from mayor's office.

COMMITTEE UPDATES

9. Governance/Membership and Care Strategies Committee

Update given by Deena Rawleigh. Discussed New Member Orientation materials and adding availability of electronic devices for members in need. Discussed discrepancy between Administrative Agent's Performance Catalog standards and Planning Council's service standards for Emergency Financial Assistance category. New guides

will come out soon that may supplant these guides. Discussed plan for 2023 recruitment drive. Nel will be highlighted in October, and Steph will be highlighted in November. Discussed looking into financing advertising on Facebook. Recommended several trainings.

10. Finance/Allocations and Strategic Planning/Needs Assessment Committee

Update given by Barry Waller. Reviewed Assessment of the Administrative Mechanism (AAM). Looked over budget spending to date. Discussion of reallocations for underspent categories. Administrative Agent's response to AAM, integrated planning, and reallocations will happen at next meeting.

FUTURE AGENDA ITEMS

None at this time. Committee not planning to meet until next year.

ADJOURNMENT

Secretary Caitlin Simmons adjourned the meeting at 5:48p.m. without objection.

The minutes were approved at the 3/7/2023 meeting on Tarik Daniels' motion, Nel-Marinel Hernandez second on a (4-0) vote.