



***HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES
TUESDAY, MARCH 7, 2023***

The HIV PLANNING COUNCIL convened in an EXECUTIVE COMMITTEE meeting on TUESDAY, MARCH 7, 2023, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Chair Barry Waller called the HIV PLANNING COUNCIL EXECUTIVE COMMITTEE Meeting to order at 5:02p.m.

Planning Council Members in Attendance:

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

PUBLIC COMMUNICATION: GENERAL

None

APPROVAL OF MINUTES

1. Approve the minutes of the HIV PLANNING COUNCIL GOVERNANCE/MEMBERSHIP AND CARE STRATEGIES MEETING on 10/4/2022
The minutes from the meeting of 10/4/2022 were approved on Tarik Daniels' motion, Nel-Marinel Hernandez second on a 4-0 vote. For: Barry Waller, Tarik Daniels, Caitlin Simmons, Nel-Marinel Hernandez. Absent: None. 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.

Tarik Daniels – medical case management, non-medical case management, peer support, community health worker, medical transportation, linguistic services, medical case management MAI, health insurance premium cost sharing assistance, emergency financial assistance.

STAFF BRIEFINGS

3. Introductions/Announcements

The public health planner role will start interviews soon, and a Planning Council member will sit on the interview panel.

4. Administrative Agent Report

Update given by Justin Ferrill. They are awaiting last month's claims for processing and are starting to develop new contracts and extend contracts already in place. They are compiling a report with all client demographics for the HRSA site visit.

5. Office of Support staff report

Update given by Jaseudia Killion. The Adherence conference is in the approval process. The Office of Support will be tabling at a National Week of Prayer event on Thursday. Collaborative Research will be conducting community forums on the new Service Standards. The HRSA site visit will occur at the end of March, and they will meet with the Executive committee during that time. Black Men's Mental Health Fair and South by Southwest also coming up.

DISCUSSION AND ACTION ITEMS

6. Discussion of Planning Council budget

The budget is still being edited. The Adherence conference cost is estimated at \$10,890. Office of Support and AA will try to have an updated budget for Finance/Allocations and Strategic Planning/Needs Assessment.

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

No change at this time.

8. Discussion and approval of recommendations from Needs Assessment 

Overview given by Office of Support. Requests for more information: childcare, dental care, transportation, education on resources (“I did not know where to go”), affordability, insurance education, access to lab work, PrEP and PEP education, housing, verbal abuse and harassment (online vs. in-person), data on Native American and Pacific Islander populations, data on trans community. No additions at this time.

COMMITTEE UPDATES

9. Governance/Membership and Care Strategies Committee


Update given by Nel-Marinel Hernandez. Latinx and Grace conferences coming up.

Upcoming training on March 15 for sexual health and primary care.


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

Update given by Barry Waller. Committee is looking at Linguistics funding, Planning Council being members of consumer advisory boards, community health worker subcontracting and data reporting expectations. Priority Setting and Resource Allocation (PSRA) process will be discussed at next meeting.

FUTURE AGENDA ITEMS

11. Discussion and approval of Workplan calendar 

Items for next month’s meeting: Bylaw and PSRA review.

12. Discussion and approval of annual training schedule 

No updates at this time.

ADJOURNMENT

Chair Barry Waller adjourned the meeting at 5:36p.m. without objection.

The minutes were approved at the 4/4/2023 meeting on Caitlin Simmons’ motion, Barry Waller second on a 4-0 vote.