



***HIV PLANNING COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, MARCH 27, 2023***

**The HIV PLANNING COUNCIL convened in a REGULAR meeting on MONDAY, MARCH 27, 2023, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.**

**Chair Barry Waller called the HIV PLANNING COUNCIL Meeting to order at 6:06p.m.**

**Planning Council Members in Attendance: Barry Waller**

**Planning Council Members in Attendance Remotely: Tarik Daniels, Caitlin Simmons, Glenn Crawford (non-voting), Nel-Marinel Hernandez Kristina McClendon, Sharon Zaldivar Alatorre**

**PUBLIC COMMUNICATION: GENERAL**

**None**

**APPROVAL OF MINUTES**

1. Approve the minutes of the HIV PLANNING COUNCIL REGULAR MEETING on 2/27/2023

**The minutes from the meeting of 2/27/2023 were approved on Tarik Daniels' motion, Kristina McClendon second on a 6-0 vote. For: Barry Waller, Tarik Daniels, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre.**

**Abstain: None. Absent: Steph Adler (member emeritus status), Jonathan Garcia, G.E. Loveless.**

**CONFLICT OF INTEREST DECLARATIONS**

2. Members will declare conflict of interest with relevant agenda items, service categories, and/or service standards

**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.**

**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**

**Aurelia Lopez is the Ending the HIV Epidemic (EHE) coordinator for Austin Public Health.**

**4. Office of Support Staff Report**

**Update given by Deena Rawleigh. Steph Adler is on member emeritus status. Staff is putting together a social calendar and Planning Council members are encouraged to submit events and trainings. We are still waiting on updates for Needs Assessment and Integrated Plan. Staff had an alignment meeting with EHE and Fast Track Cities (FTC) to coordinate goals and efforts, as well as creating an HIV caucus that will be available to all programs. Fast Track Cities held a consortium on March 23<sup>rd</sup>, and staff hopes to bring one of the DSHS presentations to Planning Council in July. EHE is also shifting focus to creating the HIV caucus. The Texas HIV Syndicate is still accepting applications.**

**5. Part B Report**

**Update given by Sharon Zaldivar Alatorre. They are finishing up with the reallocation process, and new contracts are being sent out. The funds in Ryan White, State R, and State Services are underspent.**

**6. Administrative Agent Report**

**Update given by Justin Ferrill. HRSA site visit has concluded, and the final report will arrive within 45 days. A new data system has been purchased, and is in the process of being developed. It should hopefully be done by November. There will be capability to export data to the old system (TCT). The funds are about 83% expended, but there are more claims to be processed. They will most likely need to request a waiver to carry over funds to FY23.**

### **DISCUSSION AND ACTION ITEMS**

7. Presentation of Housing and Planning Department FY23-24 Action Plan Input

**Presentation given by Christian Duran and James May from the Housing Department, and Julia Herrera from HRAU.**

### **COMMITTEE UPDATES**

8. Governance/Membership and Care Strategies Committee

**Update given by Nel-Marinel Hernandez. Committee is working towards filling empty spots on the Planning Council. A temporary flyer has been made while the new planner position is being filled.**

9. Executive Committee

**Update given by Barry Waller. Committee discussed upcoming interviews, waiting for approval for Adherence conference, National Prayer Week, and Needs Assessment.**

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

**Update given by Barry Waller. Committee discussed Priority Setting and Resource Allocation (PSRA) process, which will be coming to Business soon. Governance will be selecting swag items for recruiting purposes which will then go to Finance for budget approval.**

### **FUTURE AGENDA ITEMS**

11. Discussion of Workplan Calendar

**For next month we will discuss Needs Assessment, Integrated Plan, STAR Awards timeline, and PSRA training.**

12. Discussion of Social Media Calendar

**Social media calendar will now also show in-person events and trainings. Planning Council can send events and trainings to the Office of Support through the Survey Monkey link sent out with the staff report.**

**ADJOURNMENT**

**Chair Barry Waller adjourned the meeting at 7:26p.m. without objection.**

**The minutes were approved at the 4/24/2023 meeting on Barry Waller's motion, Tarik Daniels second on a (4-0) vote.**