



***HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES
TUESDAY, APRIL 4, 2023***

The HIV PLANNING COUNCIL convened in an EXECUTIVE COMMITTEE meeting on TUESDAY, APRIL 4, 2023, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Chair Barry Waller called the HIV PLANNING COUNCIL EXECUTIVE COMMITTEE Meeting to order at 5:06p.m.

Planning Council Members in Attendance: Chair Barry Waller

Planning Council Members in Attendance Remotely: 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 3/7/2022
The minutes from the meeting of 3/7/2022 were approved on Caitlin Simmons' motion, Barry Waller 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 HRSA site visit just concluded. We will receive a full list of findings in the near future. The Administrative Agent will then draft a corrective action plan for the findings. Conferences and trainings are coming up, if council members are interested. Jaseudia Killion will attend the Biomedical conference next week, and Nel-Marinel Hernandez will attend the National Latinx conference in May. Justin Ferrill will be leaving the AA, and Ken Martin will be the interim manager. The Office of Support has hired a new planner who will be starting next week.

4. Administrative Agent Report

Update given by Ken Martin. All items covered under announcements.

5. Office of Support staff report

Update given by Jaseudia Killion. All items covered under announcements.

DISCUSSION AND ACTION ITEMS

6. Review of Bylaws and Priority Setting and Resource Allocation process

Overview given by Jaseudia Killion. Open positions in the Planning Council are referenced in the bylaws, but the specific details are written in the Ryan White Manual. Jaseudia recommends discussing criteria factors and weights in next Finance/Allocations and Strategic Planning/Needs Assessment meeting. Planning Council members should send any data requests for PSRA to Office of Support.

COMMITTEE UPDATES

7. Governance/Membership and Care Strategies Committee

Update given by Nel-Marinel Hernandez. There are upcoming events for recruiting that Nel will send links for.

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

Update given by Barry Waller. Committee will cover PSRA and budget, but is still waiting on full Needs Assessment.

FUTURE AGENDA ITEMS

9. Discussion and approval of Workplan calendar

For next month we will cover the caucus proposal.

ADJOURNMENT

Chair Barry Waller adjourned the meeting at 5:41p.m. without objection.

The minutes were approved at the 5/2/2023 meeting on Barry Waller's motion, Caitlin Simmons second on a (3-0) vote.