



***HIV PLANNING COUNCIL  
EXECUTIVE COMMITTEE MEETING MINUTES  
TUESDAY, MAY 2, 2023***

**The HIV PLANNING COUNCIL convened in an EXECUTIVE COMMITTEE meeting on TUESDAY, MAY 2, 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: Secretary Caitlin Simmons, Nel-Marinel Hernandez**

**PUBLIC COMMUNICATION: GENERAL**

**None**

**APPROVAL OF MINUTES**

1. Approve the minutes of the HIV PLANNING COUNCIL EXECUTIVE MEETING on 4/4/2023  
**The minutes from the meeting of 4/4/2023 were approved on Barry Waller’s motion, Caitlin Simmons second on a 3-0 vote. For: Barry Waller, Caitlin Simmons, Nel-Marinel Hernandez. 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

**Staff have meetings lined up for HIV Caucus recruitment. Email will go out for STAR Awards/World AIDS Day work group.**

4. Administrative Agent Report

**Update given by Ken Martin. No significant updates since Business meeting. AA is still waiting for findings report from HRSA.**

5. Office of Support staff report

**Update given by Jaseudia Killion. Addressed in the announcements.**

### **DISCUSSION AND ACTION ITEMS**

6. Discussion of Committee Structure in Bylaws (Article 8) in regard to HIV Caucus

**Overview given by Jaseudia Killion. Options for HIV Caucus are ad-hoc committee, work group, consumer advisory board, or caucus. Governance and Membership will define the structure of HIV Caucus and update Executive committee.**

### **COMMITTEE UPDATES**

7. Governance/Membership and Care Strategies Committee

**Update given by Nel-Marinel Hernandez. Potential for tabling at upcoming PRIDE events for recruitment and retention.**

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

**Update given by Barry Waller. Committee is currently beginning the PSRA process. Committee may have additional purchases and costs to discuss, including reallocation recommendations for HIV Caucus**

### **FUTURE AGENDA ITEMS**

9. Discussion and approval of Workplan calendar

**For next month we will cover the caucus proposal. Pride event planning was added in June for Governance and Membership committee.**

### **ADJOURNMENT**

**Chair Barry Waller adjourned the meeting at 5:31p.m. without objection.**

**The minutes were approved at the 6/6/2023 meeting on CAITLIN SIMMONS' motion, TARIK DANIELS second on a (3-0) vote.**