



***HIV PLANNING COUNCIL  
EXECUTIVE COMMITTEE MEETING MINUTES  
TUESDAY, JULY 11, 2023***

**The HIV PLANNING COUNCIL convened in an EXECUTIVE COMMITTEE meeting on TUESDAY, JULY 11, 2023, remotely via Teams.**

**Chair Barry Waller called the HIV PLANNING COUNCIL EXECUTIVE COMMITTEE Meeting to order at 5:03p.m.**

**Planning Council Members in Attendance:**

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

**PUBLIC COMMUNICATION: GENERAL**

**None**

**APPROVAL OF MINUTES**

1. Approve the minutes of the HIV PLANNING COUNCIL EXECUTIVE MEETING on 6/6/2023

**The minutes from the meeting of June 6, 2023, were approved on Caitlin Simmons' motion, Nel-Marinel Hernandez second on a (3-0) vote. For: Barry Waller, Caitlin Simmons, Nel-Marinel Hernandez. Against: None. Abstain: None. Absent: Tarik Daniels.**

**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

**Office of Support tabled at several events throughout June. P3 conference is coming up, as well as a Family Fun Day on July 29. Feedback for Integrated Plan has been received. Three new applicants to be interviewed during the Governance/Membership meeting.**

4. Office of Support Staff Report

**Update given by Nathalia Delgadillo. Most updates covered in announcements. STAR Awards will launch call for nominations on August 1 and close nominations on August 31. The work group will start planning for World AIDS Day soon.**

5. Administrative Agent Report

**Update given by Ken Martin. Part A site visit report has been received and forwarded to Office of Support. Other findings will be addressed in a meeting with Austin Public Health upper management. Program Manager position is still holding interviews. Part A technical assistance meeting will be held next week.**

### **DISCUSSION AND ACTION ITEMS**

6. Discussion of Officer Elections for Special Chair Election

**Overview given by Jaseudia Killion. Special election for Chair will be held in September. All nominees must be submitted by August 31 to be presented to the Executive committee on September 5 to ensure eligibility and will be voted on by the Business committee on September 25.**

### **COMMITTEE UPDATES**

7. Governance/Membership and Care Strategies Committee

**Update given by Nel-Marinel Hernandez. Three new members will be interviewed at next meeting. Planning for HIV Caucus is underway. Nel will be stepping down as chair of the Governance/Membership and Care Strategies committee.**

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

**Update given by Barry Waller. Committee will discuss Priority Setting and Resource Allocations (PSRA).**

**FUTURE AGENDA ITEMS**

9. Discussion and approval of Workplan calendar  
**PSRA presentations will be added to the next Business meeting. Service standard discussion added to Governance/Membership.**

**ADJOURNMENT**

**Chair Barry Waller adjourned the meeting at 5:23p.m. without objection.**

**The minutes were approved at the 9/12/2023 meeting on Glenn Crawford's motion, Ashley Garling second on a (2-0) vote.**