



***HIV PLANNING COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, AUGUST 28, 2023***

The HIV PLANNING COUNCIL convened in a REGULAR meeting on MONDAY, AUGUST 28, 2023, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Interim Chair Tarik Daniels called the HIV PLANNING COUNCIL Meeting to order at 6:03 p.m.

Planning Council Members in Attendance: None.

Planning Council Members in Attendance Remotely: Tarik Daniels, Steph Adler, Glenn Crawford, Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez Kelle' Martin, Kristina McRae-Thompson, Sharon Zaldivar Alatorre.

**PUBLIC COMMUNICATION: GENERAL**

None

**APPROVAL OF MINUTES**

1. Approve the minutes of the HIV PLANNING COUNCIL SPECIAL-CALLED MEETING on 8/22/2023.

The minutes from the meeting of 8/22/2023 were approved on Nel-Marinel Hernandez's motion, Sharon Zaldivar Alatorre second on an 8-0 vote. For: Tarik Daniels, Steph Adler, Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kelle' Martin, Kristina McRae-Thompson, Sharon Zaldivar Alatorre. Abstain: None. Absent: Joe Anderson.

**CONFLICT OF INTEREST DECLARATIONS**

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

**Tarik Daniels – Health insurance premium cost sharing assistance (HIPSCA), medical case management, emergency financial assistance, medical transportation services, non-medical case management, linguistic services, medical case management MAI**

### **STAFF BRIEFINGS**

3. **Introductions/Announcements**

**Office of Support is still accepting nominations for Chair and Secretary positions. Ken Martin is the new program manager of the Administrative Agent. Marlon Pittman and Grace Ashu – CAN Community Health. Gin Pham – Community Engagement Manager at Transgender Education Network of Texas.**

4. **Office of Support Staff Report**

**Update given by Nathalia Delgadillo. Nominations for Chair and Secretary are open until September 7, and will be reviewed by the Executive committee before going to Business for a vote. Committee chairs have been decided by Tarik Daniels, and confirmations are expected soon. Staff members and Planning Council members will be attending the United States Conference on HIV and AIDS (USCHA) the first week of September. New member interviews will take place in September. STAR Awards/World AIDS Day work group will meet on Friday. Ashley Garling will chair the Finance/Allocation and Strategic Planning/Needs Assessment committee which will discuss a reallocation request at the next meeting. Needs Assessment Year 2 Survey Monkey will be sent out soon, and Integrated Plan feedback will also be presented soon. A new Fast Track Cities coordinator will be announced soon.**


5. **Administrative Agent Report**

**Update given by Ken Martin. AA now has three vacant positions. The non-competing continuation (NCC) report will be due on October 2. The Part C NCC will be due September 18. Expenditures are 19% expended. Carry-over of funds from FY22 has been requested. AA is seeking technical assistance for performance catalog. Lean Six Sigma training and health disparity and viral load calculators are being planned. A client complaint was received, and the grievances will be discussed with the relevant agencies.**

6. **Part B Report**


**Update given by Jonathan Garcia. Contracts are ready to start on September 1. Funds are 33% expended for Ryan White. Reallocations will be made to bring categories back into variance.**

## **DISCUSSION AND ACTION ITEMS**

7. Discussion and approval of Fiscal Year 2024 (FY24) directives 

**Discussion led by Jaseudia Killion. Council discussed which service category or categories should house the Community Health Worker (CHW) directive. Directive currently falls under Medical Case Management (MCM), but cannot continue to be housed solely under that category because not all directive goals cannot be met by MCM. Council decided to house the directive under Early Intervention Services in addition to MCM and MCM MAI.**

**The motion to approve the edits to the CHW directive was approved on Nel-Marinel Hernandez's motion, Kelle' Martin second on a 7-0 vote. For: Steph Adler, Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kelle' Martin, Kristina McRae-Thompson, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels. Absent: Joe Anderson.**

8. Discussion and approval of Resource Allocation Plan Fiscal Year 24 

**Discussion led by Jaseudia Killion. Refer to FY24 Allocations spreadsheets for final allocations.**

**The motion to approve the funding decided for unconflicted categories for FY24 was approved on Nel-Marinel Hernandez's motion, Kristina McRae-Thompson second on a 8-0 vote. For: Tarik Daniels, Steph Adler, Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kelle' Martin, Kristina McRae-Thompson, Sharon Zaldivar Alatorre. Abstain: None. Absent: Joe Anderson.**

**The motion to approve the funding for Early Intervention Services was approved on Nel-Marinel Hernandez's motion, Sharon Zaldivar second on a 7-0 vote. For: Steph Adler, Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kelle' Martin, Kristina McRae-Thompson, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels. Absent: Joe Anderson.**

**The motion to approve the funding for Health Insurance Premium Cost Sharing Assistance (HIPSCA) was approved on Nel-Marinel Hernandez's motion, Sharon**


**Zaldivar second on a 7-0 vote. For: Steph Adler, Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kelle' Martin, Kristina McRae-Thompson, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels. Absent: Joe Anderson.**

**The motion to approve the funding for Emergency Financial Assistance was approved on Nel-Marinel Hernandez's motion, Sharon Zaldivar second on a 7-0 vote. For: Steph Adler, Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kelle' Martin, Kristina McRae-Thompson, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels. Absent: Joe Anderson.**

**The motion to approve the funding for Medical Transportation Services was approved on Nel-Marinel Hernandez's motion, Sharon Zaldivar second on a 7-0 vote. For: Steph Adler, Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kelle' Martin, Kristina McRae-Thompson, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels. Absent: Joe Anderson.**

**The motion to approve the funding for Non-Medical Case Management was approved on Nel-Marinel Hernandez's motion, Sharon Zaldivar second on a 7-0 vote. For: Steph Adler, Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kelle' Martin, Kristina McRae-Thompson, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels. Absent: Joe Anderson.**


**The motion to approve the funding for Linguistic Services was approved on Nel-Marinel Hernandez's motion, Sharon Zaldivar second on a 7-0 vote. For: Steph Adler, Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kelle' Martin, Kristina McRae-Thompson, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels. Absent: Joe Anderson.**

9. Discussion and approval of Minority AIDS Initiative Service Categories 

**The motion to approve the funding for the MAI categories was approved on Nel-Marinel Hernandez's motion, Sharon Zaldivar second on a 7-0 vote. For: Steph Adler, Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kelle' Martin, Kristina McRae-Thompson, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels. Absent: Joe Anderson.**

10. Discussion and approval of Increase/Decrease Plan Fiscal Year 24 

**The motion to approve the Increase/Decrease plan for FY24 was approved on Nel-Marinel Hernandez's motion, Kelle' Martin second on a 7-0 vote. For: Steph Adler, Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kelle' Martin, Kristina McRae-Thompson, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels. Absent: Joe Anderson.**

11. Discussion and approval of Assessment of the Administrative Mechanism Tool Fiscal Year 23 

**Discussion led by Jaseudia Killion. The AAM is a legislative requirement that reviews how quickly and well the AA is administering grant funds. We are currently in year 2, and will not ask procurement questions, but will ask contracting, reimbursement of subrecipients, and use of funds questions. The survey tool used for the assessment may go out as early as tomorrow, and will be sent by Office of Support.**

**The motion to approve the AAM survey tool was approved on Tarik Daniels' motion, Steph Adler second on a 8-0 vote. For: Tarik Daniels, Steph Adler, Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kelle' Martin, Kristina McRae-Thompson, Sharon Zaldivar Alatorre. Abstain: None. Absent: Joe Anderson.**

### **DISCUSSION ITEMS**

12. Review of workplan calendar  
**Tabled.**

### **ADJOURNMENT**

**Interim Chair Tarik Daniels adjourned the meeting at 9:09p.m. without objection.**

**The minutes were approved at the 9/25/2023 meeting on Sharon Zaldivar Alatorre's motion, Kelle' Martin second on a (4-0) vote.**