



***HIV PLANNING COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, OCTOBER 23, 2023***

The HIV PLANNING COUNCIL convened in a REGULAR meeting on MONDAY, OCTOBER 23, 2023, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Kelle' Martin called the HIV PLANNING COUNCIL Meeting to order at 6:07 p.m.

Planning Council Members in Attendance: None.

Planning Council Members in Attendance Remotely: Tarik Daniels, Joe Anderson, Rocky Lane, Kelle' Martin, Sharon Zaldivar Alatorre.

**PUBLIC COMMUNICATION: GENERAL**

Tabled due to speaker not being present.

**APPROVAL OF MINUTES**

1. Approve the minutes of the HIV PLANNING COUNCIL REGULAR MEETING on 9/25/2023.

The minutes from the meeting of 9/25/2023 were approved with edits on Joe Anderson's motion, Sharon Zaldivar Alatorre's second on a 4-0 vote. For: Steph Adler, Joe Anderson, Kelle' Martin, Sharon Zaldivar Alatorre. Abstain: None. Absent: Tarik Daniels (late), Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kristina McRae-Thompson.

**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

**Joe Anderson – Early intervention services (EIS), health insurance premium cost sharing assistance (HIPSCA), medical case management, mental health services, non-medical case management.**

### **STAFF BRIEFINGS**

3. Introductions/Announcements

**Michelle Osorio is the new Fast Track Cities coordinator. Jim Osburn is the community liaison with Thera Technology. Toby Nunley is a prospective Planning Council member.**

4. Office of Support Staff Report

**Update given by Nathalia Delgadillo. Refer to written report for full details.**

5. Administrative Agent Report


**Update given by Ken Martin. Refer to written report for full details.**

6. Part B Report


**Update given by Sharon Zaldivar Alatorre. Refer to written report for full details.**

**Update on non-medical case management being out of variance can be provided at the next meeting.**

### **DISCUSSION AND ACTION ITEMS**



7. Discussion and final approval of Peer Support directive budget 

**The motion to approve \$380,169.48 as the funding for the Community Health Worker directive was approved on Sharon Zaldivar Alatorre's motion, Steph Adler second on a (3-0) vote. For: Steph Adler, Kelle' Martin, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels, Joe Anderson. Absent: Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kristina McRae-Thompson.**

8. Approval of committee recommendation for Outpatient Ambulatory Health Services directive edit 

**The committee recommendation to update wording in the OAHS directive was approved on a (5-0) vote. For: Tarik Daniels, Steph Adler, Joe Anderson, Kelle'**

**Martin, Sharon Zaldivar Alatorre. Abstain: None. Absent: Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kristina McRae-Thompson.**

9. Discussion of recommended reallocation from the Administrative Agent   
**The motion to approve the reallocation of \$24,749 from Linguistics Services to Outpatient Ambulatory Health Services was approved on Steph Adler's motion, Joe Anderson second on a (4-0) vote. For: Steph Adler, Joe Anderson, Kelle' Martin, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels. Absent: Jonathan Garcia, Ashley Garling, Nel-Marinel Hernandez, Kristina McRae-Thompson.**
10. Discussion of committee assignment for the Stigma Index Proposal  
**Stigma Index Proposal is asking for \$20,000/year for 3 years from HIV Planning Council budget, which is about \$42,000/year. The Finance/Allocations and Strategic Planning/Needs Assessment committee will discuss this funding in more depth at their next meeting.**
11. Discussion of committee updates to the application process and materials  
**No updates at this time.**
12. Discussion of recommendations for Planning Council Budget through end of Fiscal Year 23  
**There is approximately \$14,764.57 left in the budget which must be spent by February 29, 2024. Planning Council would like to prioritize spending on outreach events, printing new flyers and resource guides, and spend the remainder on swag. The corresponding funds for next year that would have been spent on swag can then be spent on outreach and advertising. Office of Support will bring flyers, resource guides, and swag to the kickoff meeting for Planning Council approval.**
13. Discussion and approval for the time/date of the 2024 Kick Off Meeting   
**Executive committee recommended that kickoff meeting take place on January 29, from 6pm-9pm. Executive will have to meet at least a week before to approve the agenda. Office of Support recommends that no committees meet before the kickoff meeting except Executive. Planning Council may need to meet briefly in November to vote in new members. Office of Support will send out a survey to determine day and time.**

**FUTURE AGENDA ITEMS**

14. Review of workplan calendar

**New workplan calendar will be presented at the kickoff meeting.**

**ADJOURNMENT**

**Kelle' Martin adjourned the meeting at 8:02p.m. without objection.**

**The minutes were approved at the 1/29/2024 meeting on Ashley Garling's motion, Gin Pham second on a (4-0) vote.**