

HIV PLANNING COUNCIL
SPECIAL-CALLED MEETING MINUTES
MONDAY, JANUARY 29, 2024

The HIV PLANNING COUNCIL convened in a SPECIAL-CALLED meeting on MONDAY, JANUARY 29, 2024, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Kelle' Martin called the HIV PLANNING COUNCIL Meeting to order at 6:06 p.m.

Planning Council Members in Attendance: None. Planning Council Members in Attendance Remotely: Kelle' Martin, Ashley Garling, Gin Pham, Kristina McRae-Thompson.

PUBLIC COMMUNICATION: GENERAL

None.

APPROVAL OF MINUTES

1. Approve the minutes of the HIV PLANNING COUNCIL REGULAR MEETING on 10/23/2023.

The minutes from the meeting of 10/23/2023 were approved with edits on Ashley Garling's motion, Gin Pham's second on a 4-0 vote. For: Kelle' Martin, Ashley Garling, Gin Pham, Kristina McRae-Thompson. Abstain: None. Absent: Joe Anderson, Zac Garay, Jonathan Garcia.

CONFLICT OF INTEREST DECLARATIONS

 Members will declare conflict of interest with relevant agenda items, service categories, and/or service standards
 None.

STAFF BRIEFINGS

3. Introductions/Announcements

Marquis Goodwin is a Planning Council applicant. Alicia Alston is the new Part B planner and also an applicant. Judith Hassan is the client services director of a subrecipient. Violeta Dorantes is the VISTA for the Ending the HIV Epidemic program. Jaseudia Killion will be leaving the Office of Support on February 9, 2024. Zaria Thomas is the Planner I for the Office of Support.

4. Office of Support Staff Report

Update given by Nathalia Delgadillo. Refer to written report for full details. Tarik Daniels, Nel-Marinel Hernandez, Sharon Zaldivar Alatorre, and Steph Adler have departed Planning Council. Six people have expressed interest in joining Planning Council. Kristen Athey is the new HRSA Project Officer.

5. Administrative Agent Report
Update given by Sherry Lyles. Refer to written report for full details. Three funding
specialist positions are posted. Part A is 78% expended through December.

6. Part B Report

Update given by Alicia Alston. Refer to written report for full details. Part B is 63% expended, State R is 87% expended, and State Services are 33% expended. Oral health, Outpatient Ambulatory Health Services, Mental Health, and Non-medical Case Management are out of variance. Total expenditures are within variance.

DISCUSSION AND ACTION ITEMS

7. Open nominations for Vice-Chair and Secretary

None at this time. Nominations can be sent to the Office of Support for the Executive
committee to review at their next meeting on February 6, 2024.

8. Discussion of Planning Council Budget through end of Fiscal Year 23

Overview given by Deena Rawleigh. Office of Support and AA are working on reconciling a discrepancy between amount left in account and expenditures record. For the remainder of the year, the Planning Council has travel for the Latinx conference, Survey Monkey subscription, the Service Standards booklet, and the remainder can be spent on swag.

- 9. Discussion and approval of swag purchase [↑]
 Planning Council would like to purchase the make-up bags, clear fanny packs, and safety alarm key chains. They would like more make-up bags if there are excess funds. No vote needed.
- 10. Discussion and approval of Service Standards updates and printed booklet.

 Overview given by Deena Rawleigh. Some small changes were made to the existing Service Standards along with the addition of the Rapid stART program requirements. Planning Council would like to add QR codes to pages where documents are referenced and to order 400 booklets once those changes are made.

 The motion to approve the updates to the Service Standards and the addition of the Rapid stART addendum was approved on Kelle' Martin's motion, Kristina McRae-Thompson second on a 4-0 vote. For: Kelle' Martin, Ashley Garling, Gin Pham, Kristina McRae-Thompson. Abstain: None. Absent: Joe Anderson, Zac Garay, Jonathan Garcia.
- 11. Discussion and approval for the meeting time/date for committees.

 Executive and Governance/Membership and Care Strategies will discuss their meeting times/days in their respective meetings. Finance/Allocation and Strategic Planning/Needs Assessment will start meeting on the second Wednesday from 1-3pm starting in February.

The motion to approve moving the Finance/Allocation and Strategic Planning/Needs Assessment meeting day and time to second Wednesdays from 1pm-3pm was approved on Kelle' Martin's motion, Gin Pham second on a 4-0 vote. For: Kelle' Martin, Ashley Garling, Gin Pham, Kristina McRae-Thompson. Abstain: None. Absent: Joe Anderson, Zac Garay, Jonathan Garcia.

12. HIV Planning Council Orientation Presentation

Presentation given by Nathalia Delgadillo. Refer to recording for full details. Overview of Planning Council activities: Directives, Priority Setting and Resource Allocation, Assessment of the Administrative Mechanism, Strategic Partnerships, Integrated Plan, and Needs Assessment.

FUTURE AGENDA ITEMS

13. Discussion and approval of workplan calendar for FY24

Finance/Allocations and Strategic Planning/Needs Assessment meeting time updated. This is a living document and will change throughout the year.

The motion to approve the FY24 Workplan Calendar was approved on Kelle' Martin's motion, Ashley Garling second on a 4-0 vote. For: Kelle' Martin, Ashley Garling, Gin Pham, Kristina McRae-Thompson. Abstain: None. Absent: Joe Anderson, Zac Garay, Jonathan Garcia.

14. Discussion and approval of Social Calendar for FY24

Overview given by Zaria Thomas. The social calendar covers holidays, awareness days, events, and items that will be posted on social media. Office of Support is working on creating a platform for Planning Council to be able to access this calendar. The motion to approve the FY24 Social Calendar was approved on Gin Pham's motion, Kristina McRae-Thompson second on a 4-0 vote. For: Kelle' Martin, Ashley Garling, Gin Pham, Kristina McRae-Thompson. Abstain: None. Absent: Joe Anderson, Zac Garay, Jonathan Garcia.

ADJOURNMENT

Kelle' Martin adjourned the meeting at 7:59p.m. without objection.

The minutes were approved at the 2/26/2024 meeting on Ashley Garling's motion, Kelle' Martin second on a (4-0) vote.