HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES
TUESDAY, FEBRUARY 6, 2024

The HIV PLANNING COUNCIL convened in an EXECUTIVE COMMITTEE meeting on TUESDAY, FEBRUARY 6, 2024, at 6310 Wilhelmina Delco Drive, Room 1203, Austin, TX 78752.

Kelle' Martin 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: Kelle' Martin, Zachery Garay, Ashley Garling

PUBLIC COMMUNICATION: GENERAL

None.

APPROVAL OF MINUTES

1. Approve the minutes of the HIV PLANNING COUNCIL EXECUTIVE MEETING on 9/12/2023

   The minutes from the meeting of September 12, 2023, were approved with edits on Kelle' Martin's motion, Zachery Garay second on a (3-0) vote. For: Kelle' Martin, Zachery Garay, Ashley Garling. Against: None. Abstain: None. Absent: None.

CONFLICT OF INTEREST DECLARATIONS

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

   Zachery Garay – Health Insurance Premium Cost Sharing Assistance (HIPCSA), Early Intervention Services (EIS), Medical Nutrition Therapy, Oral Health Care, Outpatient Ambulatory Health Services, Medical Case Management, Food Bank/Home Delivered Meals, Non-Medical case management, Medical Transportation, Linguistics, MAI EIS, MAI Non-medical case management.

STAFF BRIEFINGS

3. Introductions/Announcements

   Steph Adler, Nel-Marinel Hernandez, and Tarik Daniels did not renew their membership. Glenn Crawford has resigned. Jaseudia Killion will be leaving the Office of Support. Zachery Garay is the new chair of Governance/Membership and Care Strategies. Rodrigo Chavez represents the Department of Health and Human Services (HHS) and addresses issues with Ending the HIV Epidemic (EHE).

4. Office of Support Staff Report

   Update given by Nathalia Delgadillo. Refer to written report for full details. Planning Council is still needing nominations for Secretary and Vice Chair. Kristen Athey is the new Project Officer.

5. Administrative Agent Report

   Update given by Ken Martin. Refer to written report for full details. Two open positions will have interviews this week. A third position will be reposted. The HIV Resources Administration Unit (HRAU) has been renamed to the HIV Resources Administration Program (HRA).

DISCUSSION AND ACTION ITEMS

6. Discussion and approval of meeting times and locations for 2024

   No changes at this time.

7. Discussion of agenda setting and meeting structure

   Overview given by Deena Rawleigh. Committee would like to add roll call to call to order. Kelle' Martin would like to receive all committee minutes when they are written. Ashley Garling and Zachery Garay would like to receive their committee minutes when written.

COMMITTEE UPDATES

8. Governance/Membership and Care Strategies Committee

Update given by Nathalia Delgadillo. Refer to Office of Support staff report for full details. Zachery Garay has taken the committee chair position. There are six interested persons, three of which will interview at the next meeting.

9. Finance/Allocations and Strategic Planning/Needs Assessment Committee
   Update given by Nathalia Delgadillo. Refer to Office of Support staff report for full details. Needs Assessment Year 2 literature review is expected to take place in February. The FY24 budget and Stigma Index proposal will be discussed at the next meeting.

FUTURE AGENDA ITEMS

10. Discussion of Workplan calendar
    Committee covered workplan calendar under agenda item 7.

ADJOURNMENT

Kelle' Martin adjourned the meeting at 5:58p.m. without objection.

The minutes were approved at the 3/5/2024 meeting on Zachery Garay's motion, Ashley Garling second on a (2-0) vote.