



***HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES
TUESDAY, MARCH 5, 2024***

The HIV PLANNING COUNCIL convened in an EXECUTIVE COMMITTEE meeting on TUESDAY, MARCH 5, 2024, at 6310 Wilhelmina Delco Drive, Room 1203, Austin, TX 78752.

Kelle' Martin called the HIV PLANNING COUNCIL EXECUTIVE COMMITTEE Meeting to order at 5:05p.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 2/6/2023
The minutes from the meeting of February 6, 2024, were approved with edits on Zachery Garay's motion, Kelle' Martin second on a (2-0) vote. For: Kelle' Martin, Zachery Garay. Against: None. Abstain: None. Absent: Ashley Garling (late).

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

Marquis Goodwin is a prospective Planning Council member.

4. Office of Support Staff Report

Update given by Nathalia Delgadillo. Refer to written report for full details. Jonathan Garcia has resigned. We have three members pending approval from the mayor's office. The Office of Support will table at the National Week of Prayer event on March 7, 2024.

5. Administrative Agent Report

Update given by Ken Martin. Refer to written report for full details. The interviews for the two remaining positions have concluded and are expected to be filled shortly. The Part A contracts have been submitted to City Council for approval.

DISCUSSION AND ACTION ITEMS

6. Discussion and review of Robert's Rule of Order

Overview given by Deena Rawleigh. Currently the Planning Council holds discussion before motions, which is not in compliance with Robert's Rules of Order. The Executive committee would like to update the bylaws to reflect this process.

7. Discussion and review Texas Open Meeting Act

Overview given by Deena Rawleigh. Committee would like to add language about changing meeting rooms within the same building being allowable to the bylaws.

8. Discussion and approval of Bylaws amendments

Overview given by Deena Rawleigh. Committee would like to change wording under 3.1(G) from "Training on Robert's Rules of Order is also available if members choose to participate" to "Training on Robert's Rules of Order will be made available by the Office of Support." The training will not be mandatory. Committee would like Office of Support to explore options with BCIC about non-voting member term limits. The secretary will fill out recommendations for officer nomination approval to submit to

full Business. Under 3.7 Attendance, the committee would like to add work or professional conflicts as a reason for an excused absence. Committee would like to change the wording under 3.9 from “his or her” to “his, her, or their” for inclusivity. Executive will continue to vet officer nominees. Committee would like Office of Support to take over announcing results of officer elections instead of the Secretary. They would like to discontinue performing a roll call vote after the ballots have been tabulated. They would like to change the wording under Section 4.5 from “The term of office shall begin immediately upon election...” to “after officer training” or something to that effect. Under Section 6.1(A), the committee would like to change five days to five business days to ensure compliance with BCIC posting schedules and ensure all corresponding documents can be obtained. They would also like to change the wording on the Chair approving the agendas to approval of the workplan.

The motion to approve postponing the discussion of the bylaw amendments to the April Executive meeting was approved on Kelle’ Martin’s motion, Zachery Garay second on a (2-0) vote. For: Kelle’ Martin, Zachery Garay. Against: None. Abstain: None. Absent: Ashley Garling (departed early).

COMMITTEE UPDATES

9. Governance/Membership and Care Strategies Committee

The motion to approve tabling the agenda items nine, ten, and eleven was approved on Kelle’ Martin’s motion, Zachery Garay second on a (2-0) vote. For: Kelle’ Martin, Zachery Garay. Against: None. Abstain: None. Absent: Ashley Garling (departed early).

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

Tabled.

FUTURE AGENDA ITEMS

11. Discussion of Workplan calendar

Tabled.

ADJOURNMENT

Kelle' Martin adjourned the meeting at 6:03p.m. without objection.

The minutes were approved at the 4/2/2024 on Kelle' Martin's motion, Zachery Garay second on a (2-0) vote. For: Kelle' Martin, Zachery Garay. Against: None. Abstain: None. Absent: Ashley Garling.