HIV PLANNING COUNCIL
FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE MEETING MINUTES
WEDNESDAY, MARCH 13, 2024

The HIV PLANNING COUNCIL FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE convened in a REGULAR meeting on WEDNESDAY, MARCH 13, 2024, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Chair Kelle' Martin called the HIV PLANNING COUNCIL Committee Meeting to order at 1:18 p.m.

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

PUBLIC COMMUNICATION: GENERAL

None

APPROVAL OF MINUTES

1. Approve the minutes of the HIV PLANNING COUNCIL FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE MEETING on 2/14/2024.

   The minutes from the meeting of 2/14/2024 were approved on Gin Pham's motion, Kelle' Martin second on a 3-0 vote. For: Kelle' Martin, Kristina McRae-Thompson, Gin Pham. Against: None. Abstain: None. Absent: Ashley Garling.

CONFLICT OF INTEREST DECLARATIONS

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

   None

STAFF BRIEFINGS

3. Introductions/Announcements

   None at this time.

4. Office of Support staff report

   Update given by Deena Rawleigh. Refer to written report for full details. Planning Council is down to six members, but does have three members submitted to the mayor, and two waiting for interviews. The Governance/Membership and Care Strategies is down to two members and will need one more to be able to meet. Kelle' Martin will sit on the committee for the month of April. New applicants will have to also be approved by City Council per Boards and Commissions.

5. Administrative Agent (AA) report

   Update given by Veronica Chavira. A new funding specialist will start this week and two other candidates are in the process of being hired. The Part A fund is 78% expended through December and is expected to be 87% expended once all claims are submitted. Providers can submit a thirteenth claim by the end of March. There was a rapid reallocation from Early Intervention Services, Medical Case Management, Medical Transportation, Linguistics to Ambulatory Outpatient Health Services, Medical Nutrition Therapy, Non-Medical Case Management, and Food Bank/Home Delivered Meals. Providers utilized other resources for Linguistic and medical transportation. As such the funds are to be used in other categories. EIS and Medical Case Management had staff turnover which reduced the use of the funds. Providers had more need for Nutrition, OAHS, Food Bank, and a slight increase for non-medical case management.

DISCUSSION AND ACTION ITEMS

6. Discussion and approval of Meeting Time and Day

   The motion to postpone the discussion of meeting time and day the meeting on April 10 was approved on Gin Pham's motion, Kristina McRae-Thompson second on a 3-0 vote. For: Kelle' Martin, Kristina McRae-Thompson, Gin Pham. Against: None. Abstain: None. Absent: Ashley Garling.

7. Discussion and approval of Stigma Index Proposal

   Overview given by Rick Astray-Caneda. Planning Council would be able to sponsor the index, allow Stigma to table with them at events, give feedback on marketing materials, and help with other advisory roles. Office of Support will look into the ability to provide compensation for the Steering Committee or to assist with logistics. The committee would like to wait until the full FY24 award is known before
   The motion to recommend Planning Council support for requests 1, 2, 4, 6, and 7 to the full Business committee was approved on Kelle' Martin's motion, Kristina McRae-Thompson second on a 3-0 vote. For: Kelle' Martin, Kristina McRae-Thompson, Gin Pham. Against: None. Abstain: None. Absent: Ashley Garling.

FUTURE AGENDA ITEMS

8. Workplan Calendar review

   Items related to the Needs Assessment literature review, Integrated Plan, and meeting time and day were moved to April. Items related to Needs Assessment Year 3 were moved from April to May. Committee would like the budget to be added as soon as the full notice of award is sent. The recommendation for the Stigma Index proposal was added to the upcoming Business meeting.

ADJOURNMENT

The motion to adjourn the meeting at 2:03pm was approved on Kelle' Martin's motion, Gin Pham second without objection.

The minutes were approved at the 4/10/2024 meeting on Kelle' Martin's motion, Kristina McRae-Thompson second on a 3-0 vote. For: Judith Hassan, Kelle' Martin, Kristina McRae-Thompson. Against: None. Abstain: None. Absent: Ashley Garling, Gin Pham.