HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES
TUESDAY, JUNE 4, 2024

The HIV PLANNING COUNCIL convened in an EXECUTIVE COMMITTEE meeting on TUESDAY, JUNE 4, 2024, at 6310 Wilhelmina Delco Drive, Room 1203, Austin, TX 78752.

Kelle' Martin called the HIV PLANNING COUNCIL EXECUTIVE COMMITTEE Meeting to order at 5:11p.m.

Planning Council Members in Attendance:
Planning Council Members in Attendance Remotely: Kelle' Martin, Marquis Goodwin, Zachery Garay, Kristina McRae-Thompson.

PUBLIC COMMUNICATION: GENERAL

None.

APPROVAL OF MINUTES

1. Approve the minutes of the HIV PLANNING COUNCIL EXECUTIVE MEETING on 5/7/2023.
   The minutes from the meeting of May 7, 2024, were approved as written on Marquis Goodwin's motion, Kelle' Martin second on a (4-0) vote. For: Kelle' Martin, Marquis Goodwin, Zachery Garay, Kristina McRae-Thompson. 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.
   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.

Marquis Goodwin – Medical Case Management, Health Insurance Premium Cost Sharing Assistance (HIPCSA), Non-Medical Case Management, Linguistic Services, Medical Transportation.

STAFF BRIEFINGS

3. Introductions/Announcements

   Oscar Perez is the HIV Community Liaison at Gilead Sciences. Today is Kristina McRae-Thompson and Marquis Goodwin's first Executive meeting. Joe Anderson will be switching from voting membership to non-voting membership.

4. Office of Support Staff Report

   Update given by Nathalia Delgadillo. Refer to written report for full details. The Planning Council now has 12 total members. Marquis Goodwin has taken on the role of Vice-Chair.

5. Administrative Agent Report

   Update given by Ken Martin. Refer to written report for full details. HRA is fully staffed. All Ryan White Part A contracts have been executed or are routed for signature.

DISCUSSION AND ACTION ITEMS

6. Discussion and approval of Policies and Procedures

   Overview given by Deena Rawleigh. Committee would like to except the monthly digest and other public service announcements from Planning Council approval (Policy and Procedure 2.0, Section 5). The two new policies and procedures are 11.0 HIV Planning Council Event Participation and Sponsorship and 12.0 HIVPC Long-Distance Travel. For 11.0, the Committee would like to explore the ability to attend events that have cover charges. They would also like event approval to go through Executive and then

to Business. For 12.0, the Office of Support will check with HRSA on the allowability of non-voting members to travel.

The motion to approve the Policies and Procedures document with edits was approved on Kelle' Martin's motion, Zachery Garay second on a (4-0) vote. For: Kelle' Martin, Marquis Goodwin, Zachery Garay, Kristina McRae-Thompson. Against: None. Abstain: None. Absent: Ashley Garling.

7. Discussion and approval of the Memorandum of Understanding (MOU)

   Overview given by Deena Rawleigh. The committee changed "co-chairs" to "committee chairs" to reflect current terms. Committee names have been updated throughout the document. The monthly expenditures report will be brought to Finance/Allocations and Strategic Planning/Needs Assessment on a monthly basis. "Comprehensive Plan" was updated to "Integrated Plan." Fast Track Cities and Ending the HIV Epidemic was added to the list of collaborators on the Integrated Plan. "Director" was updated to "Program Manager" for the Administrative Agent for clarity.

   The motion to approve the MOU with edits was approved on Zachery Garay's motion, Kristina McRae-Thompson second on a (4-0) vote. For: Kelle' Martin, Marquis Goodwin, Zachery Garay, Kristina McRae-Thompson. Against: None. Abstain: None. Absent: Ashley Garling.

8. Discussion and approval of Bylaws edits

   Overview given by Deena Rawleigh. To ensure agreement among documents, Section 7.1 has been updated to include "(C) All meetings of the Planning Council and committees will include a hybrid option that allows for teleconferencing and videoconferencing."

   The motion to approve the edits to the Bylaws was approved on Kelle Martin's motion, Zachery Garay second on a (4-0) vote. For: Kelle' Martin, Marquis Goodwin, Zachery Garay, Kristina McRae-Thompson. Against: None. Abstain: None. Absent: Ashley Garling.

COMMITTEE UPDATES

9. Governance/Membership and Care Strategies Committee

   Overview given by Nathalia Delgadillo. Refer to staff report for full details. The committee finalized the time, date, location, and goals for the townhall. They also reviewed items on the recruitment and retention plan.

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

    Overview given by Nathalia Delgadillo. Refer to staff report for full details. The committee updated the Summary of Data Needs and Requests for Priority Setting and Resource Allocation (PSRA) of fiscal year 2025. They also received a data presentation on Minority AIDS Initiative (MAI) and Early Identification of Individuals with HIV/AIDS (EIIHA) and updated the Integrated Plan.

FUTURE AGENDA ITEMS

11. Discussion of Workplan calendar

    All items approved in this meeting will be added to the Business agenda. The reallocation trends and social equity analysis will be added to July Business.

ADJOURNMENT

The motion to adjourn the meeting at 6:04pm was approved on Kelle' Martin's motion, Marquis Goodwin second without objection.

The minutes were approved at the 7/2/2024 meeting on Marquis Goodwin's motion, Kelle' Martin second on a (3-0) vote. For: Kelle' Martin, Marquis Goodwin, Kristina McRae-Thompson. Against: None. Abstain: None. Absent: Zachery Garay, Ashley Garling.