HIV PLANNING COUNCIL
REGULAR MEETING MINUTES
MONDAY, JUNE 24, 2024

The HIV PLANNING COUNCIL convened in a REGULAR meeting on MONDAY, JUNE 24, 2024, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

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

Planning Council Members in Attendance: None.
Planning Council Members in Attendance Remotely: Kelle' Martin, Marquis Goodwin, Alicia Alston, Liza Bailey, Aran Belani, Zachery Garay, Ashley Garling, Judith Hassan.

PUBLIC COMMUNICATION: GENERAL

None.

APPROVAL OF MINUTES

1. Approve the minutes of the HIV PLANNING COUNCIL SPECIAL-CALLED MEETING on 5/20/2024.
   The minutes from the meeting of 5/20/2024 were approved as written on Alicia Alston's motion, Ashley Garling second on an 8-0 vote. For: Kelle' Martin, Marquis Goodwin, Alicia Alston, Liza Bailey, Aran Belani, Zachery Garay, Ashley Garling, Judith Hassan. Abstain: None. Absent: Rocky Lane (non-voting), Kristina McRae-Thompson, Gin Pham.

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, Non-Medical Case Management, Linguistics Services, Medical Transportation.

Judith Hassan – Housing, Linguistics Services, Medical Transportation.

STAFF BRIEFINGS

3. Introductions/Announcements
   Office of Support tabled at the Party at the People's House event. The Townhall will be held on July 17. They will also table at the National HIV Testing Day on June 27.
4. Office of Support Staff Report
   Update given by Zaria Thomas. Refer to written report for full details. Applicant Fareeha Qureshi is awaiting mayoral approval. Joe Anderson will become a non-voting member. Finance/Allocations and Strategic Planning was cancelled due to lack of quorum. The HIV Planning Council Linktree is now live.
5. Administrative Agent Report
   Update given by Ken Martin. Refer to written report for full details. All contracts have been fully executed. Part A is 13% expended. The Fiscal Year 2023 (FY23) Carryover report will need the Chair's signature. Provide Enterprise database is now live and will be replacing Take Charge Texas. The P3 Symposium will be held on July 12.
6. Part B Report
   Update given by Alicia Alston. Refer to written report for full details. The Ryan White funds are 10% expended. The Ryan White Part B funds for the Austin agencies is 12% expended.

DISCUSSION AND ACTION ITEMS

7. Presentation of Fast Track Cities and Ending the HIV Epidemic Updates

Michelle Osorio presented on Fast Track Cities (FTC) program updates. FTC has set the goals of zero new HIV infections and zero AIDS-related deaths. There are four workgroups in the Austin FTC chapter: Social Determinants of Health and Equity workgroup, Retention, Re-engagement, and Viral Load Suppression workgroup, Testing and Rapid Linkage workgroup, and Prevention workgroup. Aurelia Lopez presented on Ending the HIV Epidemic (EHE) program updates. The goal of EHE is to reduce new HIV infections by 75% by 2025 and by 90% by 2030. EHE uses technology to increase testing and make testing more accessible in non-traditional settings. Erin Brown presented on Ryan White Part A and HRSA EHE program updates. Ryan White Part A funds were 99.33% expended in FY23. EHE funds were 53.2% expended.

8. Discussion and approval of new member applicant

   The motion to approve Fareeha Qureshi for Planning Council membership was approved on Kelle' Martin's motion, Alicia Alston second on an 8-0 vote. For: Kelle' Martin, Marquis Goodwin, Alicia Alston, Liza Bailey, Aran Belani, Zachery Garay, Ashley Garling, Judith Hassan. Abstain: None. Absent: Rocky Lane (non-voting), Kristina McRae-Thompson, Gin Pham.

9. Discussion and approval of Townhall Flyer and Agenda

   The motion to approve the agenda and flyer for the Townhall was approved on Kelle' Martin's motion, Alicia Alston second on an 8-0 vote. For: Kelle' Martin, Marquis Goodwin, Alicia Alston, Liza Bailey, Aran Belani, Zachery Garay, Ashley Garling, Judith Hassan. Abstain: None. Absent: Rocky Lane (non-voting), Kristina McRae-Thompson, Gin Pham.

10. Discussion and approval of FAQ Flyer

    The final edits are still in progress.

    The motion to table the FAQ flyer until the final edits are complete was approved on Kelle' Martin's motion, Alicia Alston second without objection.

11. Discussion of Notice of Award for Fiscal Year 2024 (FY24)

Overview given by Ken Martin. The Notice of Award begins the process for contracting. There are usually at least two notices per fiscal year. The increase this year was only about 1%.

12. Discussion and approval of Policies and Procedures, Memorandum of Understanding (MOU), and Bylaws

Overview given by Deena Rawleigh. All documents received minor updates including grammar corrections, updated committee names, updated staff names and position titles, and updates to reflect current practices. After Planning Council input, the documents will be reviewed by HRSA project officers, Boards and Commissions, City of Austin Legal Department, and Records and Information Management to ensure compliance with all requirements.

The Bylaws were edited to include "7.1(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 Alicia Alston's motion, Marquis Goodwin second on an 8-0 vote. For: Kelle' Martin, Marquis Goodwin, Alicia Alston, Liza Bailey, Aran Belani, Zachery Garay, Ashley Garling, Judith Hassan. Abstain: None. Absent: Rocky Lane (non-voting), Kristina McRae-Thompson, Gin Pham.

The MOU was edited to allow for 2-5 days for special requests to be sent from the Office of Support to the committee chair and Planning Council leadership (page 14).

The motion to approve the edits to the MOU was approved on Marquis Goodwin's motion, Zachery Garay second on an 8-0 vote. For: Kelle' Martin, Marquis Goodwin, Alicia Alston, Liza Bailey, Aran Belani, Zachery Garay, Ashley Garling, Judith Hassan. Abstain: None. Absent: Rocky Lane (non-voting), Kristina McRae-Thompson, Gin Pham.

Policy and Procedure 1.4 was edited to allow Office of Support to initiate contact on behalf of Planning Council on matters already approved by Planning Council. 1.5 was updated to allow the monthly digest, public service announcements, and items of interest to be distributed by the Office of Support without Planning Council approval, and that time-sensitive materials can be approved by the Chair alone. The wording of

policies 8.0, 9.0, and 10.0 were updated to reflect Planning Council goals. Under policy 8.0, language was added for a process for a voting member to become a non-voting member. Policy 11.0 is brand new and covers event participation and sponsorship. Policy 12.0 is also brand new and covers long-distance travel approval for members.

The motion to approve the edits to the Policies and Procedures was approved on Kelle' Martin's motion, Alicia Alston second on an 8-0 vote. For: Kelle' Martin, Marquis Goodwin, Alicia Alston, Liza Bailey, Aran Belani, Zachery Garay, Ashley Garling, Judith Hassan. Abstain: None. Absent: Rocky Lane (non-voting), Kristina McRae-Thompson, Gin Pham.

13. Discussion of the Annual Internal Review and Report of the HIV Planning Council

    Overview given by Nathalia Delgadillo. This is an annual report due to Boards and Commissions covering a board's accomplishments and goals. However, the Planning Council has not historically completed this as they are accountable to HRSA. If members would like to fill it out, they may send it to the Office of Support.

14. Open nominations for Secretary

    Chair Kelle' Martin and Alicia Alston nominated Kristina McRae-Thompson for Secretary.

COMMITTEE UPDATES

15. Governance/Membership and Care Strategies

    Update given by Nathalia Delgadillo. The committee interviewed Fareeha Qureshi and reviewed the FAQ.

16. Finance/Allocations and Strategic Planning/Needs Assessment

    Update given by Nathalia Delgadillo. The most recent committee meeting was cancelled due to lack of quorum.

FUTURE AGENDA ITEMS

17. Discussion of workplan calendar and social calendar

For the workplan calendar: The FAQ review was moved to July. The new member application review was added to Governance/Membership and Care Strategies (GMCS). Review of the resource guide was moved from July GMCS to August. Executive will vet the Secretary nomination. Attendance policy and procedure will be removed from GMCS and brought back with all Policy and Procedure edits. The rapid reallocation policy review was removed from Finance/Allocations and Strategic Planning/Needs Assessment (FASPNA) due to having just reviewed it as part of the Policy and Procedure updates. The Needs Assessment Year 3 (NAY3) items were moved down a month. The Planning Council budget was added to FASPNA. NAY2 check-in was added to July FASPNA.

There have been no significant updates to the social calendar. Event links will be included on the Linktree, and more information is also included in the monthly digest.

ADJOURNMENT

The motion to adjourn the meeting at 8:12pm was approved on Kelle' Martin's motion, Marquis Goodwin second without objection.

The minutes were approved at the 8/26/2024 meeting on Kelle' Martin's motion, Gin Pham's second on a (5-0) vote. For: Kelle' Martin, Liza Bailey, Zachery Garay, Gin Pham, Fareeha Qureshi. Abstain: None. Off dais: None. Non-voting: Rocky Lane. Absent: Marquis Goodwin, Alicia Alston, Joe Anderson, Aran Belani, Ashley Garling, Judith Hassan, Kristina McRae-Thompson.