HIV PLANNING COUNCIL EXECUTIVE COMMITTEE
REGULAR MEETING MINUTES
TUESDAY, MAY 20th 2025

The HIV PLANNING COUNCIL EXECUTIVE COMMITTEE convened in a REGULAR meeting on TUESDAY, MAY 20TH 2025 at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Kelle Martin called the HIV PLANNING COUNCIL EXECUTIVE MEETING to order at 5:10 p.m.

Planning Council Members in Attendance: None.
Planning Council Members in Attendance Remotely: Kelle' Martin, Marquis Goodwin, Kristina McRae-Thompson
Absent: Ashley Garling

PUBLIC COMMUNICATION: GENERAL

No speakers in attendance.

APPROVAL OF MINUTES

1. Approve the minutes of the HIV Planning Council regular meeting of the Executive Committee on February 18th, 2025

The minutes from the meeting of 02/18/2025 were approved as written on Kelle Martin's motion, Marquis Goodwin second on a vote of 3-0. For: Kelle Martin, Marquis Goodwin, 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.

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

Briefing given by Rashana Raggs. Rashana will be attending IAPAC conference; still working on travel memo for Kelle, Marquis and Holly to attend USCHA. Meet and greet held with possible new board member by OoS, he will meet the remaining council in July due to June meeting being cancelled.

Refer to written report for full details.

4. Office of Support Staff Briefing

Briefing by Rashana Raggs. Joe Anderson completed BCIC training and is now a voting member once again. Grant Kick Off May 6th at BTC, City of Austin will be closed Memorial Day. Needs Assessment is ongoing. Integrated plan is ongoing. PSRA is continuously being updated.

Refer to written report for full details.

5. Administrative Agent Staff Briefing

Briefing by Ken Martin. All contracts have been fully executed. Received new notice of funding for HOPWA, $40,000 increase. CVC EHE contract is coming to an end, a new 12 month one was created, awaiting confirmation on funding.

Refer to written report for full details.

DISCUSSION ITEMS

6. Discussion of the Membership Reflectiveness Report

Discussion led by Rashana Raggs. Refer to written report for full details.

7. Discussion of the Member Attendance Report

Discussion led by Zaria Thomas. All members in good standing, Joe Anderson's record will need to be updated for his new term. Refer to written report for full details.

8. Interview of HIV Planning Council applicant

Interview conducted by board members beginning at 5:30pm. Concluded at 5:40pm.

DISCUSSION AND ACTION ITEMS

9. Discussion and approval of HIV Planning Council applicant

The motion to approve Issac Caballero's membership with the HIV Planning council was approved on Kelle Martin's motion, and Marquis Goodwin second on a vote of 3-0. Final voting will be done at Full Council Meeting. For: Kelle Martin, Marquis Goodwin, Kristina McRae- Thompson. Against: None. Abstain: None. Absent:Ashley Garling.

10. Discussion and approval of COI Policy

The motion to approve COI Policy approved on Marquis Goodwin's motion, and Kelle Martin second. Motion passed on a vote of 3-0. For: Kelle Martin, Marquis Goodwin, Kristina McRae- Thompson. Against: None. Abstain: None. Absent:Ashley Garling.

COMMITTEE UPDATES

11. Care Strategies and Engagement Committee

Discussed and approved town hall materials and discussed integrated plan updates.

12. Finance and Assessment Committee

Discussed May meeting cancelation due to lack of quorum, next meeting will be on June 3rd, 2025.

FUTURE AGENDA ITEMS

13. Discussion of workplan and social calendar

Discussion of social calendar given by Zaria Thomas. Discussion of workplan calendar given by Rashana Raggs.

ADJOURNMENT

The motion to adjourn meeting at 5:54pm was approved on Kelle Martin's motion, Alicia Alston second with no objections.

The minutes were approved at the 7/15/2025 meeting on Ashley Garling's motion, Alicia Alston second on a (4-0) vote.