REGULAR MEETING OF THE HIV PLANNING COUNCIL
FINANCE AND ASSESSMENT COMMITTEE
WEDNESDAY, MAY 13TH, 6:00 P.M.
PERMITTING AND DEVELOPMENT CENTER
ROOM 1203
6310 WILHELMINA DELCO DRIVE
AUSTIN, TEXAS

Some members of the HIV PLANNING COUNCIL may be participating by videoconference. The meeting may be viewed online at: **Join the meeting now**

Public comment will be allowed in person or remotely via telephone or Teams. Speakers may only register to speak on an item once either in person or remotely and will be allowed up to three minutes to provide their comments. Registration no later than noon the day before the meeting is required for remote participation. To register to speak, call or email the Office of Support, (737)-825-1684 or hivplanningcouncil@austintexas.gov

CURRENT HIV PLANNING COUNCIL FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE MEMBERS:

Empty, Committee Chair
Liza Bailey
Katherine Brandhuber
Judith Hassan, on leave
Drew Kyler
Kelle' Martin
Henry Chan

AGENDA

CALL TO ORDER

PUBLIC COMMUNICATION: GENERAL

The first 10 speakers signed up no later than noon on **5/12/2026** will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.

APPROVAL OF MINUTES

1. Approve the minutes of the HIV Planning Council regular meeting of the Finance/Allocations and Strategic Planning/Needs Assessment Committee on February 11th, 2026

CONFLICT OF INTEREST DECLARATIONS

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

STAFF BRIEFINGS

3. Introductions/Announcements
4. Office of Support Staff Briefing
5. Administrative Agent Staff Briefing

DISCUSSION ITEMS

6. Discussion of Resource Inventory updates
7. Discussion of Needs Assessment update
8. Discussion of Chair nominations for the Finance and Assessment Committee

DISCUSSION AND ACTION ITEMS

9. Discussion and approval of funding for HIPAA compliant transcribing and thematic analysis equipment for conducting 2026 Needs Assessment focus groups
    a. Two PLAUD transcribing devices
        i. $125 one-time fee for each device
    b. Dedoose
        i. $25 per user, per month
    c. Nvivo
        i. $750 per user, annually
10. Discussion and approval of HIPAA compliant text messaging tool
    a. Quo
        i. $25 per user, per month

FUTURE AGENDA ITEMS

11. Discussion of social calendar and workplan calendar

ADJOURNMENT

Indicative of action items

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. TTY users' route through Relay Texas at 711.

For More Information on the HIV Planning Council, please contact HIV Planning Council Office of Support at (737) 825-1684.