HIV PLANNING COUNCIL
FINANCE AND ASSESSMENT COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 11TH, 2026

The HIV PLANNING COUNCIL convened in a REGULAR FINANCE AND ASSESSMENT COMMITTEE meeting on WEDNESDAY, FEBRUARY 11TH, 2026, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Kelle' Martin called the HIV PLANNING COUNCIL FINANCE AND ASSESSMENT Committee Meeting to order at 6:30 P.M.

Planning Council Members in Attendance: None
Planning Council Members in Attendance Remotely: Liza Bailey, Drew Kyler, Kelle' Martin and Henry Chan.
Absent: Judith Hassan.

PUBLIC COMMUNICATION: GENERAL

None.

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 October 8th, 2025

   The minutes from the meeting of 10/8/2025 were approved on Kelle' Martin's motion, Henry Chan second on a 4-0 vote. For: Liza Bailey, Drew Kyler, Kelle' Martin, and Henry Chan. Against: None. Abstain: None. Off dais: None. Absent: Judith Hassan.

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

Introductions given by Rashana Raggs. Leanna Cortinas has joined the Office of Support as an intern.

4. Office of Support Staff Briefing

Briefing given by Rashana Raggs. See report for full details.

5. Administrative Agent Staff Briefing

Briefing given by Ken Martin. See report for full details.

DISCUSSION ITEMS

6. Discussion of Priority Setting and Resource Allocation (PSRA) process

Discussion led by Rashana Raggs. PowerPoint detailing the PSRA process presented. See presentation for full details.

7. Discussion of Needs Assessment activities and updates

Discussion led by Holly Bahamonde. See excel sheet for full details.

DISCUSSION AND ACTION ITEMS

8. Discussion and approval of Focus Group logistics
    a. Focus group populations

The motion to finalize the focus group populations were approved on Kelle' Martin's motion, Henry Chan second on a 3-0 vote. For: Liza Bailey, Kelle' Martin, and Henry Chan. Against: None. Abstain: None. Off dais: None. Absent: Drew Kyler and Judith Hassan.

    b. Number of participants

The motion to approve the number of participants were approved on Kelle' Martin's motion, Henry Chan second on a 3-0 vote. For: Liza Bailey, Kelle' Martin, and Henry Chan. Against: None. Abstain: None. Off dais: None. Absent: Drew Kyler and Judith Hassan.

    c. Incentive amount
        i. $3200

The motion to set the allocated amount for incentives as $3800 were approved on Kelle' Martin's motion, Henry Chan second on a 3-0 vote. For: Liza Bailey, Kelle' Martin, and Henry Chan. Against: None. Abstain: None. Off dais: None. Absent: Drew Kyler and Judith Hassan.

9. Discussion and approval of 2026 Focus Group materials
    a. Flyer
    b. Consent form

The motion to approve the flyer and consent form with edits were approved on Kelle' Martin's motion, Henry Chan second on a 3-0 vote. For: Liza Bailey, Kelle' Martin, and Henry Chan. Against: None. Abstain: None. Off dais: None. Absent: Drew Kyler and Judith Hassan.

FUTURE AGENDA ITEMS

10. Discussion of social calendar and workplan calendar

Discussion led by Rashana Raggs. See excel sheets for full details.

ADJOURNMENT

The motion to adjourn the meeting at 7:30 P.M. was approved on Kelle' Martin motion, seconded by Henry Chan with no objections.

The minutes were approved at the 5/13/2026 meeting Kelle' Martin's motion, Drew Kyler second on a 4-0 vote