HIV PLANNING COUNCIL
SPECIAL CALLED MEETING MINUTES
MONDAY, FEBRUARY 23rd, 2026, 6:00 P.M.

The HIV PLANNING COUNCIL convened in a SPECIAL CALLED meeting on MONDAY, FEBRUARY 23rd, 2026, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Kelle' Martin called the HIV PLANNING COUNCIL Meeting to order at 6:05 P.M.

Planning Council Members in Attendance: None.
Planning Council Members in Attendance Remotely: Kelle' Martin, Alicia Alston, Aran Belani, Marquis Goodwin, Joe Anderson Jr., Jeremy Caballero, Kristina McRae-Thompson, Henry Chan and Drew Kyler.

PUBLIC COMMUNICATION: GENERAL

None.

APPROVAL OF MINUTES

1. Approve the minutes of the HIV Planning Council regular meeting on February 2nd, 2026.

The minutes from the meeting of 2/2/2026 were approved as written on Kelle' Martin's motion, Alicia Alston second on a vote of (9-0). For: Kelle' Martin, Alicia Alston, Aran Belani, Marquis Goodwin, Joe Anderson Jr., Jeremy Caballero, Kristina McRae-Thompson, Henry Chan, and Drew Kyler. Off dais: None. Non-voting: None. Abstain: None. Absent: Liza Bailey and Judith Hassan.

CONFLICT OF INTEREST DECLARATIONS

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

Joe Anderson Jr. - Early Intervention Services (EIS), Health Insurance Premium Cost Sharing Assistance (HIPCSA), Medical Case Management, Mental Health Services, and Non-Medical Case Management

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

STAFF BRIEFINGS

3. Introductions/Announcements

Introductions and announcements given by Rashana Raggs. New intern Leanna Cortinas has joined the Office of Support.

4. Office of Support Staff Briefing

Briefing given by Rashana Raggs. See report for full details. Site visit for the Executive Committee will be held in April.

5. Administrative Agent Staff Briefing

Briefing given by Ken Martin, Jennifer LaBlanc, and Zechariah Plummer. See report for full details.

6. Part B Staff Briefing

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

DISCUSSION ITEMS

7. Discussion of governing documents
    a. Bylaws 2026

Discussion led by Rashana Raggs. Articles 2, 3, 5, 6, 7, 8 and 10 were updated with verbiage from Boards and Commissions. See 2026 Bylaws document for full details.

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

Discussion led by Rashana Raggs. Brief overview of PowerPoint presentation explaining PSRA process. See PowerPoint for full details.

DISCUSSION AND ACTION ITEMS

9. Discussion and approval of new applicants
    a. Katherine Brandhuber

The motion to approve Katherine Brandhuber's membership with the HIV Planning council was approved on Kelle' Martin's motion with no objections.

    b. Adryan Brown

The motion to approve Adryan Brown's membership with the HIV Planning council was approved on Kelle' Martin's motion with no objections.

c. Brandon Diaz

The motion to approve Brandon Diaz's membership with the HIV Planning council was approved on Kelle' Martin's motion with no objections.

d. Kathleen Irwin

The motion to table discussion and approval of prospective member Kathleen Irwin to next Full Council meeting due to absence was approved on Kelle' Martin's motion, Kristina Mc-Rae Thompson second on a vote of (9-0). For: Kelle' Martin, Alicia Alston, Aran Belani, Marquis Goodwin, Joe Anderson Jr., Jeremy Caballero, Kristina McRae-Thompson, Henry Chan, and Drew Kyler. Off dais: None. Non-voting: None. Abstain: None. Absent: Liza Bailey and Judith Hassan.

e. Kyle Murphy

The motion to approve Kyle Murphy's membership with the HIV Planning council was approved on Kelle' Martin's motion with no objections.

10. Discussion and approval of Fiscal Year 2026 (FY26) workplan calendar and social calendar

The motion to table the discussion and approval of Fiscal Year 2026 (FY26) workplan calendar and social calendar was approved on Drew Kyler's motion, Kelle' Martin second on a vote of (9-0). For: Kelle' Martin, Alicia Alston, Aran Belani, Marquis Goodwin, Joe Anderson Jr., Jeremy Caballero, Kristina McRae-Thompson, Henry Chan, and Drew Kyler. Off dais: None. Non-voting: None. Abstain: None. Absent: Liza Bailey and Judith Hassan.

11. Discussion and approval of Fiscal Year 2026 (FY26) Recruitment and Retention plan

The motion approve Fiscal Year 2026 (FY26) Recruitment and Retention plan was approved on Kelle' Martin's motion, Kristina Mc-Rae Thompson second on a vote of (9-0). For: Kelle' Martin, Alicia Alston, Aran Belani, Marquis Goodwin, Joe Anderson Jr., Jeremy Caballero, Kristina McRae-Thompson, Henry Chan, and Drew Kyler. Off dais: None. Non-voting: None. Abstain: None. Absent: Liza Bailey and Judith Hassan.

12. Discussion and approval of Community and Empowerment Townhall

The motion to approve the collaboration between Vivent Health and the HIV Planning Council for the Community and Empowerment Townhall was approved on Alicia Alston's motion, Henry Chan second on a vote of (9-0). For: Kelle' Martin, Alicia Alston, Aran Belani, Marquis Goodwin, Joe Anderson Jr., Jeremy Caballero, Kristina McRae-

Thompson, Henry Chan, and Drew Kyler. Off dais: None. Non-voting: None. Abstain: None. Absent: Liza Bailey and Judith Hassan.

13. Discussion and approval of Focus Group Logistics
    a. Focus group populations

The motion to approve the focus group populations as Black men who have sex with men, Black women who have sex with men, Latino men diagnosed with HIV within two years who have sex with men, and individuals living with HIV who are 65 or older was approved on Kelle' Martin's motion, Kristina Mc-Rae Thompson second on a vote of (9-0). For: Kelle' Martin, Alicia Alston, Aran Belani, Marquis Goodwin, Joe Anderson Jr., Jeremy Caballero, Kristina McRae-Thompson, Henry Chan, and Drew Kyler. Off dais: None. Non-voting: None. Abstain: None. Absent: Liza Bailey and Judith Hassan.

    b. Number of participants

The motion to approve a total of 72 participants was approved on Kelle' Martin's motion, Henry Chan second on a vote of (9-0). For: Kelle' Martin, Alicia Alston, Aran Belani, Marquis Goodwin, Joe Anderson Jr., Jeremy Caballero, Kristina McRae-Thompson, Henry Chan, and Drew Kyler. Off dais: None. Non-voting: None. Abstain: None. Absent: Liza Bailey and Judith Hassan.

    c. Incentive amount
        i. $3800

The motion approve the incentive amount allocated for the Focus Groups as $3800 was approved on Kelle' Martin's motion, Henry Chan second on a vote of (9-0). For: Kelle' Martin, Alicia Alston, Aran Belani, Marquis Goodwin, Joe Anderson Jr., Jeremy Caballero, Kristina McRae-Thompson, Henry Chan, and Drew Kyler. Off dais: None. Non-voting: None. Abstain: None. Absent: Liza Bailey and Judith Hassan.

14. Discussion and approval of 2026 Focus Groups Materials
    a. Flyer

The motion to approve the flyer for the 2026 Focus Group Materials was approved with edits on Kelle' Martin's motion, Alicia Alston second on a vote of (9-0). For: Kelle' Martin, Alicia Alston, Aran Belani, Marquis Goodwin, Joe Anderson Jr., Jeremy Caballero, Kristina McRae-Thompson, Henry Chan, and Drew Kyler. Off dais: None. Non-voting: None. Abstain: None. Absent: Liza Bailey and Judith Hassan.

    b. Consent Form

The motion to approve the consent form with edits for the 2026 Focus Group materials was approved on Kelle' Martin's motion, Alicia Alston second on a vote of (9-0). For: Kelle' Martin, Alicia Alston, Aran Belani, Marquis Goodwin, Joe Anderson Jr., Jeremy Caballero, Kristina McRae-Thompson, Henry Chan, and Drew Kyler. Off dais: None. Non-voting: None. Abstain: None. Absent: Liza Bailey and Judith Hassan.

15. Discussion and approval of funding for National Week of Prayer for the Healing of AIDS

    a. $2000

The motion to approve the amount of $2000 allocated to provide support for the National Week of Prayer for the Healing of AIDS was approved on Alicia Alston's motion, Joe Anderson Jr. second on a vote of (9-0). For: Kelle' Martin, Alicia Alston, Aran Belani, Marquis Goodwin, Joe Anderson Jr., Jeremy Caballero, Kristina McRae-Thompson, Henry Chan, and Drew Kyler. Off dais: None. Non-voting: None. Abstain: None. Absent: Liza Bailey and Judith Hassan.

16. Discussion and approval of board member Judith Hassan's leave of absence

The motion to approve board member Judith Hassan's leave of absence was approved on Kelle' Martin's motion with no objections.

COMMITTEE UPDATES

17. Care Strategies and Engagement Committee

Updates given by Rashana Raggs. Care Strategies and Engagement Committee will meet in March to discuss the 2026 Resource Guide and Service Standards, as well as nominations for Committee Chair.

18. Finance and Assessment Committee

Updates given by Rashana Raggs. Finance and Assessment Committee will not meet in March

FUTURE AGENDA ITEMS

19. Discussion of workplan calendar and social calendar

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

ADJOURNMENT

The motion to adjourn the meeting at 7:40 P.M. on Kelle Martin's motion, Henry Chan second with no objections.

The minutes were approved at 3/23/2026 meeting on Kelle' Martin's motion, Alicia Alston second on a vote of (7-0).