HIV PLANNING COUNCIL EXECUTIVE COMMITTEE
REGULAR MEETING MINUTES
TUESDAY, MARCH 17TH, 2026

The HIV PLANNING COUNCIL EXECUTIVE COMMITTEE convened in a REGULAR meeting on TUESDAY, MARCH 17TH 2026 at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Kelle' Martin called the HIV PLANNING COUNCIL EXECUTIVE MEETING to order at 5:13 p.m.

Planning Council Members in Attendance: None.
Planning Council Members in Attendance Remotely: Kelle' Martin, Marquis Goodwin, and Drew Kyler.

AGENDA

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 17th, 2026

The minutes from the meeting of 2/17/2026 were approved as written on Kelle' Martin's motion, Drew Kyler second on a vote of 4-0. For: Marquis Goodwin, Drew Kyler, Kristina McRae-Thompson, and Kelle' Martin. Against: None. Abstain: None. Absent: None.

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

No introductions or announcements.

4. Office of Support Staff Briefing

Briefing given by Holly Bahamonde. See report for full details.

5. Administrative Agent Staff Briefing

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

DISCUSSION ITEMS

6. Discussion of member reflectiveness report

Discussion led by Holly Bahamonde. See report for full details.

7. Discussion of member attendance report

Discussion led by Holly Bahamonde. See report for full details.

8. Discussion of Planning Council officer training

Discussion led by Holly Bahamonde. See PowerPoint for full details.

9. Discussion and interview of HIV Planning Council member interests:
    a. Kathleen Irwin

Interview conducted by committee members.

    b. Deondre Moore

The motion to table the interview of prospective member Deondre Moore to next Executive Committee meeting due to absence was approved on Kelle' Martin's motion, Drew Kyler second on a vote of (4-0). For: Marquis Goodwin, Drew Kyler, Kristina McRae-Thompson, and Kelle' Martin. Against: None. Abstain: None. Absent: None.

DISCUSSION AND ACTION ITEMS

10. Discussion and voting approval of HIV Planning Council member interests:
    a. Kathleen Irwin

The motion to approve Kathleen Irwin as the member of the HIV Planning Council was denied on Kelle' Martin's motion, Drew Kyler second on a vote of (4-0). For: None. Against: Marquis Goodwin, Drew Kyler, Kristina McRae-Thompson, and Kelle' Martin. Abstain: None. Absent: None.

    b. Deondre Moore

The motion to table discussion and approval of prospective member Deondre Moore to next Executive Committee meeting due to absence was approved on Kelle' Martin's

motion, Drew Kyler second on a vote of (4-0). For: Marquis Goodwin, Drew Kyler, Kristina McRae-Thompson, and Kelle' Martin. Against: None. Abstain: None. Absent: None.

11. Discussion and approval of Conflict of Interest (COI) policy

The motion to approve the current Conflict of Interest policy was approved on Drew Kyler's motion, Kristina McRae-Thompson second on a vote of (4-0). For: Marquis Goodwin, Drew Kyler, Kristina McRae-Thompson, and Kelle' Martin. Against: None. Abstain: None. Absent: None.

12. Discussion and approval of Focus Group questions

The motion to approve the Focus Group questions with edits was approved on Kelle' Martin's motion, Drew Kyler second on a vote of (4-0). For: Marquis Goodwin, Drew Kyler, Kristina McRae-Thompson, and Kelle' Martin. Against: None. Abstain: None. Absent: None.

COMMITTEE UPDATES

13. Care Strategies and Engagement Committee

No updates.

14. Finance and Assessment Committee

No updates.

FUTURE AGENDA ITEMS

15. Discussion of workplan and social calendar

Discussion of workplan and social calendar led by Fajr Muhammad. See excel sheet for full details.

ADJOURNMENT

The motion to adjourn meeting at 6:17 pm was approved on Kelle' Martin's motion, Drew Kyler second with no objections.

The minutes were approved at the 4/21/2026 meeting on Drew Kyler's motion, Marquis Goodwin second on a vote of 4-0.