HIV PLANNING COUNCIL
FINANCE AND ASSESSMENT COMMITTEE MEETING MINUTES
WEDNESDAY, MAY 13TH, 2026

The HIV PLANNING COUNCIL convened in a REGULAR FINANCE AND ASSESSMENT COMMITTEE meeting on WEDNESDAY, MAY 13TH, 2026, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

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

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

AGENDA

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.

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 February 11th, 2026

The minutes from the meeting of 2/11/2026 were approved on Kelle' Martin's motion, Drew Kyler second on a 4-0 vote. For: Katherine Brandhuber Coats, Drew Kyler, Kelle' Martin, and Henry Chan. Against: None. Abstain: None. Off dais: None. Absent: Liza Bailey, and 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 and announcements given by Holly Bahamonde. Committee presented with a survey to determine how many members currently use Ryan White Part A services.

4. Office of Support Staff Briefing

Briefing given by Rashana Raggs and Holly Bahamonde. See report for full details.

5. Administrative Agent Staff Briefing

Briefing given by Erin Brown. See report for full details.

DISCUSSION ITEMS

6. Discussion of Resource Inventory updates

Updates given by Holly Bahamonde. See Resource Inventory spreadsheet for further details.

7. Discussion of Needs Assessment update

Updates given by Holly Bahamonde. See spreadsheet for further details.

8. Discussion of Chair nominations for the Finance and Assessment Committee

Discussion led by Rashana Raggs. Committee member Drew Kyler nominated himself.

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

The motion to approve the purchase of HIPAA compliant transcribing and thematic analysis equipment Dedoose, and PLAUD for conducting 2026 Needs Assessment focus groups was approved on Drew Kyler's motion, Henry Chan second on a 4-0 vote. For:

Katherine Brandhuber Coats, Drew Kyler, Kelle' Martin, and Henry Chan. Against: None. Abstain: None. Off dais: None. Absent: Liza Bailey and Judith Hassan.

10. Discussion and approval of HIPAA compliant text messaging tool
    a. Quo
        i. $25 per user, per month

The motion to approve the purchase of HIPAA compliant text messaging tool Quo was approved on Kelle' Martin's motion, Katherine Brandhuber Coats second on a 4-0 vote. For: Katherine Brandhuber Coats, Drew Kyler, Kelle' Martin, and Henry Chan. Against: None. Abstain: None. Off dais: None. Absent: Liza Bailey and Judith Hassan.

FUTURE AGENDA ITEMS

11. 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 6:53 P.M. was approved on Kelle' Martin motion, seconded by Henry Chan with no objections.

The minutes were approved at the 6/10/2026 meeting on Kelle' Martin's motion, Drew Kyler second on a 5-0 vote