

Governance and Data Sub-Committee Meeting Minutes

November 8, 2019 1:00 p.m.

MEMBERS	OTHER PARTICIPANTS
Nancy Miertschin, MPH (Acting Chair) v Sylvia Moreno, RN v	Rachel Sanor, DSHS/THMP v Liza Hinojosa, UT-Austin v Robin Atwood, UT-Austin

MAC Member Attendance

- The sub-committee discussed the Committee by-laws regarding Committee member attendance and the communications steps to take. Liza Hinojosa will review previous sub-committee meeting notes for guidance, and Rachel Sanor will follow up with facilitation services

Removing/replacing members

- The sub-committee discussed the process for Committee member removal and replacement.
 - ▶ The Texas HIV Medication Program will open nominations process for vacant positions on the MAC. This will have to be a new process as we can't use applications previously received.

Sub-committee member attendance and replacement

- The sub-committee discussed the Committee by-laws regarding sub-committee member attendance and the communications steps to take.
 - ▶ How does the sub-committee chair want to proceed? Is sub-committee member still appropriate?
 - ▶ Sub-committee chair to inform MAC Chair on decision
 - ▶ Sub-committee chair to send communication to member in question

Recruitment of new Governance and Data sub-committee members

- Liza will draft the email to members requesting participation, then send to THMP and Dr. Vanek for approval

Next MAC meeting January 24, 2020

- New member orientation January 24th 2020
 - ▶ Rachel sent email to facilitation services regarding closed meeting to host new member orientation – waiting to hear back
 - ▶ Orientation would be held in the morning and MAC meeting in the afternoon

Next meeting December 20th at 10:00 a.m.

Governance and Data Sub-Committee Meeting

December 20, 2019 10:00 a.m.

MEMBERS	OTHER PARTICIPANTS
Nancy Miertschin, MPH (Acting Chair) v Sylvia Moreno, RN v	Rachel Sanor, DSHS/THMP v Liza Hinojosa, UT-Austin Robin Atwood, UT-Austin

New Business

- Sylvia Moreno has moved out of state so will no longer be serving on the committee.

Member removal from the Medication Advisory Committee

- Rachel and Nancy have spoken with Dr. Vanek.
- Rachel reached out to DSHS meeting facilitators and received a template to use for documentation.
- Rachel reached out to Shelley and Felipe and they are on board with the process.
- Next step is for Rachel to have call with legal and an action memo will be written. This will need to be approved by the HHSC Executive Commissioner.
- Once approved, the recruiting process for new members will be able to be implemented
- A couple of members' terms will expire at the end of 2020.
 - ▶ The processes (removal/recruiting) may be separate or happen at the same time depending on the timeline of approval.

New member recruitment for sub-committees

- Rachel will reach out to Dr. Vanek to follow-up on member recruitment to sub-committees.

New member orientation

- New member orientation is scheduled for January 24, 2020; 9:00 am – 12:30 pm (prior to the MAC meeting).
- Rachel and Liza are working to find a time to meet w/Dr. Vanek to review and discuss materials for the orientation.
- A second orientation will be set up later in the year for current members who have not been through an orientation.
- The DSHS meeting facilitation department responded that orientation could not be held as a closed meeting within the MAC meeting. There have to be less than a quorum present for it to be a closed meeting.

MAC meeting Jan. 24th

- 1:30 – 4:30 pm

- The data presented will follow the last meeting.
 - ▶ How do we secure any additional data requests?
 - ▶ Have there been requests for other data already? The decision was made that specific data must be identified ahead of time so that it can be presented in a timely manner during the meeting.
 - ▶ Nancy – should MAC members be asked, during the MAC meeting, what data they would like to have presented at future meetings?

Next Governance & Data Committee Meeting

- January 27, 2020 @ noon