

NAME: COMPREHENSIVE PLANNING COMMITTEE
MEETING DATE: 01-25-2011
MEETING TIME: START: 6:16 PM ADJOURN: 7:54 PM
MEETING LOCATION: 1520 RUTHERFORD LANE BUILDING 1
KEY CONTACT: JOSEPH COLLINS
PREPARED BY: KENNETH PLACKE

VOTING MEMBERS PRESENT: JOSEPH COLLINS; KENNETH PLACKE; MURPHY
BOLDS; CHRISTOPHER HAMILTON
STAFF PRESENT:
PUBLIC PRESENT: NORA MAPOSA; CILVIA LOCUS; LOU RUSSE

MINUTES

Citizen Communication: Consumer leadership training in collaboration with Rising Women were exposed to how a planning body operates with another leadership training day on March 10, 2011

Epidemic conference was announced for 2-18-2011; focus on provider forum and training with mobilizing community / consumer exchange of information. In an effort to improve community involvement and knowledge around HIV/AIDS.

Central Texas African American Family Support Conference on 2-10-2011 was announced for all to attend if available.

National week of healing for AIDS was announced with event start at Greater mount Zion church. Events will focus on HIV/AIDS for the week to bring awareness into the community.

No Minutes to review.

Chair Briefing:

The committee is in a 3 year planning cycle. The committee is charged with development of a comprehensive plan as defined by HRSA. Review of the last plan was requested in effort to establish goals and objectives to describe where we are, where will we go and how we will get there. Planning process will be 1) integration of national strategy; 2) Early Identification of Individuals with HIV/AIDS strategy; 3) Transitional grant area will be utilized to help in comprehensive planning.

Final delivery of plan will be in August 2011. Committee experience in comprehensive planning:

- 1 All members have experience in planning
- 2 Use of data to characterize needs
- 3 Ability to identify assessment processes
- 4 Inclusion of consumer needs as identified by focus groups
- 5 HIV/AIDS planning for specific goals and objectives focused on EHA.
- 6 Planning with gender lenses to set goals and objectives
- 7 Exploration how deliverables connect into a larger system of care and the context of what we have to bring.

IV. Roberts Rules

Structure of committee was discussed. Chair maintains control. Members should consistently ask for recognition to speak. Time followed approach; Roberts's rules help to structure the conversation for work and action. Rules of order help to avoid conversation verses discussion. Quorum was discussed as having to have three members present to do business. If a quorum is not present discussion can not occur. Information will be provided in writing to assist the committee with strategies to use Roberts Rules of Order.

Item #	Item	DISCUSSION	Discussion Leader	Action
V.	Review of 2008 – 2011 Comprehensive Plan:	<p>Chair distributed swim lane chart time line of work to be accomplished for comprehensive planning. Discussion focused on major goals in last comprehensive plan. Decision was made to look at making goals smaller with focus on objectives as action items within the plan. Guidance from HHSC was discussed as frame for how deliverable would be produced.</p> <p>Ideas for framing the conversation on how goals and objectives would be developed centered on:</p> <p>Look at national, State and local strategies around HIV/AIDS</p> <p>What is appropriate with literacy considerations?</p> <p>Look at HHSC identified needs</p> <p>Develop as a working document</p> <p>Key performance indicators need to be decided in tandem with other standing committees inclusive of feedback process.</p> <p>The committee was charged to read last comprehensive goals and objectives, look up National Strategies for HIV/AIDS to prepare for next meeting</p> <p>Next Meeting 2-22-2011 6:00 PM 1520 Rutherford Lane Building 1.</p>		