



Meeting Minutes

Comprehensive Planning/Needs Assessment Sub-Committee Meeting

Tuesday April 9, 2013

Members in attendance: Leah Graham, Justin Irving, Winifred Muhammad, and Amelia Reinwald.

Staff in attendance (City of Austin HHSD): John Waller (HIV Planning Council) and Gloria Bean (Health Resources Administrative Unit)

Community members in attendance: None recorded.

Meeting called to order at: 6:00 p.m.

Citizen Communications & Community Announcements: Hill Country Ride for AIDS will occur on Saturday April 27th.

Comprehensive Plan Overview:

Committee reviewed the Comprehensive Plan.

Update on Needs Assessment Project:

John Waller reviewed the final draft of The Needs Assessment Project Plan and discussed budget, logistical and support needs required to complete the process. The draft plan was approved by the sub-committee.

Review Standards of Care with Gloria Bean:

Gloria Bean reviewed the Standards of Care with the sub-committee.

Review of Client Satisfaction Survey and discussion of a Quality Improvement Project:

Paul Hassell reviewed the results Client Satisfaction Survey with the subcommittee. A discussion ensued about how the clients taking the survey may have been confused on the ranking selections for of the questions. The sub-committee decided to add graphical emoticons (smiley faces) to improve the ranking methodology of the questions on the survey.

Meeting Adjourned at: 7:30 p.m.