



## Meeting Minutes

### **Comprehensive Planning/Needs Assessment Sub-Committee Meeting**

Meeting Minutes for: *Tuesday January 14, 2014*

**Members in attendance:** Leah Graham, Justin Irving, Shanika Cornelius, Justin Smith, Charlotte Simms-Sattiewhite, Jerry Juarez and Aubrey Staples.

**Staff in attendance (City of Austin HHSD):** John Waller (HIV Planning Council)

**Community members in attendance:** None.

**Meeting called to order at:** 6:08 p.m.

**Citizen Communications & Community Announcements:** Shanika Cornelius provided an overview for the National Week of Prayer, including the planning effort to make that successful. Ms. Cornelius also provided information on the National Black HIV/AIDS Awareness Day event. Leah Graham announced that the kickoff for the Hill Country Ride for AIDS is scheduled for January 23<sup>rd</sup> at the Zack Scott Theater.

**Approve Previous Meeting Minutes:** The minutes from the meeting on September 10, 2013 were approved with the following corrections:

- Add coma to the list on names under Members in Attendance
- Correct the Red River Clinic to read Red River Family practice
- Correct the spelling of Doctors Werntz and Brinson.

#### **Update on Needs Assessment Survey:**

- John Waller provided a brief update on the status of the needs assessment survey plan. Mr. Waller provided a brief overview of the needs assessment effort for the benefit of new members. Mr. Waller discussed the events and confusion that has transpired with respect to whether or not gift cards will be available.
- Justin Irving indicated since it appears that gift cards will not be available that he has had a discussion with Mr. Waller about moving forward without gift cards. Mr. Waller described revisions to the project plan needed to move forward and the logistical implications including timeline and anticipated level of success.
- Committee members engaged in discussion regarding options for seeking a solution to the problem, including further exploring other options for funding gift cards using external funding and how the Planning Council can help to secure a response from HRSA. Mr. Irving indicated that he would seek clarification from HHSD Legal to determine if it would be legal to accept contributions from providers or other agencies. The Committee also discussed the implications of not having an adequate needs assessment. The Committee was in general agreement that the survey effort should move forward without gift cards while continuing to put pressure on HRSA to make a decision.

- Justin Irving committed to drafting a letter to target private providers to solicit their support and assistance in distributing surveys. Leah Graham committed to assist with follow up of private providers.
- John Waller indicated that he will proceed with putting the survey in Survey Monkey. The Committee discussed the complexity regarding maintaining confidentiality when using the internet to solicit surveys and the risk of someone completing the survey multiple times. Justin Irving committed to explore available solutions for enforcing integrity of the process when using internet services.
- Committee members discussed the value to including PLWHA who are out-of-care in the survey sample. Justin Irving indicated that he has been in discussion with the manager for the COA Communicable Disease Unit about leveraging a program focused on getting people back in care and/or not in care for the distribution of surveys.
- Leah Graham discussed the realities of utilizing prevention outreach teams to distribute surveys and ensuring that only PLWHA respond. Aubrey Staples discussed the implications of survey administration on provider operations and potential logistical issues. The Committee discussed options for obtaining support and cooperation of service providers. Leah Graham volunteered to attend provider staff meeting to present and promote the survey.
- The Committee discussed the importance of committee members assisting with the survey administration in order to ensure success. Committee members committed to assist and recommended that the full Planning Council should be encouraged to assist. The Committee discussed the concerns and implications associated with Committee members “going to the street” to solicit surveys and engaging non-HIV providers. It was decided members would not go to agencies such as the ARCH because not all people using the facility are HIV positive.
- John Waller presented the final approved version of the survey in order to show how the revised case management section looks in print.
- Justin Irving stated that the immediate goal is to have the letter to providers drafted by the weekend and the survey available via Survey Monkey next week.

#### **Timeline and Goals for 2014:**

Mr. Irving discussed the importance of identifying and methodically approaching the tasks and activities that the Needs Assessment Committee is responsible for completing. Mr. Irving also pointed to the defining the steps in the process required to ensure that the Committee completes its responsibility in an organized manner.

- Mr. Irving explained that a calendar detailing the tasks activities and timeline for completion is essential. Justin Irving asked about the status of the Planning Council calendar. John Waller indicated that Kimberly Williams is presenting the draft calendar to the Executive Committee. Mr. Irving indicated the calendar will be discussed during the meeting next month.

- Committee members asked about a budget for a future comprehensive needs assessment. Mr. Irving indicated that he will be requesting input into the budget process. The Committee also discussed the implications of not having a needs assessment that is not considered reliable or otherwise that is deemed questionable in scope of findings.
- Mr. Irving also noted that an important goal of the Committee is to meet as often as necessary during key times in order to complete deliverables, but also not meeting every month routinely if there is no purpose in meeting.
- The Committee also discussed the importance of examining the quality of outcomes as a future goal.

**Meeting Adjourned at:** 8:06 p.m.