



Meeting Minutes

Comprehensive Planning/Needs Assessment Sub-Committee Meeting

Meeting Minutes for: *Tuesday March 11, 2014*

Members in attendance: *Justin Irving, Shanika Cornelius, Justin Smith, Jerry Juarez and Aubrey Staples.*

Staff in attendance (City of Austin HHSD): Kimberly Williams (HIV Planning Council)

Community members in attendance: None.

Meeting called to order at: 6:12 p.m.

Citizen Communications & Community Announcements: Shanika Cornelius made an announcement regarding the *Rock the Red Pump* event.

Approve Previous Meeting Minutes: The minutes from the meeting on January 14, 2014 were approved with no corrections.

Review of Needs Assessment Project and Work Plan:

- Kimberly Williams provided a brief update on the status of the needs assessment survey and work plan.
- Aubrey Staples suggested having Spanish speakers present at survey sites. Justin Irving assured the Committee that a plan to ensure availability of Spanish speakers would be in place by the end of the week.
- Aubrey Staples provided a report on the survey session that was held at AIDS Services of Austin on 03/11/14. Aubrey Staples noted that there are a large number of survey respondents during the first hour at ASA food bank and that additional assistance is needed to manage the flow of survey takers at least for the first hour on food bank days. Aubrey Staples observed the need to manage the potential for consumers taking the survey more than once. The Committee discussed options for managing the duplicate survey issue using signage and verbal screening.
- The Committee discussed the need for individual gift card acknowledgement forms rather than the current log which enables other consumers to see the information about other respondents.
- Justin Irving discussed the on-line availability of the survey via Survey Monkey. Justin Irving indicated that the on-line survey will be a key feature in reaching PLWHA who receive care from private providers and to those who are out-of-care. Justin Irving discussed the process for administration of on-line surveys.
- The Committee discussed the need to recruit survey responses from the aging population.
- The Committee reviewed the project work plan and time line. The Committee discussed the need to add a task to post survey review. The post assessment should include analysis of survey

questions (what worked and what did not) and identification of lessons learned for future needs assessments.

- The Committee also noted the need for the work plan to include a task for the results of the Needs Assessment to be presented to the full Planning Council including any resolutions that may come forth from the Committee.
- The Committee discussed the need to follow up with the private physicians to whom letters were sent requesting assistance with survey distribution. Aubrey Staples indicated she would follow up with Dr. Brinson. Justin Irving indicated he would follow up with Dr. Werntz and Dr. Wright. Justin Irving noted that he changed the text of the letters before he mailed them out (the handout for the meeting was printed from a file copy for the letter which is not the actual letter that was mailed).
- Shanika Cornelius will follow up with the Women Rising Project to reach out to members. Justin Irving will provide information to Shanika Cornelius on the process for completing a survey by phone. Shanika Cornelius will also explore the opportunity to reach out to the “Get Lifted” psychosocial group which is held through the Wright House.
- The Committee discussed the need to adjust dates on the project timeline. It was agreed to move the completion date back from 03/27/14 to a later date. It was recommended that 04/13/14 would be the date for ending on-line surveys.
- The Committee discussed the process for data analysis once survey data is compiled. Justin Irving noted that Cynthia Manor has built the data base and will provide a summary report. The Committee discussed the need for defining how data analysis will be accomplished once the data is compiled.
- The Committee discussed the planning for focus groups. Justin Irving suggested adding focus group “cut-off sheets” to advertise “coming soon”.
- Shanika Cornelius suggested contacting private providers to have them survey their patients or to have their patients participate in focus groups. Shanika Cornelius stressed the importance of including the participation of private providers in the survey administration.
- The Committee discussed opportunities for reaching out to additional medical providers. Suggestions included Austin Infectious Disease Consultants. Aubrey Staples indicated that it might be possible to contact consumers by mail using the client list of consumers receiving assistance via the Health Insurance Premium Assistance service category.
- The Committee discussed the potential prospect of contacting survey respondents after the survey and whether a release would be required to make follow up contacts. Justin Irving noted that the City of Austin HHSD has authorization to contact HIV+ citizens. Justin Irving discussed a potential opportunity to leverage HHSD to send out generic letters to out-of-care individuals following a phone call from HHSD. Justin Irving will attempt to have this implemented as soon as possible.

- Justin Irving indicated that the HHSD Communicable Disease Unity will administer surveys for CDU clients. Justin Irving noted that this population consists largely of homeless and new diagnosis. Justin Irving has provided CDU with instructions on how to administer the surveys.
- Justin Irving indicated that he and John Waller would be taking surveys by phone for those clients who opted to do so.
- Justin Irving provided an update on his experience in collecting surveys at David Powell. Justin Irving noted that patients who use David Powell in the evening offer a different demographic.
- The Committee discussed the methodology for conducting focus groups, including the process for recruitment. Justin Irving provided hypothetical scenarios for conducting focus groups.

Meeting Adjourned at: 8:04 p.m.