



Meeting Minutes

Comprehensive Planning/Needs Assessment Sub-Committee Meeting

Meeting Minutes for: *Tuesday April 8, 2014*

Members in attendance: *Justin Irving, Shanika Cornelius, Justin Smith, Charlotte Simms-Sattiewhite, Aubrey Staples, and L.J. Smith.*

Staff in attendance (City of Austin HHSD): John Waller

Community members in attendance: 2

Meeting called to order at: 6:02 p.m.

Citizen Communications & Community Announcements: Shanika Cornelius made an announcement regarding the AIDS Candlelight Memorial scheduled for May 18, 2014. Aubrey Staples announced that the Aging Symposium will be held on May 2, 2014.

Approve Previous Meeting Minutes: The minutes from the meeting on March 11, 2014 were approved with the following corrections:

- Correct spelling of the word “*having*” under second bullet under Review of Needs Assessment Project
- Correct first sentence under 3rd bullet to read “*Aubrey Staples provided a report of the survey session that was conducted at ASA on the afternoon of 03/14/14.*”

Review of Needs Assessment Project:

- John Waller provided an update on the status of the Needs Assessment Project.
 - The written survey process is nearing completion. A total of 324 have been received to date. John Waller indicated that based on initial assessment of the completed surveys, good comprehensive data has been received.
 - John Waller discussed the process used to administer surveys, including the problems encountered, challenges and lessons learned.
 - John Waller discussed the status of the focus groups effort. The focus group plan was reviewed and discussed, including review of the recruitment flyers and the email to service providers requesting assistance.
 - John Waller reviewed each of the focus group topics that were identified as topics to be explored. John Waller explained the reason(s) for inclusion of the topic and shared preliminary questions that would be discussed by each group.
 - The Committee discussed the merits of each focus group topic and objectives the Committee would like to accomplish through focus group discussions. The Committee also discussed the proposed process used to recruit participants. The Committee

provided suggestions for recruitment. Following extensive discussion regarding the merits of each proposed focus group and identification of additional groups for which the Committee would like to obtain additional insight into, the Committee voted on selection and prioritization as follows:

- Out of Care
 - Hispanic
 - African American
 - Newly Diagnosed
 - Substance Abuse/Mental Health
 - Aged (55+)
 - Young MSM (18-24)
 - Homeless
- Following additional discussion regarding recruitment strategies, the Committee recommended that the recruitment flyer be revised to so that it no longer contains a list of target populations. Instead, the flyer will simply encourage people to call John Waller so that the candidate can be screened to determine if the caller is a candidate for any of the priority focus groups. It was agreed that the goal would be to conduct 5 focus groups (based upon availability of 30 gift cards) filling each group based upon the characteristics of the people who respond.
 - Committee members indicated their intent to make contacts with specific organizations in order to assist with recruitment.

Meeting Adjourned at: 8:31 p.m.