



MEETING MINUTES

For Meeting Held: *Tuesday May 13, 2014*

Comprehensive Planning/Needs Assessment Sub-Committee Meeting

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Members in Attendance:

Justin Irving, Shanika Cornelius, Justin Smith, Charlotte Simms-Sattiewhite, Aubrey Staples, L.J. Smith and Jerry Juarez

Members Not in Attendance: *Curtis Weidner (E)*

Staff in Attendance (City of Austin HHSD): Kimberly Williams, John Waller, and Ashton Gray

Community members in Attendance: *None*

Meeting Called to Order at: 6:07 p.m.

Citizen Communications & Community Announcements: Shanika Cornelius made an announcement regarding the AIDS Candlelight Memorial scheduled for May 18, 2014.

Approve Previous Meeting Minutes: The minutes from the meeting on April 8, 2014 were reviewed and approved with no noted corrections.

REVIEW FINDINGS FROM NEEDS ASSESSMENT SURVEY:

John Waller presented to the committee preliminary survey results from the recent Needs Assessment study. He also shared more detailed survey information via a bound notebook created for each member.

As the committee went through the survey results, there was an interest expressed in following up with the issue of Utility Assistance.

The committee noted that in future survey, studies should distinguish between Mental Health and Substance Abuse.

FOCUS GROUP UPDATE:

John Waller provided a summary on the Focus Group studies and how they were carried out in the community.

PREPARATION FOR PRIORITY SETTING PROCESS:

John Waller introduced and explained the Priority Setting Process, noting that it was an integral part of the entire planning and allocations process. A discussion ensued on details of completing the Priority Setting Tool and when it would be administered to committee members. There was a suggestion made to have a work session prior to Allocations Committee sharing their work at the business meeting. It was agreed to convey this information to the Planning Council Chair, Dr. Victor Martinez.

Justin Irving, sub-committee chair, explained to the committee the value of guidance/directives in the planning and decision-making process.

Justin Irving requested that the Epidemiological data from the Demonstrated Need Section of the Ryan White Part A Grant Application be sent to Planning Council members.

Meeting adjourned at 8:50 p.m.

(E) – Denotes Excused Absence based on Attendance Policy and Chair Discretion.