



## **MEETING MINUTES**

For Meeting Held: *Tuesday August 12, 2014*

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

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#### **Members in Attendance:**

*Justin Irving, Shanika Cornelius, Justin Smith, Aubrey Staples, Jerry Juarez, and L.J. Smith*

**Members Not in Attendance:** *Curtis Weidner (E) and Charlotte Simms-Sattiewhite (E)*

**Staff in Attendance (City of Austin HHSD):** John Waller, Gregory Bolds, and David Garza

**Community members in Attendance:** 0

**Meeting Called to Order at:** 6:05 p.m.

**Citizen Communications & Community Announcements:** None

**Approve Previous Meeting Minutes:** The minutes from the meeting on June 10, 2014 were reviewed and approved as submitted. Justin Irving requested minutes from previous special-called meeting.

#### **Quality Management update:**

David Garza provided a summary of the Quality Management update along with goals and objectives.

- Focus on Ryan White HIV Program Wide Quality Management through Quality Assurance and Continuous Quality Management Improvement efforts.
- Improve the Quality of Data being entered into ARIES.
- Reduce HIV related health Disparities.
- Increase the number of HIV positive individuals who are in care.
- Improve health outcomes for PLWHA.

#### **Impact of Administrative burden:**

Committee discussed the administrative burden. Staff will ask providers for specific details on the nature of the administrative burden issues and possible solutions. The Committee will further discuss the issue once specifics are known.

#### **Needs Assessment Report:**

John Waller presented the Needs Assessment Report. Next steps were discussed including recommendations for additional needs assessment activities.

**Meeting adjourned at 8:55 p.m.**

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