



MEETING MINUTES

For Meeting Held: *Tuesday September 9, 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, and Charlotte Simms-Sattiewhite

Members Not in Attendance: *Curtis Weidner*

Staff in Attendance (City of Austin HHSD): John Waller and David Garza

Community members in Attendance: 1

Meeting Called to Order at: 6:11 p.m.

Citizen Communications & Community Announcements: Shanika Cornelius noted that AIDS Walk is scheduled for October 19, 2014. Justin Irving noted that Victor Martinez would like Planning Council to be represented.

Approve Previous Meeting Minutes:

The minutes from the meeting of 6/16/14 and 8/12/14 were reviewed and approved as submitted.

Quality Management update:

David Garza provided an update of Quality Management current activities. David explained the current focus of the AA is writing the QA section of the 2015 Grant Application. In response to questions on the status of the QA position, David indicated that the AA is currently interviewing for the Data Manager position and will complete the process of filling the QA position in the near future.

Review of Comprehensive Plan update and status report:

The committee engaged in extensive discussion regarding completing the new Comprehensive Plan, along with objectives and the role of the Planning Council. The Committee reviewed the current Comprehensive Plan and discussed current objectives, tasks, and degree to which the activities are measurable. Justin Irving assigned the Committee the responsibility to complete an in-depth review of pages 23-26 of the current Plan, and to be prepared to present recommendations for 2015 Plan content at the next meeting.

Needs Assessment follow up and recommendations:

John Waller reported that he has been assigned to write a one page summary of the Needs Assessment Report and will be presenting the report to the full Council. Committee concluded that a vote was appropriate and voted unanimously to approve the report. Mr. Waller also discussed the recommendation in the Report to conduct a focus group for out-of-care. Mr. Waller expressed the need to confirm Committee support for the effort and also to provide direction and assistance in recruiting this population. Committee expressed full

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support for the effort and discussed helpful resources. It is recommended that Mr. Waller work with Communicable Disease Unit Manager to leverage the contacts the unit's out-of-care program is engaged in.

Discuss Administrative burden (provider specifics):

John Waller presented response provided by ASA detailing issues which constitute the administrative burden. Mr. Waller noted that no other providers have provided input to date. The Committee discussed provider presentations with specifics bulleted and would like Mr. Waller to review and condense those for the next meeting. Mr. Waller was asked to continue to follow up with other providers to ensure that the Committee has a comprehensive understanding of the issue. Committee discussed what action would be appropriate to address the administrative burden issue. Committee discussed recommendations to the Administrative Agent as one action to take. Committee agreed to continue this issue once more information is available.

Follow up/ Action items:

- Committee members to complete assignments for Comprehensive Plan
- Planner to follow up with providers on Administrative Burden specifics
- Planner to review provider presentations for specifics
- Planner to contact CDU manager to elicit support for recruiting out-of-care candidates

Meeting adjourned at 8:05 p.m.

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