



## **MEETING MINUTES**

For Meeting Held: *Tuesday May 12, 2015*

### **Needs Assessment Sub-Committee Meeting**

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**Members in Attendance:** *Justin Smith, Debra Washington and Glenn Crawford*

**Members Not in Attendance:** *none*

**Staff in Attendance (City of Austin HHSD):** *John Waller*

**Community members in Attendance:** *None*

**Meeting Location:** 7201 Levander Loop, Building H, Austin, TX 78207

**Meeting Called to Order at:** 6:13 p.m. by Chair Justin Smith

**Citizen Communications & Community Announcements:** *none*

**Approve Previous Meeting Minutes:**

The minutes from the meeting of 03/10/14 were reviewed and approved as submitted.

**Client Satisfaction Survey:**

- Committee discussed the Client Satisfaction Survey. Justin explained per HRSA, the Planning Council can create and approve the Survey, but are not to interact with providers. The Administrative Agent will provide the survey to Ryan White providers.
- Committee reviewed Client Satisfaction Surveys from the previous years

**PRSA:**

- John Waller reviewed the roles and responsibilities of the NA Committee relative to the annual Priority Setting and Resource Allocation (PRSA) process in order to ensure that new members understand PRSA.

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

- The PSRA related tasks on the Planning Council work plan was reviewed, and the timeline for completion was discussed.
- Mr. Waller introduced each of the tools used in previous years by the Committee to evaluate and quantify need
- The Committee decided to utilize the same tools for the 2015-16 PRSA and requested that Mr. Waller update the tools to incorporate current demographic and utilization data so that the Committee can begin the PSRA activity at the June committee meeting.
- The Committee expressed interest in seeing more models for tools used by other EMA/TGA across the country in the future to ensure that the Committee is employing the best possible methodology to assist with PSRA.”
- The Committee recommended that the AA deploy a lock box or alternative method for making consumers confident that their responses are confidential.
- Committee reviewed comments from previous survey:
- Committee would like to look at more surveys in the future.

#### **Consumer Work Group:**

1. Next steps:
  - a. John to update PSRA tools to incorporate current demographic and utilization data
  - b. Present proposed client survey changes to the full PC at Business Meeting

**Meeting adjourned at 8:29 p.m.**

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