



MEETING MINUTES

For Meeting Held: *Tuesday October 13, 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): *Crystal Flores, Ruben Herrera and Dwight Scales*

Community members in Attendance: *None*

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

Meeting Called to Order at: *6:09 p.m. by Chair Justin Smith*

Citizen Communications & Community Announcements: *none*

Approve Previous Meeting Minutes: *None*

Review options for priority setting and resource allocations:

- The Chair discussed looking at alternate PRSA tools for the future
- The Program Manager stated another method of doing the Needs Assessment (priority setting) is a calculation of Need Utilization and Accessibility, and everybody gets their own ballot and rank their own Service categories base on their educated perceived judgement.
- The council discussed possibly taking on some comprehensive Plan Committee's duties if that committee needed assistance.
- Discussed doing priority setting by deciding each specific service category as oppose to priorities with broader ideals (clumping categories together)
- Committee discussed Needs assessment requirements of CARE Act

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

- Committee discussed a possible meeting time and location change for the future

Planning for the next Needs Assessment to target

- The committee reviewed needs assessment methodology
- A/B collaboration: including review of the MOU language
- DSHS project reviewing statewide needs-assessment processes

Meeting adjourned at 8:29 p.m.

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