

<p align="center"> Austin Area Comprehensive HIV Planning Council Comprehensive Planning Committee Meeting Minutes March 14, 2017 </p>

<p>Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.</p>

[illegible]

Justin Smith
Aubrey Bragila
Nicole Evans
Emma Sinnott
Dale Thele
Glenn Crawford

AACHPC STAFF PRESENT	
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Crystal Flores, Program Manager
Laura Still, Planner
Dwight Scales, Administrative Assistant

ADMINISTRATIVE AGENT STAFF PRESENT	
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Brenda Mendiola	Quality Management Coordinator Administrative Agent
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- I. **Call to Order:** AACHPC Chair, Justin Smith at 6:07pm
- II. **Certification of Quorum:** Quorum was established and certified by Chair, Justin Smith
- III. **Introductions/Announcements:** Chair, Justin Smith gave a brief introduction about the main focus of the Planning Council Needs Assessment Kick-Off. Specifically the council is asking volunteers to participate in some activities to get thoughts flowing on the process for how the Needs Assessment is done. He explained the ground work for why the Needs Assessment is important. The Needs Assessment is a part of the federal grant that funds a lot of the HIV services in Austin under the Ryan White Part A fund. Every three years the Planning Council is required to do a Comprehensive Needs Assessment of the community. In addition the council is tasked with doing an ongoing assessments. This meeting is looking at the strategy of how the Planning Council is going to accomplish and, hopefully have a finished plan by December 2017. Justin also explained the main focus is to look at and determine how prioritized the different service categories the grant funds.
- IV. **Approval of the February 14th, 2017 Meeting Minutes:**
Justin Smith motioned the minutes be approved with the appropriate edits.

V. HIV Needs Assessment Plan:

Planner, Laura Still gave a brief introduction of the focus and goals of the Kick-Off Needs Assessment. Each Planning Council member and meeting attendees introduced themselves and if they had a specific role in creating the 2014 Needs Assessment.

- Overview:
- What is a Needs Assessment?
- Why do a Needs Assessment?
- Review of the 2014 Needs Assessment and Survey Tool
 1. Methods
 2. Key Findings
 3. Lessons Learned
 4. Needs Assessment survey process
 5. Needs Assessment additional processes
- Activity 1: Brainstorm key areas of data collection: Laura Still, Planner had meeting attendees divide into four workgroups to work on the survey process and try to find a consensus on the main key areas of data the committee is trying to collect. She explained the goal is to have the survey finalized and ready to implement in June, 2017. Going forward there will be a three month survey administration process. The results will be analyze. Staff hopes to submit findings and start using those results by October 2017.

See Attachment 1

- Activity 2: Examples of survey editing (Collaborative survey development)
- Needs Assessment timeline and next steps

The committee decided to continue gathering comments, seeking additional information from other sources and continue reviewing toolkits for various parts. Planner, Laura Still had attendees form outside workgroups to continue working on and gathering stakeholder input on key areas:

- Part 1: Demographics
- Part 2: Assessing Needs and Barriers
- Part 3: Needs across the Care Continuum and Prevention
- Part 4: Determinants of Health

Administrative staff will send a doodle poll with proposed times to determine upcoming workgroup and conference times.

VI. Meeting Adjourned at 8:17 pm

NEXT SCHEDULED MEETING

City Hall

301 W 2nd St, Austin, TX 78701

Room 2003

April 18th, 2017

6:00 P.M.