

**Austin Area Comprehensive HIV Planning Council  
Comprehensive Planning Committee Meeting Minutes  
January 9<sup>th</sup>, 2018**

**Charge:** Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.

**MEMBERS PRESENT**

Nicole Evans  
Glenn Crawford  
Barry Waller (not on committee)  
Dale Thele (not on committee)

**AACHPC STAFF PRESENT**

Laura Still, Health Planner

**ADMINISTRATIVE AGENT STAFF PRESENT**

David Garza Grants Coordinator Administrative Agent

**OTHERS PRESENT**

None

**I. Call to Order:** AACHPC Chair, Nicole Evans at 6:05pm

**II. Certification of Quorum:** Quorum was established and certified by Committee Chair, Nicole Evans

**III. Introductions/Announcements:** None

**IV. October 10, 2017 Meeting Minutes:** Approved with 1 typo corrected

**V. Review Needs Assessment Report Draft:**

- Committee reviewed progress toward the needs assessment report timeline and made plans for completion of the report, with time allocated for both committee and community input.

Date	Task	Location
Dec-Jan	Chapter 3 & 4 Review	Remote review
January 9	Chapter 7 Review	Comp Plan Committee Meeting
January 9-16	Chapter 5 & 6 Review	Remote
January 19	Final Data Requests Due	Remote
January 23-30	Final Planning Council Review	Remote
February 1- 12	Community Input Period	Remote
February 13	Comp Plan Committee Vote	Comp Plan Committee Meeting
February 27	Full Council Vote	Business Meeting

- Draft Chapter 7: Service- Specific Fact Sheets was reviewed by the committee. Typos were identified and corrected. Additional comments for follow up are listed below with staff response:

<b>2017 HIV Needs Assessment Comments and Responses_ Ch7 Service Specific Fact Sheets_ Comp Plan Committee Meeting January, 2018</b>		
	<b>Comment</b>	<b>Response</b>
1	Remove Table 3 of all sheets- reference to special populations- fear it may be stigmatizing. Summarize table 3 into bullets where there are significant disparities for these groups	removed, pulled relevant points into bullets
2	Define terms "unstably housed" and "out of care"	defined on all pages as needed
3	Wording "received" make sure it's clear what "received" means- note that there is a difference between receiving a service and need for that service being met	Use of word "indicated" to show it is self-report. **Made note that PC would like later assessment/focus groups- dive deeper into what "received" means
4	Pg2 PP3 typo- Medical nutrition therapy	corrected
5	Interested in further breakdown of barrier information by race/ethnicity, gender, age	Somewhat addressed in Ch. 2. Numbers are too small to do further breakdown of this data, **recommend follow up with focus groups.
6	"High co-pay" unclear if this is an actual number or a relative self-report	added clarifying language
7	Add comparisons to other TGAs, last year etc.	Need and barrier comparisons to the 2014 Needs Assessment are made in Ch2- no change
8	Grammar: standard use of italics, use of term PLWH, use of terms clients/participants/individuals etc.	Updated- "participants or respondents" used to refer to survey takers, "clients" used in relation to service providers, No "consumers", No "individuals"
9	Transgender individuals- change to participants	Updated
10	Pg. 7 PLWH missing acronym	updated
11	"received it" missing from some summary bubbles	updated
12	Interest in looking at multiple social determinants of health together and seeing what % of participants are dealing with a multitude of challenges, not just housing or income or mental health and doe this affect their retention in care	tabled for now, insufficient time to gather this data- some possibly available in ARIES for later study
13	Health Insurance Assistance-	**Focus group- link between HIA and retention in care
14	Monolingual Spanish speakers	**Focus group- deeper dive into responses related to substance abuse

**VI. Comprehensive Plan Updates:** Tabled until March

**VII. Adjournment:** 7:53pm

**Next Steps:**

- Committee members will review needs assessment sections remotely per the calendar above
- Staff will finalize report sections and incorporate feedback according to the timeline above

**NEXT SCHEDULED MEETING**

**TBD**