

**Austin Area Comprehensive HIV Planning Council
Comprehensive Planning Committee Meeting Minutes
April 10, 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

Glenn Crawford, Committee Chair
Whitney Bulna
Justin Smith
Emma Sinnot

MEMBERS ABSENT

Aubrey Braglia
Akeshia Johnson-Smothers

AACHPC STAFF PRESENT

Cassandra DeLeon, Manager
Tabitha Taylor, Public Health Educator
Scott Lyles, Program Coordinator

ADMINISTRATIVE AGENT STAFF PRESENT

Brenda Mendiola, HRAU

OTHERS PRESENT

None

I. Call to Order: Comprehensive Planning Committee Chair, Glenn Crawford at 6:11pm

II. Certification of Quorum: Quorum was established and certified by Committee Chair, Glenn Crawford

III. Introductions/Announcements:

IV. March 13, 2018 Comp Plan Meeting Minutes: Approved

4 Votes For- 0 Against- 0 Abstain

V. HIV Needs Assessment Next Steps: See Attachment 1

- Comp Plan results were presented at the HIV Stakeholder's meeting
- Whitney Bulna is working to develop an outline draft of one pager
- Group discussed setting up a small workgroup to complete the one pager
- Committee asked staff to send out Comp Plan to key stakeholders

VI. Comprehensive Plan Update 2017: Looked at updated progress on Comprehensive Plan, including areas where no activities have been documented. Made a plan for capturing any missing information:

- Emma Sinnott will present to provider CQI committee
- Requested staff send out to providers with more information to provide context for activities include grouping questions and sending out in batches perhaps weekly to gather responses. Possibly offer periodic updates at least annually.
- Whitney Bulna will follow up at Integral Care all staff meeting for any insights
- Need to operationalize which items will need to be the focus on per year and get a clear perspective of the current status identify needs and gaps and what changes need to be considered. Community Stakeholders forum

VII. Focus Group Planning: Reviewed timeline, target populations, and draft questions

- Identified potential groups to engage including Harm Reduction Coalition, and Out

Youth. Discussed inviting Out Youth to next Comp Plan meeting to advise on focus group for target audience. Whitney Bulna will follow up with Harm Reduction Coalition contacts.

- Discussed reaching out to Akeshia Johnson-Smothers and Nicole Evans to advise on opportunity with local sorority
- Discussed possible opportunities of Getting to Zero initiative to engage target audiences and key stakeholders.
- Staff were asked to share examples of facilitator guide from Community Health Assessment focus group process.

VIII. Standards of Care:

Committee discussed continued discussion on Early Intervention Services (EIS) including reviewing provider comments sent to HIV Resources Administration Unit. Discussed that EIS can have a broader context beyond the Ryan White Service categories.

Vote on DSHS Final standards for adoption by Planning Council

- Medical Nutrition Therapy 🚫 Approved with no changes. 4 Votes For- 0 Against- 0 Abstain
- Food Bank 🚫 Approved with no changes. 4 Votes For- 0 Against- 0 Abstain
- Health Insurance Assistance 🚫 Approved with no changes. 4 Votes For- 0 Against- 0 Abstain

Adjournment: 8:43 pm

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NEXT SCHEDULED MEETING

TBD

Attachment 1

Needs Assessment Dissemination Plan and Next Steps

April 10, 2018

1. Who should see the plan?
 - List of people who reviewed and developed the report (include Dell Medical)
 - Turn highlights from needs assessment into a info graphic, one page summary
 - Participants who took the survey and gave us their contact information
 - Phase 1 (the report) is completed
 - Phase 2- Focus groups, will be underway
2. How should the plan be disseminated?
 - Website
 - Send out Website link to key stakeholders
 - HIV Stakeholder Meeting – Monday, March 26th
 - Planner's Network -Houston and Dallas
 - Outline-Whitney/Akeshia/Laura- for one pager so we can get content and then give it to someone (possibly Halana) to design
 - Poster Presentation-Akeshia/Laura- STI/HIV Conference-Austin
 - Reach out to providers/ Medical Association
 - One –pager (internal issue brief template/Halana?)
 - Language Access- Span/Eng
3. Timeline/Next Steps
 - 2018 Focus Groups-need to do about 5
 - Review Questions and plan next steps for focus groups- April's meeting devote 1 hour
 - Focus group- Alumni Greek-Sorority/Frats/Nicole- Glenn/Akeshia
 - HT support
 - HIV focus area for these organizations
 - Contact Out Youth to possibly host a focus group and provide technical assistance
 - Planning Council has previously developed a list of organizations they could potentially partner with for focus groups. Added to this list today was: Harm Reduction/E.R. Staff etc. (review former list e.g. homeless women). Bring this list to April meeting.