



Meeting Minutes

Comprehensive Planning/Needs Assessment Sub-Committee Meeting

Tuesday June 11, 2013

Members in attendance: Leah Graham, Justin Irving, Winifred Muhammad, Curtis Weidner, and Amelia Reinwald.

Staff in attendance (City of Austin HHSD): Kimberly Williams (HIV Planning Council) and Gloria Bean (Health Resources Administrative Unit)

Community members in attendance: None recorded.

Meeting called to order at: 6:10 p.m.

Citizen Communications & Community Announcements: None

Approve Previous Meeting Minutes: The minutes from the meeting on May 14, 2013 were approved with no corrections.

Review the new Needs Assessment Plan:

The subcommittee reviewed the Revised Needs Assessment Plan; Justin Irving gave a background for why the changes were made specifically because of the budget and the Affordable Care Act. He also discussed how the new Needs Assessment would be carried out by using surveys. The subcommittee could review a draft survey at the next meeting. Leah Graham suggested that the surveys be sent out with the prevention and outreach teams, Justin agreed that this could be a viable option.

Vote on the Comprehensive Plan Measure Proposal:

Justin Irving read five goals (objectives) of the Comprehensive Plan and posed a motion to formerly review the process for monitoring the plan. A discussion ensued about how to "word" the motion pertaining to the Comprehensive Plan monitoring and fulfilling the goals therein. Justin Irving made the motion typed below and Leah Graham seconded the motion:

Whereas the Austin Area Comprehensive HIV Planning Council's Comprehensive Plan 3-year HIV services plan calls upon the Council to achieve certain goals within the course of the 3-year plan and whereas there is not currently a formal review process, I move that:

- *The Austin Area Comprehensive HIV Planning Council will schedule no less than one epidemiological presentation annually that informs the Council of the current status of HIV/AIDS in the TGA, including prevalence data, information on HIV disparities, and unmet need.*

- *The sub-committee responsible for the comprehensive plan will make annual recommendations to the Council regarding the selection of strategies/plan/activities (SPA) to monitor.*
- *The sub-committee responsible for the comprehensive plan will report quarterly on the status of “SPA” chosen by the Council for monitoring.*

Vote results:

5-favor; 0-opposed; motion passed.

Vote on the Consumer Survey Modification Proposal:

Paul Hassell reviewed the Client Satisfaction Survey. A discussion ensued on the text size of the instructions on the survey and adjusting the boxes around the smiley faces. A motion was made to accept the surveys with removing three boxes from the survey.

Vote results:

4-favor; 0-opposed; motion passed.

Meeting Adjourned at: 7:50 p.m.

APPROVED