

**Austin Area Comprehensive HIV Planning Council
Needs Assessment Committee Meeting Minutes
January 12, 2016**

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

MEMBERS PRESENT

Justin Smith	AACHPC Vice-Chair, Needs Assessment Committee Chair
Glenn Crawford	AACHPC, Needs Assessment Committee

MEMBERS ABSENT

None

AACHPC STAFF PRESENT

Crystal Flores, Program Manager
Dwight Scales, Admin

ADMINISTRATIVE AGENT STAFF PRESENT

David Garza,	Grants Coordinator HIV Resources Administration Unit
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OTHERS PRESENT

None

I. Call to Order: AACHPC Vice-Chair, Justin Smith at 6:25pm

II. Certification of Quorum: *AACHPC Vice Chair, Justin Smith motioned the minutes to be approved as submitted. AACHPC member Glenn Crawford seconded the motion, motion approved unanimously.*

III. Introductions/Announcements:

Crystal Flores, Program Manager updated the committee on current membership of the TGA. She discussed future strategies for recruitment and possibly having the Needs Assessment Committee and Comprehensive Committee join meetings to help with the upcoming Comprehensive Plan. She discussed and reviewed updates on bids for the possible facilitator to help with the Comprehensive Plan. She also discussed each committee being in sync with each other to make better informed decision on AACHPC events and discussions.

IV. Approval of December 8, 2015 Minutes: *Justin Smith motioned the minutes be approved as submitted, AACHPC committee member Glenn Crawford seconded, Motion Carried*

V. Discuss and review options for priority setting tool

The Planning Council staff reviewed and discussed the data and methods used in the last priority setting process, and the issues with the current Priority Setting Tool. The committee reviewed the New York Priority Setting & Resource Allocation Committee Minutes and Tool. Crystal Flores, Program Manager presented and discussed with the committee a Needs Assessment yearly timeline including: Training and data presentations from Planning Council and Administrative Agency staff.

VI. HIV Planning Council Staff Report

Crystal Flores, Program Manager, discussed an option to join the Needs Assessment and Allocations committee together so that they can both get training on the various funding sources and service categories. This will make sure the priorities are considered for allocations decisions.

Meeting Adjourned at 7:20pm