

**Austin Area Comprehensive HIV Planning Council  
Comprehensive Planning Committee Meeting Minutes  
August 8<sup>th</sup>, 2017**

**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  
Akiesha Johnson-Smothers  
Glenn Crawford  
Justin Smith

**AACHPC STAFF PRESENT**

Laura Still, Planner  
Dwight Scales, Administrative Assistant

**ADMINISTRATIVE AGENT STAFF PRESENT**

David Garza Grants Coordinator Administrative Agent

**OTHERS PRESENT**

**I. Call to Order:** AACHPC Chair, Nicole Evans at 6:01pm

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

**III. Introductions/Announcements:** None

**IV. Non-traditional partners Focus Group Planning:**

Planner, Laura Still provided and the Comprehensive Planning committee discussed and reviewed

**V. Data Reporting Template Review**

Planner, Laura Still made recommendations to the committee regarding the overall structure and presentation of the data. The goal is to better assess the HIV service needs of people of Austin. The approach would be to develop a general, population level report and follow it up with separate addendums containing detailed breakdown data for each priority population and include the current Focus Group data

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

The committee reviewed activities from the 2017-2021 Comprehensive Plan that relate to data collection needs and collaboration with non-traditional partners.

**VII. Comprehensive Plan Updates:**

**VIII. U.S. Conference on AIDS takeaways for planning:**

Discussion was tabled to the next meeting.

**IX. Adjournment:**

The Comprehensive Planning Committee reviewed, discussed and made edits to the Non-Traditional Partner Focus Group Planning: Core Questions Draft. The committee recommended to pass these questions (document) on to full Business Council for vote on (8-29-17).

**Next Steps:**

**1. Possible new meeting times and locations:**

The committee decided it will continue to meet at the current location for future meetings .The will continue to explore new meeting times and locations to better help with logistics and community participation.

**X. Meeting Adjourned at 7:40 pm**

**NEXT SCHEDULED MEETING**

**TBD**