

**Austin Area Comprehensive HIV Planning Council  
Comprehensive Planning Committee Meeting Minutes  
May 8, 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  
Akeshia Johnson Smothers  
Aubrey Braglia  
Emma Sinnott  
Justin Smith  
Whitney Bulna

**MEMBERS ABSENT**

None

**AACHPC STAFF PRESENT**

Cassandra (Cassie) DeLeon, Manager  
Halana Kaleel, Administrative Senior  
Laura Still, Planner  
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 6:05 pm.

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

**III.** Introductions/Announcements:

- Information shared on 19th Annual AIDS Candlelight Memorial - Sunday, May 20, 2018-there will be no tabling opportunities.
- Whitney Bulna asked about further communication with Out Youth.
  - Scott Lyles is working on follow up.

**IV.** Approval of the April 10<sup>th</sup>, 2018 Comp Plan Meeting Minutes: Approved

5 Votes For- 0 Against- 0 Abstain

**V.** Needs Assessment Phase II Planning- Qualitative Data Collection

- Committee members participated in Trial Focus Group.
  - Emma Sinnott expressed concern about “crisis” language used in Planning Council Elevator Speech.
  - Cassie DeLeon led focus group, and Halana Kaleel scribed.
  - Committee reviewed focus group guide.
- Committee discussed Qualitative Data Goals.
  - Justin Smith discussed the need for more consensus on purpose of focus groups.
    - Aubrey Braglia talked over tailoring the questions to the population of each focus group.

- Cassie DeLeon gave guidance on when questions are more open-ended it allows participants to bring their lens in.
- Key Informant Interviews are an alternative to those who don't fit focus groups.
  - Key Informant Interviews can also lead to developing focus groups.
- Laura Still presented a list of identified focus group populations from Planning Council guidance.
- Committee suggested transgender focus.
  - Data and focus on transgender community was missing from the HIV Needs Assessment.
- Focus groups need to prioritize priority populations.
- Identified Priority Focus groups:
  - Spanish speaking
  - Black Women
  - Transgender
- Budget exists to incentivize focus groups.
- Akeshia Johnson Smothers will be doing follow up on focus group for black women.
  - Akeshia suggested linking focus groups to events already happening.
- Recommendation to field test Key Informant Interview Questions with Austin Public Health Clinical Case Manager, Stephanie Eaton.

#### **VI.** Needs Assessment Report 1-page summary

- Committee reviewed 1-page summary prepared by Whitney Bulna
  - Committee suggested infographics to highlight the information.
    - Would like to see the summary reduced to one page instead of two pages back to back.
      - This could be done by putting the information into two columns.
  - Draft 1-page summary will be reviewed in June's committee meeting and final will be done by July's committee meeting.
  - 1-page summary should be able to be both understood by people who use Ryan White services and providers.
  - Whitney Bulna will revise draft and submit it to support staff week before the next committee meeting.

#### **VII.** Needs Assessment Abstract for 2018 National Ryan White HIV Conference

- Committee reviewed abstract prepared by Akeshia Johnson Smothers.
  - Poster presentation would highlight the assessment bringing people together and how the assessment was built. Including discussing how technology was used and high level participation.
  - Feedback on abstract will be provided from the conference in a few months.
  - Abstract also can be submitted for the state conference.
  - If abstract is accepted costs for Akeshia's attendance would be covered by Austin Public Health and council would need to approve Akeshia to represent the Planning Council.

#### **VIII.** Comprehensive Plan Monitoring Update

- No new data points from Comprehensive Plan Monitoring Update.

#### **IX.** Review and discuss Standards of Care

Final vote for adoption by Planning Council

- Outpatient Ambulatory Health Services (OAHS) Standard of Care
  - Council and provider comments were given.
  - Glenn Crawford motioned to accept them as written, Akeshia Johnson Smothers seconded the motion.
    - 5 Votes For- 0 Against- 0 Abstain
- Universal Standard of Care
  - Not available for review at this time.

- X.** Staff Report
- New support staff Administrative Senior-Halana Kaleel was introduced.

**Adjournment: 8:51 pm**

*“The City of Austin is committed to compliance of the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Dial (512) 972-5205 (voice) or 711 (TTY Relay Texas) for more information”*

NEXT SCHEDULED MEETING

**TBD**