

San Antonio Area HIV Health Services Planning Council

Historical Robert B. Green, 903 W Martin St. Care Link Administration 5th floor, San Antonio, TX 78207 (210) 358-3215 FAX (210) 702-6952



NOTICE OF PUBLIC MEETING

Needs Assessment Committee

Thursday, October 11, 2018

Historical Robert B. Green Building

5th Floor Conference Room

11:30 a.m. – 1:00 p.m.

- I. **Call to Order** **Mary Helen Gloria, Chair**
- II. **Welcome and Introductions**
- III. **Approval of the Agenda**
- IV. **Approval of the Minutes from September 6, 2018**
- V. **Item:** Discussion and appropriate action regarding the Comprehensive Needs Assessment:
 - Comprehensive Needs Assessment Presentation by Collaborative Research
 - Review target sample sets for the TGA/HSDA
 - Open forum to discuss data elements of each survey instrument
 - Review Survey Instruments by Care Status (In Care, Out of Care and Newly Diagnosed)
 - Review survey administration methodology
- VI. **Public Comment**

Note: This part of the agenda is designed to provide Non-Planning Council members the opportunity to address the Planning Council and its Committees with issues related to the Council's legislative mandates as stated in the re-authorized Ryan White HIV/AIDS Treatment Modernization Act. Fifteen (15) minutes of time will be set aside for public comment at each meeting. No speaker will be allowed more than five (5) minutes, and depending on the number of speakers, the amount of time allocated per speaker may be less than five (5) minutes. Persons wishing to provide comments may do so by signing up on the "Public Comment" sign-in sheet prior to the call to order.
- VII. **Scheduling of Next Meeting: January 17, 2018 at 11:30 am at Historical Robert B. Green Campus, 5th floor Dr. Mac's Conference Room, 903 W Martin St. San Antonio, TX 78207**
- VIII. **Announcements**
- IX. **Adjournment**

Mission: To create a broad-based community response to the HIV epidemic affecting people within the Transitional Grant Area and to ensure the availability and coordination of high quality, comprehensive health and social services to people living with or affected by HIV.

For meeting information, please call (210) 358-3215

This meeting is wheelchair accessible. The accessible entrance is located at Historical Robert B. Green, 903 W Martin St. 5th Floor. Accessible parking spaces are also available. Interpreters for the deaf must be requested forty-eight (48) hours prior to the meeting by calling (210) 358-3215 or by calling Texas Relay at 7-1-1 for assistance.



THE SAN ANTONIO AREA HIV HEALTH SERVICES PLANNING COUNCIL

Historical Robert B. Green
903 W Martin St., Care Link Administration 5th floor, San Antonio, TX 78207
210.358.3215 (phone) 210.702.6952 (fax)

The San Antonio Area HIV Health Services Planning Council's mission is to create a broad-based community response to the HIV epidemic affecting people within the Transitional Grant Area and to ensure the availability and coordination of high quality, comprehensive health and social services to individuals infected with or affected by HIV.

NEEDS ASSESSMENT MINUTES

11:30 a.m., Thursday, September 6, 2018

**Meeting Location: Historical Robert B. Green, 903 W. Martin St.
5th floor Dr. Mac's Conference Room, San Antonio, TX 78207**

MEMBERS PRESENT		MEMBERS ABSENT	OTHERS PRESENT	
E. Flores		M. Garcia	A. Zapata	
E. Lutz		M. Hernandez	STAFF PRESENT	
H. Sapien		A. Lovos	Ryan White Grantee / Administrative Agent Staff	
		S. Manning	M. Newman	
		J. Sherman		
		S. Serrato	Planning Council Staff	
		W. Wientjes		
Call to order		E. Flores, PC Co-Chair, called the meeting to order at 12:20 pm		
Approval of the Agenda		The agenda was approved as presented.		
Approval of the Minutes from August 2, 2018		The minutes were approved as ammended.		
ACTION ITEMS				
ITEMS		DISCUSSION/MOTION		ACTION
Discussion and appropriate action regarding the Comprehensive Needs Assessment		The Committee reviewed the proposed low literate Comprehensive Needs Assessment Surveys completed by AA intern and Health Collaborative Learning team. The Committee decided to adopt proposed changes. The survey would be updated and sent out via email for review. The consultant will begin the Comprehensive Needs Assessment in Fall 2018.		No Action Necessary.
Public Comment		None		
Scheduling of Next Meeting		The next meeting was scheduled for October 11, 2018 at 11:30 a.m.		
Announcements		<ul style="list-style-type: none">Men’s Support Group 1st Thursday of every month 7-8:30 pm at CHCS (pril-May 2nd Thursday)BWI-Fashion at the Park-October 6, 2018Second Chance Job Fair-October 17, 2018		
Adjournment		The meeting was adjourned at 1:00 pm		

**Agenda Coordination Form
Needs Assessment Committee
Thursday, October 11, 2018**

Item #	Background	Recommended Motion	Action Taken
1. Discussion and appropriate action regarding the Comprehensive Needs Assessment.	<p>The Committee will review and discuss the Comprehensive Needs Assessment.</p> <ul style="list-style-type: none">• Comprehensive Needs Assessment Presentation by Collaborative Research• Review target sample sets for the TGA/HSDA• Open forum to discuss data elements of each survey instrument• Review Survey Instruments by Care Status (In Care, Out of Care and Newly Diagnosed)• Review survey administration methodology		