

San Antonio Area HIV Health Services Planning Council

Corporate Square Suite 200, 4801 NW Loop 410, San Antonio, TX 78229 (210) 358-3215 FAX (210) 702-6952



NOTICE OF PUBLIC MEETING

Needs Assessment Committee

Thursday, February 21, 2019

Corporate Square, 4801 NW loop 410

San Antonio, TX 78229

8th Floor Conference Room

11:30 a.m. – 1:30 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 January 17, 2019**
- 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 (Out of Care)
 - Needs Assessment Updates and Timeline
- 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: *March 7, 2019* at 11:30 am at TBD**
- 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 Corporate Square Suite 200, 4801 NW Loop 410, 78229. 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, January 17, 2019

**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		E. Lutz	A. Boyce	R. Deans
M. Gloria		S. Serrato	L. Hester	K. Uriegas
W. Knight		J. Sherman	D. Castillo	J. Daniel
S. Manning			K. Maurice	
R. Pleasant			STAFF PRESENT	
H. Sapien			Ryan White Grantee / Administrative Agent Staff	
D. Valdivia			R. Andrew	
W. Wientjes				
			Planning Council Staff	
			C. Johnson	
Call to order		M. Gloria, Chair, called the meeting to order at 11:42 pm		
Approval of the Agenda		The agenda was approved as presented.		
Approval of the Minutes from October 11, 2018		The minutes were approved as presented.		
ACTION ITEMS				
ITEMS		DISCUSSION/MOTION		ACTION
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 administration methodology and incentives •Review Survey Instruments by Care Status- Out of Care \$25 HEB gift card incentive SPOC Lead: AARC Outreach Program and partner agencies will provide client ARIES ID for those "Out of Care" Private doctors- Collaborative Research will provide survey link and materials produced for this clientele <u>2018 Newly Diagnosed Update by Jeff Daniel</u> -In December, thanks to your efforts, we were able to complete 19 Newly Diagnosed Surveys, which is 10% of the total from Maricela’s Newly Diagnosed list (n=192). -Strategy moving forward: Phone interview and online survey due to client's conflicting schedule to reach goal of 40 surveys		Motion: To approve \$25 gift card incentive (H. Sapien, E. Flores) (8) Eight in Favor (0) Zero abstentions (0) Opposed **Motion carried
Public Comment		None		
Scheduling of Next Meeting		The next meeting was scheduled for February 21, 2019 at 11:30 a.m.		
Announcements		• Men’s Support Group 1 st Thursday of every month 6-7:30 pm at CHCS • Seeds of Change Training by Health Collaborative 01/19/18		
Adjournment		The meeting was adjourned at 1:34 pm		

**Agenda Coordination Form
Needs Assessment Committee
Thursday, February 21, 2019**

Item #	Background	Recommended Motion	Action Taken
1. Discussion and appropriate action regarding the Comprehensive Needs Assessment.	<p>** Discussion and appropriate action regarding 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 (Out of Care)• Needs Assessment Updates and Timeline		