

# 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, January 17, 2019  
Historical Robert B. Green Building  
5th 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 October 11, 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 (Out of Care)
  - 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: February 7, 2019 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. 5<sup>th</sup> 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 5<sup>th</sup> 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, October 11, 2018**

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

MEMBERS PRESENT		MEMBERS ABSENT		OTHERS PRESENT	
E. Flores		M. Garcia		L. Hester	G. Small
M. Gloria		E. Lutz		L. Jaramillo	K. Franco
S. Manning				D. Castillo	R. Deans
				K. Maurice	J. Daniel
<b>STAFF PRESENT</b>					
H. Sapien				<i>Ryan White Grantee / Administrative Agent Staff</i>	
S. Serrato					
J. Sherman					
C. Whitehead					
W. Wientjes				<i>Planning Council Staff</i>	
				C. Johnson	
<b>ACTION ITEMS</b>					
<b>Call to order</b>		M. Gloria, Chair, called the meeting to order at 10:52 pm			
<b>Approval of the Agenda</b>		The agenda was approved as presented.			
<b>Approval of the Minutes from September 6, 2018</b>		The minutes were approved as presented.			
<b>ACTION ITEMS</b>					
ITEMS	DISCUSSION/MOTION				ACTION
Discussion and appropriate action regarding the Comprehensive Needs Assessment	<ul style="list-style-type: none"> <li>•Comprehensive Needs Assessment Presentation by Collaborative Research</li> <li>•Review target sample sets for the TGA/HSDA</li> <li>•Open forum to discuss data elements of each survey instrument</li> <li>•Review Survey Instruments by Care Status (In Care) - Pending: Out of Care and Newly Diagnosed</li> <li>•Review survey administration methodology and incentives ( In Care: PC member, SPOC, JD to administer survey at each agency and each participant will get \$15 gift card)</li> <li>-NA Kick-Off Presentation –Collaborative Research</li> <li>-Members completed doodle poll and selected next meeting for Monday, October 29, 2018 – 12-2 pm.</li> <li>-IRB and Centro Med approval for survey administration</li> </ul>				
Public Comment	None				
Scheduling of Next Meeting	The next meeting was scheduled for January 17, 2019 at 11:30 a.m.				
Announcements	<ul style="list-style-type: none"> <li>• Men's Support Group 1<sup>st</sup> Thursday of every month 6-7:30 pm at CHCS</li> </ul>				
Adjournment	The meeting was adjourned at 1:32 pm				

**Agenda Coordination Form  
Needs Assessment Committee  
Thursday, January 17, 2019**

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"> <li>• Comprehensive Needs Assessment Presentation by Collaborative Research</li> <li>• Review target sample sets for the TGA/HSDA</li> <li>• Open forum to discuss data elements of each survey instrument</li> <li>• Review Survey Instruments by Care Status (Out of Care)</li> <li>• Review survey administration methodology</li> </ul>		