



**HIV Health Services Planning Council**  
**NEEDS ASSESSMENT WORK GROUP NOTES**  
**Monday, March 26, 2007**  
**Shanti Offices**  
**730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109**  
**3:00-4:00 pm**

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**1. Introductions**

The following were in attendance: Mary Lawrence Hicks, Council Member, Erika Takada, Consultant – Harder + Co, Jack Newby, Council Support

**2. Review/Approve Agenda**

There was no quorum for formal approval of the Agenda.

**3. Review Approve Minutes from March 6, 2007 Meeting – VOTE**

There was no quorum for formal approval of the Minutes.

**4. Announcements**

There were no announcements.

**5. Public Comment**

There was no Public Comment.

**5. Review of Needs Assessment Survey**

The individuals present reviewed and discussed the Needs Assessment Survey. It was suggested that the section dealing with substance use should be expanded to cover both current and previous substance use. There was a discussion of the recent Women's Forum. Issues such as stigma and domestic violence interfering with access to care should be included in either the survey or in the focus group questions. Also, domestic violence could enter into "Prevention With Positive" discussions, and this will also be explored.

The group present decided to circulate the draft Needs Assessment Survey and Focus Group questions to the other members of the work group to provide feedback. Council support will collect the feedback and forward it to Erika Takada for review.

**6. Review of Focus Group areas of Inquiry**

See notes in Needs Assessment Survey.

**7. Review of Needs Assessment Timeline**

Consultant was advised that the presentation may take place in June instead of May. The consultant will remain working on the original timeline.

**9. Next Meeting Schedule & Agenda Items - VOTE**

This section was not discussed. The consultant will continue work through April and the group will meet as previously determined.

**10. Adjournment** – The meeting ended at 4:00 PM.