



HIV Health Services Planning Council

Needs Assessment Work Group

Wednesday, February 3, 2010

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

2:30-4:30 pm

Work Group Members Present: John Andrews, Wade Flores, Chris Harris, Cherrlynn Hubbard, Steve Manley, Mark Molnar, Veronica Pillatzke

Work Members Absent: Mary Lawrence Hicks, Laura Thomas

Others Present: Celinda Cantu (DPH-HHS), Lee Jewell (Council Member), Erika Takada (Harder and Co.)

Support Staff Present: Randy Allgaier, Natalie Bryson, T.J. Lee

Draft Minutes

1. Introductions

The meeting was called to order at 2:43 pm by Council Co-Chair Manley. Everyone introduced themselves and quorum was established.

2. Review/Approve Agenda - VOTE

The agenda was reviewed and approved by consensus.

3. Announcements

- CS Allgaier noted that although CM Hicks could not be here because of a family emergency, she is still very interested in being a part of the group. She is in contact with CS Allgaier to make this happen.
- CS Allgaier also noted that as of March 1st he will officially be the Planning Council Director.
- CM Flores noted that he had a really great discussion with immigrant groups from L.A.
- CM Andrews noted that Santa Clara County's support service provider is really struggling, and is only open one day a week, and that this could lead to people from Santa Clara County to seek services elsewhere.

4. Public Comment

There was no public comment.

5. Nomination of Work Group Co-Chairs – VOTE

The group nominated Co-Chairs to last the duration of the Needs Assessment Work Group. CM Molnar nominated CM Andrews, seconded by CM Hubbard. CM Andrews accepted. CM Manley nominated CM Hubbard. CM Hubbard declined. CM Flores nominated himself. **CM Andrews and CM Flores were both accepted by unanimous standing vote.** CM Andrews took over the meeting.

6. Next Steps for the Needs Assessment – VOTE

The Work Group discussed how to prepare for the upcoming Needs Assessment. CM Molnar noted that at yesterday's CMA meeting, the group recommended creating a fourth focus group to include providers. Erika Takada of Harder and Co. explained how they will move forward with the upcoming needs assessment. She noted that they would like to get started on consumer focus groups right away. The group discussed how to include the providers in these groups. She spoke of how the planning for this should occur. They discussed whether they should target African American men or women, as they are two disparate groups and should not be lumped together.

MOTION-CM Molnar/CM Jewell to target self-identified women as the target of the African American targeted needs assessment.

The motion passed by unanimous consent.

The next step is to create the draft focus group questions together.

There was no Public Comment.

7. Next Meeting Date & Agenda Items – VOTE

The next Needs Assessment Work Group Meeting is tentatively scheduled for Wednesday, February 10th, 2010, 25 Van Ness Room 330B from 2:30 PM-4:30 PM.

PARKING LOT:

7. Adjournment

The meeting was adjourned at 3:53 pm by Co-Chair Andrews
