

**METROPOLITAN WASHINGTON REGIONAL
HEALTH SERVICES PLANNING COUNCIL
Needs Assessment & Comprehensive Planning**

**64 New York Avenue, NE
Washington, DC 20002
May 12, 2009**

Minutes

Council Members	Present	Absent	HAA	Present	Absent
Bishop, Henry – Chair	X		Temprosa, Luau		
Corbett, Wallace			Griffin, Angelique	X	
Fischer, Mark			McElroy, Katherine		
Hawkins, Pat			Administrative Agents		
Hoover, David	CC		Alston, Jonathan		
Pleasant, Danielle			Allison, Glenna		
Smith, E. Robert	X		Balderston, Stacy		
Smith, Laurence	X		Ramey, Devi	CC	
			Barnum, David	CC	
			Simmons, Michelle	CC	
PC Support Staff			Logistics		
Sandra Panes	X		Duane Taylor	CC	
Mark Hill	X				

CALL TO ORDER

Henry Bishop called the meeting to order at 11:05 am

APPROVAL OF AGENDA & MINUTES

The agenda and the minutes were approved by consensus with no changes.

OLD BUSINESS

- **Priority Setting and Resources Allocation: Update**
 1. Laurence Smith confirmed that we are on task and the meetings have been going well and there has been little to no confusion regarding the process of using the caucus.

- **Data Presentation DC & EMA - Report by Angelique Griffin**

Needs Assessment committee members want to know about new data collection systems and an updated timeline to where we are with it.

Angelique Griffin gave the following report

1. The recommendations made by the members were included for the Data Presentation. Dr. Hader will review the final version and approve presentation slides.
2. Basically the presentation will be focus on the different population with HIV which should prompt discussion about newly diagnosed and examination of subpopulations characteristics of the people diagnosed with AIDS.
3. The main idea for the EMA Wide Data Presentation is that the slides will produce a snapshot for each jurisdiction.

NEW BUSINESS

- **Review of the Assessment of the Administrative Mechanism**

The tools implement during Grant Year 18 will be review. Duane Taylor will report and present potential options for accomplishing this activity. (this task will take from May to July)

1. Gail Williams-Glasser is doing analysis of instrument, and instruments used by other EMAs. She will start process in a month.

- **Client Survey Update**: Duane Taylor will meet with each committee emphasizing the client survey. He delivered the following report

1. Have contract with NAPWA for 6 community outreach workers.
2. Have contract with an organization to assist with reaching the hearing impaired.
3. Have contract with Dr. Smith as a researcher.
4. Arranged 5 conference calls for pre-testing a total of 15–18 individuals.
5. Will be attending 2 support groups with PG County
6. Scheduled to attend the various PWA committees.
7. Meeting with logistical support to talk about setting up provider training across the **EMA via live webcast**.
8. The Survey will be distributed among clients the first week of June.

Workplan

1. All concerns will be discussed at the next meeting.
2. We are on target.
3. There was discussion of which activities the jurisdictional agents would be responsible for and which would be reassigned.
4. Taylor Wilkes Group is looking at the initial provider instrument and will assist in developing another instrument for consumers to improve the document for 2010.
5. Planning Council has a deadline to give suggestions in writing to the Grantee by July.

Mark = I do not get these points... how are they related w/ the work plan???

I corrected the others points but I do not know where are you going? ...

Tell me and maybe I can help

Did you have any note about the needs that the committee has to develop a new calendar with the PC deadlines??? NO!

ADJOURNMENT

Henry Bishop adjourned the meeting. Robert Smith and Pat Hawkins seconded.

FINAL