



MINUTES OF THE

Needs Assessment & Comprehensive Planning/Continuum of Care Committees
 Thursday, January 6, 2022 ● Webex Teleconference
 9:00 a.m. – 11:00 a.m.

NA/CPCC Committee Members		Recipient Staff		Guest
Gregory Casillas	P	Santiago Serrato	P	Mary Kay Mitchell
Alfred Chavira	P	Mikela Villareal	A	Rhonda Andrew
Adolph "AJ" Delgado	P	Wayne Wientjes	P	
Enrique Flores	P	Jamie Zapata	A	
Gavriel Gutierrez	P			Planning Council Support
Loretta Holland	P			Sharron Harris
Catherine Lemus	A			Gloria Wood
Ronique Pleasant	P			
P = Present		A = Absent		

Call to Order	Gregory Casillas at 9:09 a.m.
Determination of Quorum	Quorum Established; 9 of 12 members in attendance
Approval of the Agenda	Approved as presented, motion made by Enrique, 2 nd by Gavriel
Approval of Minutes from Dec. 2, 2021	Approved as with amendments, motion made by Ronique, 2 nd by Enrique.

COMMITTEE REPORT

Needs Assessment (NA) and Comprehensive Planning/Continuum of Care Committee (CPCC)
Chair – Santiago Serrato

Business Item	Discussion / Motion	Planning Council Action
Review of the Progress and updates of the Integrated Plan	<p>Update on activities for the Integrated Plan.</p> <p>One (1) event that were added covering Dates: 12/01/2021 to 1/3/2022</p> <p>Record 1: FAM210 & BRAVE participated and served as a vendor</p> <p>Event: Race de las Chingnonas – FAM210 & BRAVE were participants and vendors as well as coordinated to have HIV/STD testing at the event.</p> <ul style="list-style-type: none"> - 2nd Annual Fundraiser for the Kristen Meza Foundation – KMF Against Domestic Violence - Event for women only, trans women, and non-binary individuals. - FAM210 & BRAVE share a vendor booth & AARC, and Metro provided HIV/STD testing. <p>HIV Testing was provided; Approximately 13 people had a test at the HIV/STD testing buses</p>	Discussion Only No Action

	<p><i>Event Incentives:</i> Condoms, lube, pens, hand sanitizers, lanyards, bags, and other small program incentives, along with program info and resources.</p> <p><i>Challenges for the event:</i> None</p> <p><i>Successes:</i> Great event! Fun way to share program info, get people tested and serve our WICY population.</p> <p>This current Integrated Plan ended 2021, the committee will start working an new plan. Currently reviewing all the activities and adding them to the spreadsheet should have the spreadsheet completed by the next meeting.</p>	
Parking Lot items:	None	
Planning for Needs Assessment	<p>The Comprehensive Survey is due this year. In the past, the committee participated in the planning. Anticipated process suggestions:</p> <ul style="list-style-type: none"> - Committee will help design plain language questions for the survey instrument - Identify the target populations and goal/percent & number of participants sought from each population. - Agree on the Implementation strategy - PC Support leads/oversee implementation, managing, compiling analyzing data collected, preparing final report, present finding to Planning Council. <p>Concern was expressed about the outcome of the prior needs assessment. There was a lower-than-expected number of surveys collected and very limited participation from specific target populations. Recommendation was to revisit the tasks from last year’s assessment and think outside the box to be more creative to reach the intended population.</p>	
Create Committee Work Plan (PCAT) for Year 2022-2023	Work plan was reviewed, and a few modifications recommended to tasks and timelines. The Updated Work Plan final review and vote to approve the workplan will occur at the Feb. meeting.	

Public Comment	No Public Comment
Announcements	No official announcement
Schedule of Next Meeting	February 3, 2022
Adjournment	Motion to adjourn made at 10:35am by Enrique, 2 nd by Gavriel