



**Priorities and Comprehensive Planning  
 Committee Meeting  
 March 19, 2015  
 Junior League of Memphis  
 3475 Central Avenue  
 4:00 PM**

Attendance	Committee Members	Attendance	Committee Members
A	Robert Wilkins*	A	Rosalyn McGhee
P	Paul Tucker-Eknes	A	Derrick Newby
P	Michael LaBonte	A	Jimmie Samuels
A	Mary Jackson	A	Andrea Williams
A	Tonya King	A	Brandon Williams

\*Denotes Chair

A=Absent

P=Present

**Others Present:** Sulaiman Aizezi, Nycole Alston, Fatimah Stout, Mardrey Wade

**I. Call to Order**

The meeting was called to order at 4:06 by Nycole Alston, Planning Group Manager.

**II. Statement of Confidentiality/Conflict of Interest**

Nycole reminded the committee of the Statement of Confidentiality and Conflict of Interest policy.

**III. Welcome/ Introductions/ Moment of Silence and Remembrance**

Everyone was welcomed to the meeting and a moment of silence and remembrance was observed.

**IV. Roll Call**

Nycole called roll and there was not a quorum to conduct business.

**V. Approval of Agenda**

The agenda was not approved.

**VI. Approval of Minutes from February 15<sup>th</sup>**

The minutes were not approved.

**VII. Old Business**

**a. 2015 Needs Assessment**

Nycole Alston, Planning Group Manager, briefly discussed the 2015 Needs Assessment.

- o The goal is to have the 2015 Needs Assessment completed by June.
- o The Grantee has identified three Community Research Assistants from the University of Memphis that will assist with the Needs Assessment as well as Denford Galloway, the Planning Group Secretary.
- o Majority of the surveys will be administered at Adult Special Care, Friends For Life, Christ Community Health Services, CAAPS, East Arkansas, and Memphis Health Center.

- Nycole reached out to the Peabody House, Dr. Holloman with Mobile Ministry, and Aaron E. Henry in Clarksdale Mississippi and they are open to having the survey administered at their facility.
- It was suggested to Nycole to reach out to Ellen McDaniels, who works for Friends For Life and also service clients at Sacred Heart.
- Steve Overman, Data Analyst, set up a survey size for 830 individuals.
- Nycole will have an orientation with the individuals administering the survey on Monday.
- The individuals who are administering the surveys will be employed temporary as Shelby County Government employees.
- Those who take the survey will receive a \$10 gift card as an incentive.
- Nycole will keep the committee updated on the amount of individuals who have completed the survey.

## **VIII. New Business**

### **a. Review of Program section for 2015 Data Presentation (attached)**

- Nycole presented an outline of the program section of the Needs Assessment, which was prepared by Jennifer Pepper, Program and Quality Manager.
- The outline is based on the 2015 Data Presentation and Jennifer added new information that she and the program staff will present during the 2015 Data Presentation.
- Within the Data Presentation outline, the numbers to the left represent each slide.
  - ✓ Slides 19 and 20 gives an overview of the entire Grant year of the In+care Campaign Measures for Memphis TGA. This will be compared to the national average.
  - ✓ Slide 21 is the overview of the service categories and different services that can be funded under each service category.
- Next month the Grantee will show an overview of the fiscal section of the data presentation.

### **b. Committee Work Plan (attached)**

- Nycole did an overview of the Committee Work Plan for GY2015.
- Last month a draft of the committee work plan was submitted. Since, Nycole has added additional items to the work plan.
- Within those additions, the committee needs to start looking at the Comprehensive Plan by May/June.
- Once Nycole get the guidance, a forward will be sent out to the committee to look at it at the next committee meeting.

### **c. Retreat action steps review (attached)**

- On February 27<sup>th</sup> during the H-CAP retreat the facilitator Emily Gantz-McKay provided an action priorities and issues for the H-CAP committee and also asked the committee to consider things on how to improve the way the planning body operates.
- Per the action priorities listed, each committee is responsible for an action step or priority.
- Nycole went through the list of priorities with the committee and explained each function.
- During the next meeting Nycole will bring directives so the committee can review.
- Many of the action steps will be the responsibility of the Community Partnership Committee for example establishing a survey to give members to identify their barriers to participating in meetings such as (location, time), work to remove barriers, ways to develop an interactive training, identify senior advisors to serve as advisors to new members, and identify capacity building/leadership development.
- One of the suggestions made by Emily was to reach out to the private doctors in the TGA area and build a relationship so they are aware of Ryan White services so they can inform their clients. Also reach out to the AETC to provide training to private physicians in the area so they are aware of Ryan White services.

- Building a collaborative prevention and care plan is one of the goals the Grantee is working on with the Ad-Hoc committee.
- Nycole met with the MSM Taskforce to come up with an action plan for the upcoming year and they suggested the Haven, a facility Friends For Life has that focuses on young MSM community. On next Friday there will be a meeting at the Haven and it was suggested the MSM Taskforce be a part of it.
- It was also suggested during the retreat to change the brochure and the Community Partnership Committee is taking the initiative to redesign.

**d. Agenda items for the next meeting**

- Needs Assessment Update
- Draft of Fiscal section of data presentation outline
- Committee work plan

**IX. Other Business/Public Comments**

No other business or public comments.

**X. Announcements**

No announcements

**XI. Adjournment**

The meeting adjourned at 4:47 PM.

**Next Meeting:** April 16<sup>th</sup> at 4:00 PM, Junior League of Memphis (3475 Central Avenue).