Agenda
Needs Assessment Committee Meeting
April 03, 2025 @ 12:30 pm
Lentz Public Health Department

All Meetings are recorded and available to the public

1) **Call Meeting to order** — Dr. Kaye Chavis, Committee Chair

2) **Roll Call** — Talice Thomas. PC Liaison

3) ***Approve Minutes***

4) **Approve Agenda** — Dr. Kaye Chavis, Committee Chair

5) **Public Comment** — Dr. Kaye Chavis, Committee Chair

(NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV status. All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a person living with HIV", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization. If you work for an organization, but are representing yourself, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to the Council Secretary who would be happy to read the comments on behalf of the individual at this point in the meeting. The Chair of the Council has the authority to limit public comment to 1 minute per person. All information from the public must be provided in this portion of the meeting. Council members please remember that this is a time to hear from the community. It is not a time for dialogue. Council members and staff are asked to refrain from asking questions of the person giving public comment.)

6) Welcome and Introductions
   a) Brief self-introductions by committee members and leadership

7) Survey Updates and Finalization
   a) · Review recent updates to the survey
   b) Finalize survey content and structure

8) Part A Agency Collaboration Update
   a) Discuss progress on partnerships with Part A agencies

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9) Needs Assessment Timeline and Next Steps
   a) Review work plan timeline
   b) Outline upcoming milestones and actions

10) Client Engagement and Incentives
   a) Discuss strategies for client participation
   b) Review and recommend incentive options

11) Data Collection and In-Depth Interview Planning
   a) Assign roles and responsibilities for data collection
   b) Plan logistics for in-depth interviews

12) Conclusion and Next Meeting
   a) Summarize action items
   b) Comments, Questions, & Suggestions
   c) Confirm date and time for next meeting

Notes: