

Denver HIV Resources Planning Council



Priorities Workgroup Meeting
Wednesday, April 19, 2017; 3:00 p.m. to 5:00 p.m.
Denver Environmental Health, 200 West 14th Avenue, Fishbowl Room, C.3.4,
Third Floor, Denver, CO 80204
Conference Call Number: 720.337.7000 Meeting Code: 990 629 818

Minutes

Priorities Workgroup's Purpose: develop components of the priority setting and resource allocation (PS/RA) process, including data training meetings, community input meetings, and PS/RA meetings.

Agenda Item	Discussion Points	Decisions/Actions Who/What/When
Introductions	Members: Alexis A.*, Kari H.*, Kay K.*, Kelly V., and Melanie R. Staff: Jean F. and Suzie P.	
Review and approve March minutes	<ul style="list-style-type: none"> • Edit: Change the name of the minutes to say March instead of February on “Review and approve minutes” agenda item. 	<ul style="list-style-type: none"> • Kari H. made a motion to accept the minutes with one edit. • Kelly V. seconded the motion. • The motion passed with four “yes” votes, zero “no” votes, and zero abstentions.
Planning for May and June DHRPC Meetings- What can we put on these agendas to prep members for August?	<ul style="list-style-type: none"> • The Priorities presentation segment of the May PC Agenda is set for about 45 minutes. • The Committee discussed adding several topics, including: <ul style="list-style-type: none"> ○ Directives, and how to write one ○ Clarifying the changes in the service categories ○ Highlighting the full list of potentially funded service categories, and why previously unfunded categories were not funded ○ Explaining the differences between Core and Support services ○ How service categories are implemented among the different agencies ○ Explaining how the DHRPC is doing similar work as other jurisdictions 	<ul style="list-style-type: none"> • There will be a PowerPoint presentation at the May PC meeting that gives an overview of the Priority Setting and Resource Allocation process • There will be a PowerPoint presentation at the June PC meeting that goes into more detail.

	<ul style="list-style-type: none"> ○ What is not allowed to be done under each service category ○ MAI Categories that have historically not been funded by the DHRPC ○ Gaps and trends ○ Data Booklet overview, even if it is the prior years' version, so that new members can become familiar with its format and volume 	
PS/RA Evaluation Tools	<ul style="list-style-type: none"> ● Jean F. spoke about how these tools help the Program Manager answer questions for the HRSA Progress Report. ● Suggestions were made to: <ul style="list-style-type: none"> ○ provide links to the options listed under the “Data Considerations Checklist”, so that members know ahead of time about these resources. ○ add the COHAS to the “Data Considerations Checklist”. ○ format the checklist to look similar to the format used by the CDC. ○ Change the word, “considered” to “discussed”. 	
Update on Data Training date:	<ul style="list-style-type: none"> ● The data trainings are being held on, Tuesday July 25th 11 am-1 pm and Thursday August 3rd from 5 pm-7 pm 	
Feedback on Data Booklet	<ul style="list-style-type: none"> ● Suggestions were made to: <ul style="list-style-type: none"> ○ send an email to mentors to follow up with their mentee after the 2017 Data Booklet has been sent out. ○ do more to highlight disparities throughout the data; perhaps setting aside a chapter for this. ○ do a section for PLHIV and frame each service category with “how does this category help me living with HIV”? and give examples for the different populations. ○ add sections to cover stigma. ○ add more links to outside sources. ○ combine the “Data Considerations Checklist” and the “Meeting Evaluation Tool”. ○ use Survey Monkey to collect these responses. ○ reframe questions so that they are more about the individual who is answering them, and not about the group as a whole. ○ include an additional funding resource sheet. ○ spend more time on explaining what MAI is, and strongly define “historically underserved” and what that means. ○ organize the tables by service category ○ Alphabetize the service category sections. ○ Add the barriers to each of the service categories ○ Add the total number of respondents per question, as well as the total number who took the survey. – “N’s” on everything. ○ Look at the mode of transmission vs age at transmission. Jean will look into this. 	

	<ul style="list-style-type: none">○ Add a section, separate from each data point, to cover the implications of the data.
Announcements/Open Comment	<ul style="list-style-type: none">• There will not be a Priorities Committee Meeting in July.
Close	