



PCHAP

PARTNERSHIP FOR
COMPREHENSIVE
HIV/AIDS PLANNING

May 25, 2010 Needs & Resources Committee Meeting

Present: Sue Osborne Amanda Fosler Pamela Bowen Peter Counterman	Guests: Patrick Forand Jeff King	HPCNEF Staff: Dawn Pietrewicz Joyce Case Nikole Helvey Valerie Feinberg
	Discussion	Action
Welcome & Introductions	Welcome & introductions were made. Health Planning Council's new Planner Valerie Feinberg gave a short bio.	Nikole Helvey ran the meeting in the absence of a chair/co-chair
Review Code of Conduct	The committee was advised to act according to the PCHAP Code of Conduct.	
Filling of Chair & Co-Chair Positions	Peter Counterman was approved as the new Chair. Sue Osborne was approved as the new Co-Chair.	
Needs Process Overview	Nikole Helvey gave a presentation on the functions of the Needs & Resources Committee and a general annual progression of work.	
Identify/Rank Barriers	Nikole Helvey reviewed the most current Needs Assessment Update, pointed out the barriers it presented and advised the group that they were listed on the report in the order they were most talked about at the February Focus Group.	
Schedule Focus Groups	<ul style="list-style-type: none"> ▶ June 24th & July 15th were set as tentative dates for two focus groups. The first one slated for west Volusia, the second in central to northeast Volusia. ▶ Attendees agreed that sponsors and a location for the west Volusia location needed to be in place by June 4th. ▶ Attendees suggested possible sponsors and venues and divided the responsibility of contacting them amongst the group. ▶ The flyer from the February event will be distributed to the committee members for review and revision ▶ The "Basecamp" online Project Management tool will be used to make revisions to the flyer and maintain group communications during the focus group process. 	
Next Meeting Date	Separate Needs and Standards meetings will be held June 8 th at 1:30 PM at VCHD.	
Adjournment	Meeting adjourned at 4:30 pm.	