

HIV Community Planning Council
NEEDS ASSESSMENT WORK GROUP
Project Open Hand
25 Van Ness 8th Floor Conference Room
Thursday, April 27th, 2016
3:30-5:00 pm

Draft Agenda

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| 1. Introductions | Group 3:30 |
| 2. Review/Approve April 27th DRAFT Agenda – VOTE | Group 3:35 |
| 3. Announcements | Group 3:40 |
| 4. Public Comment | Group 3:45 |
| 5. Co-Chair Nominations - VOTE | Group 3:50 |
| <i>The group will select work group co-chairs.</i> | |
| 6. Scope of Work | Dave Jordan 3:50 |
| <i>The group will be presented the overview/purpose of needs assessment, structure of focus groups, and timeline of the needs assessment.</i> | |
| 7. Survey Tool – VOTE | Group 4:00 |
| <i>The group will review the survey tool and tailor it to the target population.</i> | |
| 8. Outreach and Collaboration –VOTE | Group 4:40 |
| <i>The group will discuss outreach strategies, including the flyer.</i> | |
| 9. Next Meeting Date & Agenda Items | Group 4:55 |
| 10. Adjournment | Group 5:00 |
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Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Work Group attendees.

HIV Community Planning Council
Administrative Office:
730 Polk Street 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health
Community Health, Equity & Promotion
HIV Health Services
25 Van Ness Avenue, San Francisco, CA 94102

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Agendas are available at www.sfhivplanningcouncil.org

The agenda packet is available for review at the administrative office of the San Francisco HIV Community Planning Council office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.