



HIV Health Services Planning Council  
NEEDS ASSESSMENT WORK GROUP  
Project Open Hand  
730 Polk St. 3<sup>rd</sup> Floor Conference Room  
Wednesday, March 16<sup>th</sup> 2016  
3:00-4:30 pm

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**Draft Agenda**

1. **Introductions** Group 3:00
  2. **Review/Approve March 16<sup>th</sup> 2016 DRAFT Agenda – VOTE** Group 3:05
  3. **Announcements** Group 3:10
  4. **Public Comment** Group 3:15
  5. **Co-Chair Nominations - VOTE** Group 3:20  
*The group will select work group co-chairs.*
  6. **Scope of Work** Dave Jordan 3:30  
*The group will be presented the overview/purpose of needs assessment, structure of focus groups, and timeline of the needs assessment.*
  7. **Outreach and Flyer – VOTE** Group 3:45  
*The group will discuss outreach strategies, including the flyer.*
  8. **Survey Tool – VOTE** Group 4:05  
*The group will review the survey tool and tailor it to the target population.*
  9. **Next Meeting Date & Agenda Items** Group 4:25
  10. **Adjournment** Group 4:30
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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.**

25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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Agendas are available on the Internet at <http://www.sfcarecouncil.org>