**Month by month tentative tasks and agenda items for 2019**

Does not include standing items such as Open Comment, Minutes, etc.

| **Month** | **DHRPC meeting** | **EAC** | **Leadership** | **MDC** | **MDHSC** | **Priorities** |
| --- | --- | --- | --- | --- | --- | --- |
| **January** | * DHRPC role and responsibilities
* Key tasks and dates
* Calendar
* Council Rules, motions, vote, ground rules
* Conflict of interest and when to abstain
* Participation and voting rights
* DHR Report
* Reallocate Funds
 | * Review Comm. goals, specific tasks and timeline
* Elect co-chairs
* Determine meeting day of week, time and location
* ID data needed to make sound decisions to discuss with Priorities
* Continue to develop needs assessment action plan and consents, interview guides, surveys, other tools
 | * Review Comm. goals, specific tasks and timeline
* Determine meeting day of week, time and location
* DHR Report
* Committee Reports
* Agency Reports (CDPHE, HCPF)
* Review retreat agenda
* Set agenda for next DHRPC meeting
* Review directives process
 | * Review Committee goals, specific tasks and timeline
* Elect co-chairs
* Determine meeting day of week, time and location
* Identify target audiences and volunteers to reach out to communities for 2019 Listening Sessions
* Agreement
* Approve EAC data presentations for DHRPC meeting
 | * Review Comm. goals, specific tasks and timeline
* Elect co-chairs
* Determine meeting day of week, time and location
* Request service utilization data from DHR
* Review four service categories
* Discuss how to increase MDHSC participation
 | * Review Comm. goals, specific tasks and timeline
* Elect co-chairs
* Determine meeting day of week, time and location
* ID data needed to make sound decisions to discuss with EAC
* Set date for data training, PS/RA meetings
 |
| **February** | Retreat | * Joint meeting with Priorities to determine data/needs assessment focus for PS/RA
* Report back from the Alliance meeting
* Plan data presentation for DHRPC
 | * Final logistics for retreat
* DHR Report
* Committee Reports
* Agency Reports (CDPHE, HCPF)
* Set agenda for next DHRPC meeting
 | * Plan and logistics for 2019 Listening Sessions
* Review and revise Training Plan
* Review Attendance
* Assess member participation
* Edit Comm. Participation
 | * Review performance data
* Discuss service delivery system performance in meeting the needs of people living with HIV
* Review guidance on directives
* Invitation to other DHRPC members to discuss need for directives
* Review four service categories
* Discuss how to increase MDHSC participation
 | • Joint meeting with EAC to determine data/needs assessment focus for PS/RA |
| **March** | * Part A service system overview
* DHR initiatives
* Service Category Training (Support and Core)
* DHR Report
 | * Review and revise data request
* Review prior year data booklet and advise content and analysis
* Review platforms and methodologies for collecting data
* Report back from the Alliance meeting
* Plan data presentation for DHRPC (send to MDC for review)
 | * DHR Report
* Committee Reports
* Agency Reports (CDPHE, HCPF)
* Set agenda for next DHRPC meeting
* Final review of needs assessment
* Review EAC data presentation plan
 | * Review attendance
* Hold Listening Session
* Assess member participation
* Review EAC data presentation for next DHRPC
 | * Review performance data
* Discuss service delivery system performance in meeting the needs of people living with HIV
* Review four service categories
* Discuss how to increase MDHSC participation
 | * Discuss community input meetings and select community input meetings to host
 |
| **April** | * PS/RA training and Q-sort
* Service Category Training (Support and Core)
* DHR Report
* EAC data presentation
 | * Implement needs assessment
* Plan data presentation for DHRPC (send to MDC for review)
 | * Revise current HRPC budget if needed
* DHR Report
* Committee Reports
* Agency Reports (CDPHE, HCPF)
* Set agenda for next DHRPC meeting
 | * Review attendance
* Hold Listening Session
* Check-in with mentors/mentees
* Assess member participation
* Review EAC data presentation for next DHRPC
 | * Draft directives and prioritized service categories
* Review four service categories
* Discuss how to increase MDHSC participation
 | * If holding community input meeting, develop discussion points, agenda, & handouts.
 |
| **May** | * Service Category Training (Support and Core)
* DHR Report
* EAC data presentation
 | * Implement needs assessment
* Review initial data
* Plan data presentation for DHRPC (send to MDC for review)
 | * DHR Report
* Review assessment of administrative mechanism
* Committee Reports
* Agency Reports (CDPHE, HCPF)
* Set agenda for next DHRPC meeting
 | * Review attendance
* Hold Listening Session
* ID potential bylaws changes
* Assess member participation
* Review EAC data presentation for next DHRPC
 | * Draft directives and prioritized service categories
* Discuss how to increase MDHSC participation
 | * Hold Community input meeting (if selected)
* Begin to develop Data Training agenda, PowerPoints, and handouts
 |
| **June** | * Service Category Training (Support and Core)
* COHAS progress measures
* Review assessment of administrative mechanism
* DHR Report
* EAC data presentation
 | * Review draft Data Booklet
* Implement needs assessment
 | * DHR Report
* Committee Reports
* Agency Reports (CDPHE, HCPF)
* Set agenda for next DHRPC meeting
* Feedback to MDHSC on directive feasibility
 | * Review attendance
* Hold Listening Session
* Assess member participation
* Revise Bylaws
 | * Draft directives to Leadership and DHR for feedback on feasibility
* Discuss how to increase MDHSC participation
 | Continue to develop Data Training agenda, PowerPoints, and handouts |
| **July** | * No meeting due to Data Trainings
 | * Data Booklet to printer
* Review and revise needs assessment report
 | * DHR Report
* Committee Reports
* Agency Reports (CDPHE, HCPF)
* Set agenda for next DHRPC meeting
* Feedback to MDHSC on directive feasibility
 | * Review attendance
* Hold Listening Session
* Set breakout groups
* Review representation gaps and set recruitment goals
* Revise Bylaws
* Assess member participation
* Check-in with mentors/mentees
 | * Review feedback and revise directives if needed
* Discuss how to increase MDHSC participation
 | * Develop PS/RA agendas, review PP and handouts
* Discuss logistics
 |
| **August** | * Q&A on data and standards to prep for PS/RA
* DHR Report
 | No meeting | No meeting | No meeting | No meeting | Conference call check in between PS and RA meetings |
| **September** | * Recruit new officers
* Review and approve grant budget
* DHR Report
 | * Launch mini needs assessment
 | * Reallocate funds
* Review grant narrative
* DHR Report
* Committee Reports
* Agency Reports (CDPHE, HCPF)
* Set agenda for next DHRPC meeting
* PS/RA Report debrief
 | * Review attendance
* Hold Listening Session
* Discuss recruitment
* Assess membership reflectiveness
* Revise bylaws
* Assess member participation
* Check-in with mentors/mentees
 | * Evaluate process: what worked what didn’t
* Develop plan to improve workflow
* Discuss how to increase MDHSC participation
 | * Evaluate process: what worked what didn’t
* Develop plan to improve workflow
* Review survey results and evaluation summary
 |
| **October** | * Bylaws
* Recruit new officers
* Review and approve grant budget
* DHR Report
 | * Review COHAS progress measures
* Collect data
 | * DHR Report
* Committee Reports
* Agency Reports (CDPHE, HCPF)
* Set agenda for next DHRPC meeting
* Discuss honoring members
 | * Review attendance
* Hold Listening Session
* Interview new members
* Revise bylaws
* Assess member participation
 | * Feedback on SOC
* Brainstorm outreach
* Discuss how to increase MDHSC participation
* Request service utilization data
 | No meeting |
| **November** | * Bylaws
* COHAS progress measures
* Recruit new officers
* DHR Report
 | * Begin to develop needs assessment action plan and consents, interview guides, surveys, other tools
* Data Acclimatization Plan proposal to MDC
 | * DHR Report
* Committee Reports
* Agency Reports (CDPHE, HCPF)
* Set agenda for next DHRPC meeting
* Plan for next year
 | * Review attendance
* Hold Listening Session (Tentative)
* Review and vote on candidate list
* Update attendance flow chart and letters as needed
* Assign mentors
* Assess member participation
* Finalize Bylaw Changes
 | No meeting | No meeting |
| **December** | * Honor members
* Vote on officers
* Vote on new members
* DHR Report
 | No meeting | * DHR Report
* Committee Reports
* Agency Reports (CDPHE, HCPF)
* Set agenda for next DHRPC meeting
* Reallocate funds
* Review MOU with DHR
* Plan for next year
 | No meeting | No meeting | No meeting |