**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** |
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| **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 |