

# Needs Assessment & Evaluation meeting

## Microsoft Teams

June 23, 2020

9:00 am – 11:00 am

### Meeting Summary/Minutes

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|--|--|
| <b>NA&amp;E Committee Members Present:</b>     |  |
| Thu Danh                                       | John Vener, MD                         |
| Javi-Andrews Mendoza                           | Asneth Omare                           |
| Lesa Nelson                                    | Alejandro Aguilera                     |
| Alissa Fountain                                |  |
| <b>NA&amp;E Committee Members Absent:</b>      |  |
| Greg Fox                                       | Sarah Schiele                          |
| <b>Hennepin County (Part A Representative:</b> |  |
| Aaron Peterson                                 |  |
| <b>DHS (Part B) Representative:</b>            |  |
| Dennis London                                  |  |
| <b>MDH (Prevention) Representative:</b>        |  |
| McKinzie Woelfel                               |  |
| <b>Guests:</b>                                 |  |
| Rob Andrews Mendoza                            | Jacob Melson                           |
| <b>MCHACP Staff:</b>                           |  |
| Richard Puella (minutes)                       | Carissa Weisdorf (Council coordinator) |

**I. WELCOME AND INTRODUCTIONS:** Lesa Nelson called the meeting to order at 9:10am, and introductions were made.

#### **II. Review & approval of April meeting minutes & proposed agenda:**

- Denis London noticed an error on the minutes under section two “review and approval.” The name listed should be Dennis London not Dennis Anderson. Richard Puella noted the error and will make the correction. With that, the minutes were approved with the edits mentioned above. The Agenda was approved by unanimous consent.

#### **III. Needs Assessment survey update:**

- Aaron Peterson provided an update on the Needs Assessment survey, and reminded everyone that the link is still up online at ([www.Hennepin.us/NA2020](http://www.Hennepin.us/NA2020)). Promotional materials have been sent out to most of the Ryan White providers and noted that if any committee members would like promotional materials to either call or email staff and those can be sent out.
- Phone interview process came back from the IRB with additional questions but was approved by the IRB on June 15, 2020. No phone interviews have been conducted yet. Forty-five surveys have been collected as of June 18, 2020. Aaron mentioned an area of

concern was with a high percentage of individuals not filling in their county. Thu Dahn asked if a forced response was an option. Aaron mentioned that the survey was announced as an all questions are optional, and discussions on whether to make a forced response are still on going. Jacob Melson mentioned that some of the problems lay in the coding of the survey, for example if a person entered "HENN" the Qualtrics system would automatic select Hennepin, however, some of the participants have entered HENNN with a third N, which has caused some of the issues, and Jacob mentioned some additional coding may be necessary.

- There has been much behind-the-scenes work. The survey team has consulted with phone survey experts to ensure phrasing and survey flow was in line with best practices.

#### **IV. Co-Chair Election:**

- Carissa Weisdorf reminded the committee what the requirements are as prescribed in the by-laws. Each committee may select up to two co-chairs to serve on their committee and the Executive Committee. One of those co-chairs needs to be a member of the council as well as live in the TGA. Each co-chair may serve up to two one-year terms.
- Carissa mentioned that Lesa Nelson is eligible to serve as co-chair for another term, but she is a community member, therefore, a council member nominee is needed for this committee.
- Lesa Nelson asked if there was anyone who would be interested in a co-chair. Asneth Omare was nominated by Javi Andrews-Mendoza. Asneth kindly asked if there was anyone who would like to run to please do so and she will step down. Asneth Omare accepted the nomination. No other nominations followed, and since there are only two nominees, no ballot is needed. There were no objections. Therefore, co-chairs for NA&E are now Lesa Nelson and Asneth Omare.

#### **V. Identifying Service Barrier's in Ryan White for Co-Occurring Service:**

- Robert Andrews, community member, is seeking feedback for his master's project and presented a PowerPoint "*Identifying Service Barrier's in Ryan White for Co-Occurring Services.*"
- John Vener commented that the reimbursement issues are why providers are not on the Medical Assistance (MA) system. He also mentioned that if Medical Doctors participate in one governmental reimbursement program the MD must take them all. For example, if a MD were to refuse MA then he would not be able to take worker compensation, and he is not sure if this law/rule would apply to therapists.
- Dennis London pointed out that there may be several providers who are registered with other Minnesota health care programs, but in practice may not be providing services despite being registered. He suggested to do a little research on how many MA or Ryan White clients are accessing services.

#### **VI. Review work plan for FY 2020:**

- Jacob Melson suggested adding a review of the SARS Dashboard for feedback on anything that might be confusing or needs to be changed. Dennis London mentioned that the link to access the dashboard on the council website is hidden and suggested putting the dashboard on the homepage. Dennis felt that having the dashboard as its own tab at the top of the page would be easier for people to access. The committee agreed to naming the SARS tab "Data Dashboard."

**VII. New Business/Unfinished Business:** No new business was discussed.

**VIII. Agenda for next meeting:** The committee agreed to adding an update on the needs assessment, and the evaluation of the PSRA process.

**IX. Announcements:** No announcements were made.

**X. Adjourn:** Meeting was adjourned at 10:08am

RP/cw