

# Needs Assessment & Evaluation meeting

## Microsoft Teams

May 26, 2020

9:00 am – 11:00 am

### Meeting Summary/Minutes

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

<b>NA&amp;E Committee Members Present:</b>	
Thu Danh	John Vener, MD
Javi-Andrews Mendoza	Sarah Schiele
Asneth Omare	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Aaron Peterson	Dennis London
<b>MDH (Prevention) Representative:</b>	<b>MCHACP Staff:</b>
None	Meagan Schrafft
	Richard Puella (minutes)
<b>Guests:</b>	
Audra Gaikowski	Jacob Melson
Miranda Kunz	Alice Slaikeu

**II. Review & approval of April meeting minutes & proposed agenda:** after review of the minutes and by-laws, Dennis London questioned if electing NA&E's third co-chair was allowed. He could not find that provision in the by-laws. Meagan Schrafft confirmed that the council staff did research that topic and Dennis is correct. There is no way to approve three co-chairs according to the by-laws. She pointed out that co-chair elections will be done again today.

**III. Co-Chair election:** Asneth Omare along with staff agreed to postpone the co-chair elections until the current co-chairs are present as well as more of the NA&E committee members. Javi-Andrews Mendoza moved to postpone co-chair elections until next meeting, which was seconded by John Vener. By unanimous consent the motion passes.

**IV. Review draft service area review summary (SARS) Dashboard:** Alice Slaikeu and Aaron Peterson presented on the SARS Dashboard.

- Asneth Omare asked if anyone on the committee had any objections moving forward with the SARS Dashboard and presenting it to the council. Hearing no objections, the SARS Dashboard is approved.
- Aaron Peterson asked the committee if there was anything that initially confused members as Alice Slaikeu was going through the dashboard. This will help him develop the training for the council.

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- Asneth suggested to rethink how the tabs at the bottom are presented. She also felt that the *HIV diagnosis time period* section was a bit confusing. She didn't think that many consumers access Ryan White services. Aaron clarified that the numbers represent anyone who has accessed services from 2015 through 2019.

**V. Update on 2020 HIV/AIDS Comprehensive Needs Assessment:** Aaron Peterson reported on the status of the needs assessment. He wanted to highlight that this was a collaborative effort between Department of Human Services, Hennepin County and the council.

- Data collection efforts are underway and are still being collected online at [www.hennepin.us/NA2020](http://www.hennepin.us/NA2020).
- A revised data collection strategy has been developed to adapt to the COVID-19 pandemic.
  - Ryan White providers have agreed to Promote the online survey with consumers.
  - Paper surveys are being handed out from clinics such as Red Door and Open Arms with a prepaid self-addressed envelope for consumers to fill out and mail in.
  - Three interns (Ann Bensen, Audra Gaikowski and Miranda Kunz) have been onboarded to help conduct phone interviews.

**VI. Review work plan for FY 2020:** Review of the work plan was done at the last meeting and there were no changes to it since the last meeting. No further discussion followed.

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

**VIII. Agenda for next meeting:** Not discussed at today's meeting.

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

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

**RP/cw**