

Needs Assessment & Evaluation meeting  
 Microsoft Teams  
 July 28, 2020  
 9:00 am – 11:00 am

Meeting Summary/Minutes

<b>NA&amp;E Committee Members Present:</b>	
Alissa Fountain	DJ Rotz
Lesa Nelson	Sarah Schiele
Asneth Omare	John Vener, MD
<b>NA&amp;E Committee Members Absent:</b>	
Alejandro Aguilera	Javi-Andrews Mendoza
Thu Danh	
<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>	
Ann Bensen	Jacob Melson
Audra Gaikowski	Miranda Kunz
<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:**

Dennis London noticed a typo in the spelling of Aaron Peterson’s name on the first page. Richard Puella noted the error and will make the necessary changes. With that the agenda and past minutes were approved.

**III. Update on 2020 HIV/AIDS Comprehensive Needs Assessment:**

Ann Bensen provided an update on the 2020 HIV/AIDS Comprehensive Needs Assessment. She reminded the committee that this project is a collaborative effort between the Department of Human Services (DHS), Hennepin County, and the Minnesota Council for HIV/AIDS Care and Prevention (MCHACP). Due to COVID-19 the data collection has changed. An online survey and phone interviews are the main methods of data collection being used by the interns. A paper version of the survey is being developed and anticipated to be launched by the end of next week.

- For phone interviews, Ryan White subrecipients will reach out to clients to obtain initial consent to contact clients. First phone interview was conducted June 24, 2020.
- As of now, 216 of 664 (33%) have been collected. 159 have been through paper surveys, and 57 have been through phone surveys.
- There are challenges in engaging African-born clients, particularly with an interpreter. It is suspected that this is due to the community being tightly knit and issues with trust.
- Next steps include an extension of the timeline from August 31 to October 31, 2020. All three interns will remain with Hennepin County through October 31, 2020, and continued phone surveys with focus on engaging African-born clients.
- Dennis London asked what steps are being taken to overcome the barrier in reaching African-born clients. Ann Bensen noted steps being taken include, over selecting clients who are African born, and continued collaboration with interpreters and providers to gather more information and ideas on how to ensure there is trust when clients take the survey.
- Audra Gaikowski mentioned that the Needs Assessment team recently met with Sub-Saharan African Youth & Family Services (SAYFSM) to help create trust between the clients. Aaron Peterson asked the committee for advice on how to engage the African-born clients, the Needs Assessment team are open to suggestions.
- Dennis London noted that trust is something that is built over a long period of time. He mentioned that there are clients being served by other organizations, and perhaps seeking their help in reaching African-born clients since they have been working with them for some time and trust has already been established. He also suggested talking with the editor of Mshale since they reach many African clients. Ann Bensen and Dennis London will connect to discuss.
- Carissa Weisdorf mentioned reaching out to the organizers of African World AIDS Day to email people who have attended the event in the past. There is also the West African AIDS Task Force, and she has a few contacts for anyone who would like to reach that group.
- Asneth Omare mentioned she belongs to several African based social media groups that she could reach out to, but she would need a jpeg of the outreach material. Anne Bensen agreed to send over materials after the meeting.

#### **IV. Feedback on Ryan White Services Area Review Summary 2020 dashboard:**

Aaron Peterson and Jacob Melson led an open-ended discussion on feedback on the Service Area Review Summary (SARS) dashboard. Aaron asked for comments now that people have had time to explore and use the SARS dashboard.

- Jake Melson asked the committee what features, and aspects of the dashboard did they like about the first page. It was mentioned that the site and information was organized well, and the information was well broken down.
- Carissa wondered if council members had a difficult time locating the definitions of the definitions of the services areas since the dashboard refers them to the MN HIV Council website/service standards, especially for new members. Asneth Omare commented that it may be more user friendly if a member can hover over a services area and either a link

to the definition come up or the definition itself. She suggested having the link on the dashboard take users directly to a page with the definition.

- Dennis London suggested giving the committee some time to explore and access information on the dashboard, so that members can return next month with more tangible feedback.

**V. Evaluation of Priority Setting and Resource allocation process:**

Carissa Weisdorf mentioned that she sent the evaluation that the council used in 2018 as a reference for everyone. The committee agreed to use the same previous questions with the addition of the two questions below:

- Jacob Melson suggested to add a question referring to the drop-in sessions for the dashboard with Aaron, Jacob and Richard. Was it helpful/useful/comments? etc. Carissa agreed to add a comment section for this question.
- McKinzie Woelfel suggested asking a question around engagement in the process since these have been virtual meetings. For example, did you feel you were able to actively participate to make decision around the Council's allocations using a virtual platform?

**VI. New Business/unfinished business:** No new business was discussed

**VII. Agenda for next meeting:** The committee agreed to cancel next month's meeting because there is nothing on the work plan.

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

**IX. Adjourn:** Meeting was adjourned at 10:15am

RP/cw