

**Needs Assessment and Evaluation Committee**  
**Tuesday, January 26, 2021**  
**9:00 – 11:00 a.m.**  
**Microsoft Teams**  
**Meeting Minutes**

<b>Needs Assessment and Evaluation Committee Members Present:</b>	
Alejandro Aguilera	DJ Rotz
Javier Andrews-Mendoza	Sarah Schiele
Lesa Nelson (co-chair)	John Vener, MD
<b>Needs Assessment and Evaluation Committee Members Absent:</b>	
Thu Danh	Asneth Omare (co-chair)
Alissa Fountain	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Aaron Peterson	Dennis London
<b>MDH (Prevention) Representative:</b>	<b>Guests:</b>
Jared Shenk	Jacob Melson
<b>MCHACP Staff:</b>	
Carissa Weisdorf, council coordinator (minutes)	

**Quorum? Yes**

**I. Welcome and introductions**

- Lesa Nelson requested a committee member facilitate today’s meeting as Lesa is away from home and unable to access the documents electronically. Sarah Schiele volunteered to fill-in as co-chair.
- Sarah Schiele called the meeting to order at 9:05 a.m., and introductions were made.

**II. Review, approval of minutes from November 24 meeting and proposed agenda**

- The minutes were approved by unanimous consent.
- The agenda was approved by unanimous consent.

**III. Review results of the 2020 council and committee meeting evaluation**

- Carissa Weisdorf displayed ***Scored results of 2020 council and committee meeting evaluation*** and explained the weighted scoring system and that the results are ranked in order from lowest to highest score. She said any weighted score above 4.2 is considered good and indicated by a smiley face; all of the results from this survey are above 4.2.
- The committee reviewed ***Summary results of 2020 council and committee meeting evaluation***.
- Sarah Schiele discussed the comment “we have an extremely poor reputation in the community”. She wondered if there was any additional context for this comment. It did not appear that there was any additional context that could help fill in why this person thinks that. This raised several questions for committee members:
  - How can we improve this?
  - Do we ever go back to the council to let them know what changes are made?
    - Yes, this committee has presented an annual summary of the results and what changes were made. We could do this again.
- Sarah Schiele suggested we create a list of what stuck out to us and then talk about addressing these items.
  - Improving the council reputation within the community.

- Javi Andrews-Mendoza said this comment isn't specific enough about what needs to be addressed.
  - Dennis London suggested the committee pay attention to the comment "virtual format is awkward, and I don't feel particularly comfortable engaging".
    - There is an additional comment about the virtual format, "I really don't like the virtual format. I find it difficult to engage and to really understand the work/importance of the council."
    - What can we do differently to help make virtual meetings more engaging?
    - We need to help new members understand the work of the council.
  - Dennis London also referred to the comment "I have occasionally felt attacked by other members" and said if members don't feel respected, they may withdraw or not make the contribution they expected to make. Dennis acknowledge that the person said it is better than last year and wondered if this is persistent and needs to be addressed.
  - There is a comment "agenda seem pretty well set by staff; CVC asks the staff if they can have more meetings". Committee members asked for more context. Carissa Weisdorf said this has been a conversation in CVC about whether they will meet monthly, every other month, or continue with quarterly meetings. It still needs to be decided but there were six CVC meetings in 2020.
  - There is a comment "we spend most of our meeting time having things read to us that could be sent out before the meeting and read then this would leave more time for questions about what we read before the meeting, and leave time for discussion". This is something that could be addressed by the co-chairs, tell members to be prepared for the meetings to respect everyone's time so we can do our work during the meeting.
- Sarah Schiele asked committee members to look at the list and determine if any of the issues can go to another committee to come up with a plan to address it.
  1. Improving the council reputation in the community
  2. Improving use of virtual tools (meetings)
  3. Feeling disrespected by other members – Executive Committee/facilitation training for co-chairs
  4. Ability of committees (CVC) to steer their own work / meet monthly
  5. Ask members to come prepared to meetings by reading all of the documents and be ready for discussion – Executive Committee/facilitation training for co-chairs
- The committee recommends reporting on these five areas to the council and having a larger discussion about how to address the concerns. This could happen at a meeting of the council, Executive Committee, or Needs Assessment and Evaluation Committee.
- Lesa Nelson and Carissa Weisdorf agreed to bring this to the Executive Committee and report back to the committee.

#### **IV. NA2020 discussion and reporting**

- Aaron Peterson said demographic data on the over 800 responses to the 2020 HIV/AIDS Comprehensive Needs Assessment was presented at the last council meeting. The data had been cleaned up to determine race, ethnicity, gender identity, geographic location, and age.

- Aaron Peterson said there are 50 questions that we can dive into and asked what sections or questions the committee wants to prioritize.
- Aaron Peterson suggested the data team can release smaller reports of the data to the council and committees so it is more digestible, and members can provide input as we go. Committee members felt like this is a good way to go.
- Reports could include demographics, service areas, food security, etc.
- The committee reviewed the questions that were asked on the **NA2020 Paper Survey**, and it was also emailed to committee members.
  - Aaron Peterson would like to do the analysis sequentially since the most important questions were placed at the beginning of the survey in case there was drop-off. The first questions were about social determinants of health which can help us determine needs of people with HIV in Minnesota.
- Themes or topics to address:
  - Social determinants of health
    - Housing
  - Access to HIV medical care
    - Time and distance
    - Transportation for access
    - Difficulty getting medication
  - Health insurance
    - This is complicated and can be difficult to interpret.
    - For those with health insurance, were they able to pay for medical bills, etc.? Underinsurance: you have insurance, but you can't afford co-pays, deductibles, etc. in order to get the care you need.
    - Look at health insurance status with access to HIV medical care questions.
  - Why you didn't get HIV medical care and what are the differences between the demographic groups?
  - Social health questions – feeling safe in your neighborhood, emotional support.
  - History with criminal justice system – this can impact someone's health long after they are released.
  - HIV Care Continuum – medication adherence, viral suppression
  - Substance use disorders – co-morbidity of alcohol use and impact on health
  - Ryan White HIV/AIDS Services questions
  - How have things changed from 2015 to 2020?
  - Geography questions – for those outside of TGA, are they able to seek food services? What are their reasons they don't get HIV care?
  - Breakdown annual household income – this will be translated to FPG. Number of people who were at or below FPG.
  - Report on childcare needs. Look at households that indicate more than one person – exclude those who are single household because they are less likely to have a need and may deflate the actual need.
- This will be an ongoing discussion for at least the next few months so please bring your questions of the data to future meetings.

## V. Data dashboard training

- The committee discussed in a previous meeting how to educate council members on using the data dashboard and referred to the October 27 meeting minutes. Highlights from the minutes included:
  - Basic 101 training of the dashboard and the different pages – prioritize as first step and this could inform additional training needs.
  - Asking a question of the data.
  - Rather than doing the monthly presentation use the data dashboard to present service area information. Present service area – what is it and what does it cover. Then move into small groups and come up with a question to ask of the data. How many African American access EFA?
  - Committee should practice and be comfortable using the dashboard, so committee members feel comfortable leading the discussion at council meetings.
- The committee asked Aaron Peterson or Jake Melson to provide a refresher on using the data dashboard at a future council meeting and come up with a question to ask of the data.
- The committee agreed to spend time on their own before the next meeting to navigate through the dashboard to determine where they have challenges. The data dashboard is located on a tab on [mnhivcouncil.org](http://mnhivcouncil.org).

**VI. Committee co-chair succession planning**

- The committee referred to *Needs Assessment and Evaluation Committee co-chair position description*.
- Carissa Weisdorf said there is a need for at least one additional committee member to serve as co-chair since Asneth Omare is no longer on the committee.
- Additionally, the bylaws state a co-chair can serve up to two terms, or until a successor is named, and Lesa Nelson has served as co-chair for two years.
- Carissa encouraged all committee members to review the position description and ask questions of staff or other co-chairs about the position.
- The co-chair election will occur in March and the position starts in April.

**VII. New Business/unfinished business**

- It was asked if we know when we can meet again in-person. Carissa Weisdorf responded we continue to follow the public health guidance on in-person meetings, and we do not know when the guidance will change.

**VIII. Agenda for next meeting:**

- Data reports are TBD but there will be something to share
- Data dashboard training
- Report back on Executive Committee discussion on meeting evaluation and if there is any follow-up

**IX. Announcements**

- None

**X. Adjourn**

- The meeting adjourned at 10:50 a.m.

### **Meeting Summary**

- Reviewed the results of the 2020 council and committee meeting evaluation and identified five areas for improvement.
- Discussed reporting needs for the 2020 HIV/AIDS Comprehensive Needs Assessment.
- Discussed ways to educate council members on using the data dashboard.
- Discussed committee co-chair succession planning.

### **Documents distributed before the meeting:**

- Proposed agenda
- November 24 meeting minutes
- Summary results of 2020 council and committee meeting evaluation
- Needs Assessment and Evaluation Committee co-chair position description
- FY 2020 NA&E Workplan
- Scored results of 2020 council and committee meeting evaluation

### **Documents displayed during the meeting:**

- NA2020 paper survey

**cw**