

Needs Assessment and Evaluation Committee
Tuesday, February 23, 2021
9:00 – 11:00 a.m.
Microsoft Teams
Meeting Minutes

Needs Assessment and Evaluation Committee Members Present:	
Javier Andrews-Mendoza	John Vener, MD
Lesla Nelson (co-chair)	
Needs Assessment and Evaluation Committee Members Absent:	
Alejandro Aguilera	Sarah Schiele
Alissa Fountain	
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Aaron Peterson	Fred Ndip
MDH (Prevention) Representative:	Guests:
Jared Shenk	Jacob Melson
MCHACP Staff:	
Carissa Weisdorf, council coordinator	Richard Puella (minutes)

Quorum? Yes

I. Welcome and introductions

- Lesla Nelson called the meeting to order at 9:05 a.m., and introductions were made.

II. Review, approval of minutes from January 26 meeting and proposed agenda

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

III. NA 2020 data reports:

- Aaron Peterson asked how the committee would like to prioritize the reports and mentioned that the data team envisions reporting the data one section at a time. Based on which section the committee would like to do first, the team will complete all the analysis, write up a report and release that data to the Needs Assessment and Evaluation Committee for comments and review.
- Aaron noted that the team is wrapping up the cleaning of the data and asked the committee what they would like to have reported first.
- Aaron felt that the most valuable data is going to come from the social determinants of health section; focusing on the basics (housing, food, income, and medical transportation), and should start there.
- The committee agreed with Aaron’s proposal.
- Carissa Weisdorf noted availability on the work plan to receive data presentations over the next few months.
- Carissa asked if there has been any further analysis beyond demographic data.
 - Jacob Melson noted that only cleaning and review of the data has been conducted.
 - Jacob added that data was received from various sources (online, phone and paper) and not all the surveys were complete.
 - Criteria needed to be developed on what constituted a complete survey.

- All the screening questioned needed to be answered with a yes response.
- A minimum of 1/3 of survey questions must have been answered.
- In addition, going through and ensuring that no duplicates were counted has taken a considerable amount of time.
- No further analysis has been completed beyond demographics as the team is still trying to finalize their data set.
- Aaron mentioned that late paper surveys were received after the November deadline that are still being entered, which caused some of the delay.

IV. Data dashboard training:

- Carissa Weisdorf noted that at the last meeting, everyone agreed to take time to review and explore that data dashboard on their own and bring any questions or issues they found to today's meeting.
 - Javier Andrews-Mendoza mentioned that the dashboard is very user friendly and easy to navigate.
- Carissa mentioned that at the previous meeting the committee agreed to have either Aaron or Jake take council members through an orientation of the dashboard at a council meeting and asked if the committee wanted to proceed with that plan.
 - Jake asked if there will be new council members at the March meeting.
 - Carissa confirmed that 8 new members were elected to the council and will attend their first meeting in March.
 - Jake suggested having a really easy walk through and explain basic navigation of the dashboard.
 - Aaron felt that government representatives could come up with several scenario-based questions for the council.
 - The committee agreed with Aaron.
 - Jake and Aaron have conflicts with other appointments during the March council meeting.
 - Carissa will work with Aaron and Jake to find a time to present to the council.

V. New Business/Unfinished Business:

- Carissa Weisdorf reported what the Executive Committee discussed regarding the meeting evaluation.
 - The Executive Committee reviewed the results of the meeting evaluation survey and discussed the following 5 items that came from this committee and assigned other committees to work on the following:
- Improving the council reputation in the community
- Improving use of virtual tools (meetings)
- Feeling disrespected by other members – Executive Committee/facilitation training for co-chairs
- Ability of committees (CVC) to steer their own work / meet monthly
- Ask members to come prepared to meetings by reading all the documents and be ready for discussion – Executive Committee/facilitation training for co-chairs
 - She reported that the Executive committee assigned the Membership and Training and Community Voices committees to, “Improving the council reputation in the community”

- The Executive Committee also felt that Membership and Training can take on, “Ask members to come prepared to meetings by reading all the documents and be ready for discussion” and felt that this could be incorporated into the new member orientation, under membership responsibilities and expectations.
- The Co-Chairs are planning to make sure council members are aware of that expectation at the March council meeting.

VI. Agenda for next meeting:

- The data team did not think they will have data reports ready by the next committee meeting. Due to a lack of work plan items, the committee agreed to cancel the March meeting.
- Co-Chair Election (April)
- Review work plan (April)
- HIV needs assessment data presentation (April)

VII. Announcements:

- Carissa encouraged everyone to take the survey from Health HIV.

VIII. Adjourn:

- Meeting was adjourned at 9:39am.

Meeting Summary

- The committee agreed to prioritize social determinants of health, focusing on the basics such as housing, food, income, and medical transportation as the first reports to be done.
- The committee agreed to schedule a training on basic navigation of the Data Dashboard to council members.

Documents distributed before the meeting:

- Proposed meeting agenda
- January 26 meeting minutes
- NA2020 English – Paper Version – Final
- FY 2021 NAE Workplan

RP/cw