

**Needs Assessment and Evaluation Committee**

**Tuesday, May 25, 2021**

**9:00 – 11:00 a.m.**

**Microsoft Teams**

**Meeting Minutes**

|   |                                     |
|---|-------------------------------------|
| <b>Needs Assessment and Evaluation Committee Members Present:</b> |                                     |
| Alissa Fountain   | John Vener, MD                      |
| Lesla Nelson (co-chair)   |                                     |
| <b>Needs Assessment and Evaluation Committee Members Absent:</b>  |                                     |
| Alejandro Aguilera  | Antony Stately                      |
| Javier Andrews-Mendoza  |                                     |
| <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   |                                     |
| <b>MCHACP Staff:</b>  |                                     |
| 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 February 23 meeting and proposed agenda**

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

**III. Part A assessment of the administrative mechanism:**

- Annually, Part A is required to administer an assessment of the administrative mechanism to all council members. This committee defined six objectives that the Part A grant recipient is responsible for answering and providing data for those responses. The council will then determine if those objectives were met or not.
- The assessment will be presented to council members in July and the results will be shared with the council and are included in the Part A grant application.
- Carissa Weisdorf mentioned that a knowledge assessment survey was sent out and received fifteen responses. One question on that survey asked if members are comfortable filling out the assessment of the administrative mechanism for Part A. Seven respondents said yes, and seven said no.
- Carissa asked the committee to think about what can be improved so that everyone understands how to fill out the assessment.
- Alissa Fountain asked if those with conflict of interests should step off for this presentation.
  - Carissa explained that as a council member and a member of this committee, this is one of their responsibilities. In addition, there will be no discussion about individual providers.
- To better understand the requirements and reason for this assessment, Carissa presented, the *“Assessment of the Efficiency of the Administrative Mechanism (AAM).”*
- Carissa asked if anyone had any ideas that would help make the assessment easier to understand for members to please bring them up, and noted that in the past some

members have indicated in the comment section they selected that an objective was met but were unsure.

- Carissa presented the results from last year's assessment to the committee.
  - She noted that when the council fills this out this year, they will be looking at the previous fiscal year (2020).
  - An item that was added was a glossary which includes the dates of review.
  - Carissa will display a map that displays the TGA area.
  - Last year it was suggested that a comment/suggestion section be required for those respondents who did not agree that an objective was met.
- Carissa recommended that the committee keep the same format and did not see any immediate changes that need to be made.
- The committee agreed to use the same tool from last year.

#### **IV. Council and committee operations evaluation:**

- Carissa noted that the committee decided to administer this survey from quarterly to twice a year; the last evaluation was December 2020, and this evaluation will be given to the council in June.
- Carissa then presented, "*the council and committee operations survey*" for the committee to review.
- Carissa proposed changing the past tense language to present tense.
  - The committee agreed that the change is a good idea.
  - With that change, the committee agreed with the format of the evaluation.

#### **V. Co-chair election:**

- Carissa displayed the *Committee Co-Chair Position Description*.
- Lesa Nelson called for nominations.
  - Lesa Nelson and Alissa Fountain were nominated.
  - Alissa asked what the additional time commitments are outside of the regular meetings.
    - Lesa explained that the only additional requirement was to attend the Executive Committee meetings which are the first Tuesday of the month. Only one co-chair from the committee must attend the Executive and co-chairs can take turns attending.
- Alissa Fountain and Lesa Nelson nomination was accepted through acclamation.

#### **VI. Review work plan:**

- The committee reviewed the FY 2021 workplan.
- The committee added review the results of AAM in September.
- The committee added debrief data dashboard training in July.

#### **VII. New Business/Unfinished Business:**

- Nothing was discussed.

#### **VIII. Agenda for next meeting:**

- Review the results of the council and committee operations evaluation.
- Lesa asked when the results of the Needs Assessment survey will be reported.

- Aaron Peterson explained that he is still working on data cleaning. He noted that he has been reassigned to work on COVID response and his colleague Jake Melson has left his position at the Department of Human Services (DHS). He is working on the data cleaning alone at this point, and reports may take longer than expected to be released.

**IX. Announcements:**

- Dennis London announced that Jake Melson has left his position at the Department of Human Services and has relocated to Oregon.

**X. Adjourn:**

- Meeting was adjourned at 9:58 a.m.

**Meeting Summary**

- The committee reviewed the Part A assessment of the administrative mechanism and agreed to use the same tool as last year.
- The committee reviewed the survey questions for the council and committee operation evaluation and agreed to change the language from past to present tense.
- The committee elected Alissa Fountain and Lesa Nelson as co-chairs.

**Documents distributed before the meeting:**

- Proposed meeting agenda
- February 23 meeting minutes
- CHATT Reference Assessment of the Administrative Mechanism
- FY 2019 AAM Results
- Copy of council operations evaluation
- Needs Assessment Committee Co-Chair Position Description
- FY 2021 Work plan

**Items Displayed at the meeting:**

- Assessment of the Efficiency of the Administrative Mechanism
- FY 2019 AAM Results
- Council and committee operations evaluation
- NA&E Committee co-chair position description

**RP/cw**