

**Needs Assessment and Evaluation Committee**  
**Tuesday, January 25, 2022**  
**9:00 – 11:00 a.m.**  
**Microsoft Teams Meeting**  
**Meeting Minutes**

<b>Committee Members Present:</b>	
Joe Amrhein	John Vener, MD
Lesa Nelson (co-chair)	Angela Reed
<b>Members Absent:</b>	
Alissa Fountain (co-chair)	
<b>Hennepin County (Part A) Representative:</b>	
Aaron Peterson	Dennis London
<b>MDH (Prevention) Representative:</b>	
McKinzie Woelfel	Hannah Kass-Aten
<b>MCHACP Staff:</b>	
Rhoda Chaffe, temporary admin. specialist (minutes)	

**Quorum? Yes**

**I. Welcome and introductions**

- Lesa Nelson called the meeting to order at 9:05 a.m. Introductions were made.

**II. Review and approval of past meeting minutes and proposed agenda**

- The October 26, 2021, minutes were approved as printed.
- The proposed agenda was approved as printed.

**III. Review results of council and committee operations evaluation**

- Aaron Peterson displayed the **Council and Committee Operation Evaluation Scored Results** document and McKinzie Woelfel provided an overview.
  - McKinzie Woelfel reviewed weighted score results under the summary tab. The report colors were defined: the green shading denoted improvement or increase in the weighted score from June of 2021, and the red shading indicated some underperformance in the weighted score from June of 2021.
  - Joe Amrhein brought attention to the difficulty in following the explanation provided in question 2 and expressed that the paper copies are easier to follow. Lesa Nelson agreed.
- Lesa Nelson opened the floor to questions; there were no questions.

**IV. Data dashboard and service area trainings for the next year**

- Aaron Peterson displayed and explained how to access the data dashboard via a link on the council website under [Data Dashboard](#). The data dashboard provides a way

- to look up expenditure and utilization data for Ryan White services; it was noted that Part A, Part B and Rebate funding are included in this data reporting. Case management was highlighted as a service area and the committee reviewed how to locate race and ethnicity data, age distributions, and to find out how services are utilized and by whom.
- The question was raised, "How often is it updated?" Aaron Peterson informed the committee that data sets are refreshed annually and when there are changes. Outpatient/ambulatory health services was noted as a service area where billing issues can affect the timing of current data.
  - McKinzie Woelfel expressed that training on service areas would be helpful. The data dashboard could be included in areas of future trainings. Aaron was not certain of who should provide the training, and suggested Emily Reimer, DHS HIV Supports staff member might be someone who could conduct this training.
    - Dennis London suggested viewing the data dashboard by service area as a committee during each meeting to get committee members comfortable with it and then able to present it to the council.
    - Aaron Peterson proposed developing questions to teach council members how to find specific funding answers and adding this training to the February council agenda. Lesa Nelson suggested the March council meeting to allow adequate time to develop how the information will be presented to the council and to select three top service areas. Aaron suggested covering funding sources and outpatient/ambulatory health services and provided an example on how to develop questions.
    - Joe Amrhein noted the higher age bracket in outpatient/ambulatory health services. Aaron clarified that participants are paying for HIV medical care at clinic. John Vener noted that participants in the 50-59 age demographic will require more services when they move to the next age bracket; Aaron and Lesa concurred.
  - Aaron will touch base with Carissa Weisdorf on having the committee present the data dashboard at an upcoming council meeting.
  - Lesa Nelson opened the floor to questions; there were no questions.

## **V. Committee co-chair succession planning**

- The Needs Assessment **Committee Co-Chair Position Description** document was displayed and reviewed.
  - Joe Amrhein requested to assist with the committee co-chair selection. Lesa Nelson advised Joe to contact Carissa Weisdorf and added that attendance at Executive Committee meetings is required. The Executive Committee meets on the first Tuesday of the month from 1:00 p.m. – 3:00 p.m.

## **VI. Unfinished Business / New Business**

- None.

**VII. Set agenda for next meeting:**

- Lesa Nelson announced that the committee would discuss the **FY 2021 NAE Workplan** at the February committee meeting.

**VIII. Announcements**

- Joe Amrhein expressed that as a new council member, it would be helpful to see meeting participants via the MS Teams video function. Lesa Nelson explained that using the video function can slow data transmission.
- Dennis London questioned who would be planning the February committee meeting. Lesa responded that she would ask Carissa Weisdorf about it.

**IX. Adjourn**

- Lesa Nelson adjourned the meeting at 9:52 a.m.

**Meeting Summary**

- The **Council and Committee Operation Evaluation Scored Results** document was reviewed. The review focused primarily on weighted scores.
- An overview on the **Ryan White Data Dashboard** and a service area training focused on medical case management was provided. The committee recommended service area trainings to prepare for a data dashboard presentation to the council at one of the monthly meetings.
- The **Needs Assessment Committee Co-Chair Position Description** document was displayed and reviewed. The committee was informed that attendance at the Executive Committee meeting is a requirement for participation in the committee co-chair selection process.
- It was announced that the committee would discuss the **FY 2021 NAE Workplan** at the February committee meeting. Lesa Nelson offered to check with Carissa Weisdorf on the planning of the February committee meeting.

**Documents distributed before the meeting:**

- Proposed agenda
- October 26 meeting minutes
- Council and Committee Operation Evaluation Scored Results
- Summary of Evaluation Results
- Needs Assessment Committee Co-Chair Position Description

**Additional documents displayed during the meeting:**

- Data dashboard

**RC/cw**