

**Needs Assessment and Evaluation Committee**  
**Tuesday, July 26, 2022**  
**9:00 – 11:00 a.m.**  
**Microsoft Teams Meeting**  
**Meeting Minutes**

<b>Committee Members Present:</b>	
Joe Amrhein (co-chair)	John Vener, MD
Alissa Fountain	Angela Reed
Julian Hines (co-chair)	Gage Urvina
Lesla Nelson	
<b>Committee Members Absent:</b>	
None	
<b>Guests:</b>	
Shea Amaro (DHS)	Calvin Hillary Hylton
Sokun Derosier (DHS)	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
None	Dennis London
<b>MDH (Prevention) Representative:</b>	<b>MDH (Surveillance) Representative:</b>
McKinzie Woelfel	Hannah Kass-Aten
<b>MCHACP Staff:</b>	
Carissa Weisdorf, Coordinator	Bryan Bick, Administrative Specialist (minutes)

**Quorum? Yes**

- I. **Welcome and introductions:** Julian Hines called the meeting to order at 9:03 a.m. Introductions were made.
  
- II. **Review and approval of June 28 meeting minutes & proposed agenda**
  - The June 28, 2022 minutes were approved as printed.
  - The co-chairs asked about including a discussion of the Hard Topics conversation that took place on July 19. Carissa Weisdorf suggested this could occur during the new business agenda item.
  - The proposed agenda was reviewed and approved as amended.
  
- III. **Debrief HIV and the corrections system presentation and discuss next steps:** Joe Amrhein led the discussion on last month’s presentation from Dr. Rachel Sandler Silva, medical director at the Hennepin County Adult Detention Center (HCADC).
  - Joe explained that they discussed how medical care at HCADC differs from the Hennepin County Adult Corrections Center, or workhouse, in Plymouth.
    - Dr. Sandler Silva had mentioned this provider has changed the HIV medication regimen of incarcerated persons who are living with HIV to a less expensive regimen.

- The Hennepin County Adult Detention Center (HCADC) downtown has a practice of collaborating with the Positive Care Center at Hennepin Healthcare and other AIDS service organizations to enhance continuity of care.
- Joe Amrhein suggested that the Needs Assessment and Evaluation Committee (NAE) could invite medical staff at the Hennepin County Adult Corrections Center (workhouse) in Plymouth for a conversation.
- Carissa Weisdorf reported that Asneth Omare from Program HH was at the June meeting. She plans to work with the Program HH team to research better integration of Minnesota's AIDS Drug Assistance Program (ADAP) with health care in the corrections system.
- Carissa added that people are given a resource list when they leave HCADC. She suggested NAE could review the list and make sure it is current and easy to understand.
- Dennis London referred to a slide in Dr. Sandler Silva's presentation which stated over one-third of people with a known HIV diagnosis who are incarcerated at HCADC are not taking antiretroviral therapy (ART). The relevant slide from the ***HIV Care in the Hennepin County Jail*** presentation was displayed.
  - Dennis suggested the committee could investigate why and what could be done to improve this measure.
  - Hannah Kass-Aten confirmed that this number is lower than the general population of people living with HIV/AIDS (PLWHA) in Minnesota.
- Carissa shared that she learned from the presentation how quickly people can enter and leave the jail system, which limits the opportunity of jail medical staff to provide interventions. This supports making sure that people who are leaving jails get good information. Materials about undetectable=untransmittable (U=U) could be very helpful and might motivate people to get linked to care and on ART.
- Joe mentioned research he has done into medical care in the corrections systems of other states. He found that in Rhode Island, PLWHA who are incarcerated are automatically enrolled in ADAP.
  - Carissa stated that she shared that information with Asneth so that Program HH can learn more about that model.
  - Joe mentioned that another barrier is mail-order pharmacies. If jails or prisons use them to fill medication and they are not enrolled providers with Minnesota Health Care Programs, Program HH will not be able to pay for those medications.
  - Joe mentioned that the development of injectable HIV medication that is administered less frequently can be a good development for people in the corrections system.
- Joe offered to speak to Dr. Sandler Silva further to see what ideas she has about how to proceed. Carissa agreed to ask Dr. Sandler Silva about getting a copy of the information they provide to people when they are released from HCADC.

#### **IV. Develop evaluation of priority setting and resource allocations process**

- Carissa Weisdorf explained that the council just set its priorities and the results will be available before it completes resource allocation.
- Carissa reminded the Needs Assessment and Evaluation Committee (NAE) that there is an additional council meeting on August 2 from 9:00 to 11:00 a.m. which is day one of the priority setting and resource allocations (PSRA) process. The council will also have its regular meeting on August 9 which will be day two.
- Carissa presented the **Results of 2020 PSRA Evaluation** and invited the committee to use it as a starting point for developing this year's evaluation.
  - A committee member commented it will be interesting to see how the 2020 and 2022 PSRA evaluation results compare. They felt the paired comparison worksheets were confusing but getting extra help to understand them was nice. Carissa agreed that it would be useful to spend extra time to demonstrate how to complete the paired comparison worksheets.
  - Carissa asked about changing the number of open-ended questions on the survey. She proposed combining the questions into one at the end of the survey, asking what could be changed to improve the priority setting and resource allocation process in the future. The question could clarify that priority setting refers to the paired comparison worksheets that are done in July, and resource allocation occurs during the two council meetings in August.
- The committee agreed to these changes and said Carissa can proceed with getting the survey ready for council members to take after the August 9 meeting.

**V. Review results of council and committee operations evaluation:** Carissa displayed the **June 2022 Council and Committee Operations Evaluation results**. She reviewed the results and asked NAE for feedback.

- Carissa shared that much of the feedback concerned the meeting agendas being tight and running short on time.
  - A committee member felt that there could be more frequent but shorter meetings in addition to the main council meeting.
  - Dennis London proposed that committee co-chairs can manage the meeting agendas by taking time to thoroughly discuss complex topics and propose that other agenda items be carried forward to future meetings when necessary.
- Dennis highlighted a comment from the evaluation about government oversight interfering with discussion. He stated that government representatives come to the meetings to provide information and it would be difficult to exclude them entirely.
- One respondent said that they do not receive any data from the government in their council work. A committee member wondered if that question needs to be clarified and thought the respondent might not understand the information they hear during council meetings often comes from the government agency partners.
  - They proposed adding in parentheses that government includes Hennepin County, the Minnesota Department of Human Services (DHS), and the Minnesota Department of Health (MDH).
  - Another committee member stated that council members may need more prompts

- to explore the data on their own after a presentation is given.
- A committee member suggested that doing individual follow-up after a meeting with members who did not say as much could be helpful. They could be asked if there was anything they wanted to add or if they had any follow-up thoughts.
- The committee discussed whether questions should be invited throughout presentations or held until the end.
  - A committee member observed that when people are asked to defer their questions until the end of a presentation, they are often overlooked during the question-and-answer segment.
  - Another committee member observed that meetings can get off-track when people are able to ask questions throughout.
  - The committee talked about asking people to put their questions in the meeting chat or have a “parking lot” structure for questions to make sure they are addressed in order. Another proposal was to have a break midway through a presentation for questions.
- A committee member felt it would be helpful to follow up on the comments from the survey and find out more about what people mean. Carissa Weisdorf confirmed that all the survey responses are anonymous.
- Carissa added that the Hard Topics conversations are a good way to have more comprehensive and fruitful discussions. The council plans on continuing to hold Hard Topics conversations every other month.
- A committee member suggested that the evaluation could have more open-ended questions.
  - Examples are “What’s happening in your interactions on the council?” or “What barriers or challenges do you face in your interactions with the council?”
  - Carissa mentioned that there is a member self-performance evaluation on the workplan for the Needs Assessment and Evaluation Committee (NAE). She said NAE can look for those types of open-ended questions on that evaluation, or they can be added to the next Council and Committee Operations evaluation in six months.
- Carissa asked if NAE felt there were any training needs identified by these evaluation results.
  - A committee member suggested holding a Hard Topics conversation about participation in the council. This might help the council take steps to address the comments on this evaluation and give people opportunities to clarify their experiences with the council.
  - A committee member pointed out that there are power dynamics within the council based on race and due to council members being a mix of funders, providers, and consumers. They suggested that work with an outside consultant may be the best approach. They pointed out that it should not be the job of the people who feel like things aren’t equitable to come up with the solutions.
- Carissa reviewed the ***June 2022 Council and Committee Meeting Evaluation Scored Results***.

- The weighted score on every result was above 4.0 which is considered good.
- Some scores decreased slightly since December 2021 while some went up.

#### **VI. Assessment of Administrative Mechanism update**

- Carissa displayed the ***FY 2021 Assessment of the Efficiency of the Administrative Mechanism*** and reviewed the role of the Needs Assessment and Evaluation Committee (NAE).
- She explained there is federal guidance about what questions to include and the council added a few additional ones.
- Carissa said the aim today is to get agreement from the committee on using this evaluation again. She mentioned it has been worked on previously to make it easier to understand and shorter.
- Carissa shared that it was decided last year to survey subrecipients every other year. That was done in 2021.
- A committee member asked if the same evaluation is done for the Ryan White Part B grant. Carissa responded that it is not done for Part B because it is only a legislative requirement for Part A.
- Carissa explained that the assessment will go to the council in September. A training will be provided to show what data council members can look at to determine if each objective was met. Each council member will get an online survey with the six questions and answer whether they believe each objective was met, with choices ranging from strongly agree to strongly disagree.
- Carissa stated that the survey is administered by a third-party department within Hennepin County to ensure anonymity.
- A committee member commented that some of the questions on the assessment are difficult to understand. Carissa shared that a glossary is provided with the assessment to help respondents understand the key terms in the questions.

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

- Joe Amrhein stated he would like to contact Dr. Rachel Sandler Silva and ask if she can put the committee in touch with medical providers at other facilities such as the Hennepin County Adult Corrections Facility (workhouse) in Plymouth.
- Julian Hines provided a review of the Hard Topics discussion from July 19. He shared that it was an empowering conversation and he felt more excited about the work he is doing on the council.
- Carissa Weisdorf added that the Disparities Elimination Committee (DEC) plans to talk next month about some of the action steps that came from the discussion.
- A committee member agreed and added that the council should be intentional about holding conversations about equity in each of the committees, not just DEC.

#### **VIII. Set agenda for next meeting:** The ***FY 2022 NAE Workplan*** was displayed.

- Carissa stated that she added the needs assessment for the integrated plan to the workplan for August, at the request of the co-chairs. The initial work will be brought to

the Needs Assessment and Evaluation Committee (NAE) for feedback on what is missing.

- Carissa pointed out that is the only item on the workplan for August, and the only item in September is the member self-performance evaluation.
  - A committee member agreed that those two items on the workplan can be combined for the August meeting and the September meeting can be canceled.
  - The committee tentatively agreed to do this based on how the August meeting goes.

#### **IX. Announcements and Adjourn**

- Joe Amrhein said that he has a copy of the orientation manual for the HIV planning council in New York City. He found it to have a lot of useful information and will provide it to council staff.
- Julian Hines adjourned the meeting at 11:00am.

#### **Meeting Summary**

- NAE reviewed the presentation from Dr. Rachel Sandler Silva, the medical director at the Hennepin County Adult Detention Center, and discussed next steps.
- NAE reviewed the evaluation of the Priority Setting and Resource Allocation process.
- The committee reviewed results from the June 2022 council and committee operations evaluation.
- NAE began preparations for the Assessment of the Administrative Mechanism that will take place in September.

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

- Proposed agenda
- June 28 meeting minutes
- HIV Care in the Hennepin County Jail
- Results of 2020 PSRA Evaluation
- June 2022 Council and Committee Operations Evaluation results
- FY 2021 Assessment of the Efficiency of the Administrative Mechanism
- FY 2022 NAE Workplan

#### **Additional documents displayed during the meeting:**

- June 2022 Council and Committee Meeting Evaluation Scored Results.

**BB/cw**