

Needs Assessment and Evaluation Committee
Tuesday, August 23, 2022
9:00 – 11:00 a.m.
Microsoft Teams Meeting
Meeting Minutes

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

Quorum? Yes

- I. **Welcome and introductions:** Joe Amrhein called the meeting to order at 9:08 a.m. Introductions were made.
- II. **Review and approval of July 26 meeting minutes & proposed agenda**
 - The July 26, 2022 minutes were approved as printed.
 - The proposed agenda was reviewed and approved as amended.
- III. **Integrated plan needs assessment:** Lizzie McNamara shared that she is seeking this committee’s input on the needs assessment portion of the Integrated HIV Prevention and Care Plan.
 - The plan is due by December 9, 2022.
 - The steering committee has identified initial priorities by examining the newest HIV epidemiologic data, the 2020 needs assessment survey results, community member input into the tactics for the END HIV MN strategy, and revisions to Positively Hennepin.
 - Lizzie mentioned that Carissa Weisdorf had sent out a survey to all council members to ask for input on the priorities.

- Lizzie displayed the ***Needs Assessment Priorities – Needs Assessment Committee padlet*** and shared a [link](#) to the padlet in the meeting chat. She asked the committee what is missing from the current list of identified priorities.
 - A committee member mentioned continuity of care for persons living with HIV/AIDS (PLWHA) who are incarcerated. They mentioned that for-profit medical care providers that contract with jails or prisons are taking PLWHA off the HIV medication regimens that are working for them and switching them to cheaper alternatives.
 - A committee member agreed that providers doing a better job coordinating with each other should be a priority. They talked about mental health providers at different agencies trying to take each other's clients instead of working together to provide services to people who aren't getting them.
- Lizzie explained that she will attend the next council meeting to get additional feedback on the priorities for the plan. She encouraged committee members to complete the online survey if they haven't done so already.
- A committee member agreed that it is important for providers to look at different methods to reach out to youth populations.

IV. **Discuss member self-performance evaluation**

- Carissa Weisdorf explained this topic was added to the workplan at the start of the year.
- This idea came from work the Needs Assessment and Evaluation Committee (NA&E) had done previously on improving the assessment of the administrative mechanism (AAM).
 - NA&E members discovered that another jurisdiction completed a council member self-evaluation process in conjunction with the AAM.
 - NA&E wanted to have that tool for council members to help assess their understanding of council policies and procedures.
- Carissa explained it will be up to this committee to decide if they want to continue with this process or not. She shared that the self-performance evaluation asks council members if they would like to serve as mentors and the council is in need of more mentors at this time.
- Carissa displayed the ***Minnesota Council for HIV/AIDS Care and Prevention Member Self Performance Review***.
 - She pointed out that the council recently also completed the semiannual council and committee operations evaluation and an evaluation of the Priority Setting and Resource Allocation process.
 - Carissa shared a good outcome from a self-performance review that was previously administered. Council members didn't realize that the Executive Committee could amend the council bylaws without the entire council getting a chance to vote. Based on that realization, the process for amending the bylaws was modified.
- A committee member mentioned that a lot of information is given to council members at the beginning of their terms, and it can be hard to keep track of it all.
- The committee agreed that survey fatigue seems to be a factor and that it should move on to the next agenda item.

V. Unfinished Business / New Business

- Joe Amrhein shared that he emailed Dr. Sandler Silva to get a contact for the Hennepin County Adult Correction Center in Plymouth.
 - He would like them to come to a meeting of the Needs Assessment and Evaluation Committee to review continuity of care issues for persons living with HIV in that facility. He is waiting on a response.
 - Carissa Weisdorf said she also emailed Dr. Sandler Silva about getting copies of the materials that are handed out to persons living with HIV/AIDS when they are discharged from the Hennepin County Adult Detention Center.

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

- Carissa shared that the October workplan includes reviewing goals one and two of the current integrated plan. The Disparities Elimination Committee and the Planning and Allocations Committee will also do this in October.
 - Carissa suggested that the three committees that conduct this combine their meetings. The combined meeting could take place on Wednesday October 26 from 9:30am to 11:30am. The Needs Assessment and Evaluation Committee would skip its regular October meeting.
 - Joe agreed that would be more efficient than having three different committee meetings.
 - Joe added that there had already been discussion of not holding a meeting in September.
 - Joe requested that hearing from somebody at the Hennepin County Adult Detention Center be added to the November agenda.
 - Carissa added that the combined October committee meeting will be held in a hybrid format, and travel expense reimbursement is available for those who come in person.

VII. Announcements and Adjourn

- Carissa announced that today is the first day of the National Ryan White Conference. If you registered, you may attend any of the virtual sessions.
- Joe Amrhein adjourned the meeting at 9:58 a.m.

Meeting Summary

- Lizzie McNamara gathered feedback from the Needs Assessment and Evaluation Committee on the priorities for the Integrated HIV Prevention and Care Plan.
- The committee decided against conducting a council member self-performance evaluation.

Documents distributed before the meeting:

- Proposed agenda
- July 26 meeting minutes
- Minnesota Council for HIV/AIDS Care and Prevention Member Self Performance Review
- FY 2022 NAE Workplan

Additional documents displayed during the meeting:

- [Needs Assessment Priorities – Needs Assessment Committee padlet](#)

BB/cw