

Needs Assessment and Evaluation Committee
Tuesday January 24, 2023
9 – 10:30 a.m.
Microsoft Teams Meeting
Meeting Minutes

Committee Members Present:	
Joe Amrhein (co-chair)	Alissa Fountain
Lesla Nelson	John Vener, MD
Angela Reed	Calvin Hylton
Committee Members Absent:	
Julian Hines (co-chair)	Gage Urvina
Guests:	
Alejandro Aguilera	Trillian Patneau
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Cody Raasch	Dennis London
MDH (Prevention) Representative:	MDH (Surveillance) Representative:
McKinzie Woelfel	Hannah Kass-Aten
MCHACP Staff:	
Audra Gaikowski (coordinator)	Lindsay Concepcion (minutes)

Quorum? Yes

- I. **Welcome and introductions:** Joe Amrhein called the meeting to order at 9:07 a.m. Introductions were made.

- II. **Review and approval of November 22 meeting minutes. Review and approve proposed agenda.**
 - The November 22, 2022 minutes were approved as printed.
 - The proposed agenda was reviewed and approved as printed.

- III. **HIV care and prevention in the Hennepin County corrections system; care when leaving the corrections system**
 - MN DHS is investigating an automatic enrollment for people in jails/prisons who are living with HIV to get their HIV medications.
 - Dennis London asked who is giving incarcerated persons prescriptions, the prisons or the doctors in the prisons while they're there?

- Joe responded that at Hennepin County Adult Correction Center partners with the Positive Care Center to get people living with HIV prescriptions while incarcerated.
- Audra Gaikowski responded that our contact at DHS is named Asneth Omare (asneth.n.omare@state.mn.us). Asneth works with Program HH at DHS and is working to get people together to look into automatic enrollment after leaving the corrections system. Automatic enrollment is complicated because Program HH exists within the Medicaid system in Minnesota.
- Alejandro Aguilera responded that each county likely decides on their own providers for their correctional facility.
- Dennis asked if we are focusing on people who are just leaving incarcerated, or if we are talking about medication being changed while people are incarcerated?
- Joe responded that the committee is focused on both issues raised.
- Dennis has asked if anybody reached out to the Department of Corrections as they spend 2 million annually for HIV medication and that they contract with a pharmacy. Dennis recommends reaching out to the Department of Corrections to find out more.
- Alejandro responded that he imagines that when an individual is incarcerated, you're set up within the incarceration system to get HIV medications and then an individual is transitioned into a different program or provider when leaving the incarceration system.
- Joe asked if DHS looked into Rhode Island's plan? Would be helpful to have Asneth come speak before this body to hear firsthand how things are moving along and how we can help.
- Audra will reach out to Asneth to see when she's available to meet. Asneth did also say that anyone is able to contact her via email or phone.

IV. Program HH; questions and suggestions

- This section pertains to questions the committee may have for Program HH and what needs to be done in order to do automatic enrollment.
 - Joe responded that the committee talked about Section IV and III together, so we will move onto the next item.

V. Council and committee operations evaluation; review questions

- So far the committee has received 15 responses, so will be able to look at results next meeting. In this meeting, this item was added to the agenda to review what this evaluation looks like and see if the meeting would like to make changes to the evaluation for the next meeting.

- Audra displayed the ***Biannual Council and Committees Operation Evaluation*** and the ***June 2022 Scored Evaluation Results***.
 - Joe asked if people can comment on each question?
 - Audra responded that yes, people can comment or leave suggestions for each question asked.
 - Joe asked who developed the questions for the council?
 - Audra responded that it was developed by the Needs Assessment & Evaluation Committee several years ago, and that it is updated from time to time.
 - Joe asked what happens with the results of the survey?
 - John Vener responded that it seems like nothing comes from the survey results. We satisfy our obligations just by surveying, but what comes from them?

VI. Co-chair succession planning

- Co-chair succession planning is the election for each committee's co-chair for the upcoming fiscal year.
- Audra displayed the ***Needs Assessment & Evaluation Committee Co-Chair Position Description***. The committee co-chairs are responsible for planning agendas with council staff, facilitating meetings, etc. There is extra commitment to committee co-chairs, and in addition to this, if co-chairs are voting members of the council, they are expected to attend the Executive Committee meeting. If both co-chairs are voting members of the council, they can rotate attendance at this meeting. Members can serve two one-year terms, and both Joe Amrhein and Julian Hines are eligible to run again. The election will take place in the March Needs Assessment & Evaluation Committee meeting, in which members can nominate themselves or nominate someone else.
 - Dennis asked who is eligible to run for co-chair?
 - Audra responded that there is no experience required to be a committee co-chair. Council staff can offer trainings in facilitation. Anyone is eligible to run for co-chair as long as you're a committee member or voting member of the council. Committee co-chair elections take place in the March committee meetings so new members are able to run if they wish.
 - Joe responded that as someone who has served as your co-chair, the Executive Committee meeting is to overview the agenda that's going to be moved into the main council's meeting, so you have a say in the items that move into the full council body.

VII. Unfinished Business / New Business

- No unfinished business or new business was discussed.

VIII. Set agenda for next meeting

- The committee will cover the Committee Operations Evaluation and voting co-chair election.
- Alejandro asked if the committee will we get a report from an EIIHA meeting or is that just the council that gets it?
 - Audra responded that the annual EIIHA meeting already took place in the beginning of the year. Audra asked if anyone knows that EIIHA normally gives a presentation to the Needs Assessment & Evaluation Committee?
 - Alejandro responded that it is an important meeting because it responds to the early intervention services and how we identify new cases.
 - Cody Raasch responded that him and Hannah presented the data in the annual EIIHA meeting. Cody shared that he thinks the data that they shared can be shared.
 - Audra responded that she is currently developing the workplan for next year, so if the committee would like to discuss EIIHA more it can be allocated on the workplan.
- Joe asked which committees have gone hybrid versus completely remote?
 - Audra responded that Community Voices committee meeting is hybrid. The Disparities Elimination Committee meeting was hybrid, but they have chosen to go back remote since in-person attendance wasn't high.
 - Alejandro responded that there are technical difficulties with calling in to meetings. Alejandro has tried calling in to several meetings, but callers couldn't access the meeting code. This could be a reason why attendance is low.
 - Audra responded that there was an issue when Brian, the previous administrative specialist, left the council. Because the invites were under his email and his email was deactivated, there have been several tech issues with the meeting invites. Audra has created new meetings for this committee for this year and will be creating new council invites as well.
 - Joe responded that he has attended the Community Voices Committee meeting. It is a hybrid format, and it could be something that Needs Assessment & Evaluation could look into as well. Joe asked if the Community Voices Committee meeting could be moved to Claire Housing to encourage community attendance.
- Audra displayed the **FY2022 Needs Assessment & Evaluation Committee Workplan**. There are no items on the workplan for February. The committee does need to review the operations evaluation, but if folks are comfortable with it, we could move those items to March and cancel the February Needs Assessment & Evaluation Committee meeting.

- Lesa Nelson agreed that the committee should not meet in February and should reconvene in March.

IX. Announcements and Adjourn

- Audra shared that the Disparities Elimination Committee is hosting a Panel Discussion: Disparities and Mental Health Services for People Living with HIV/AIDS on May 18 from 9:30am-11:30am, in-person, at Health Services Building. The panel is focusing on systematic issues that create disparities for accessing, or not accessing mental health services for people living with HIV/AIDS. The Disparities Elimination Committee is hoping to have the providers in-person at HSB for the panel.
 - Alejandro responded that a while back, the council created a subcommittee on mental health. There was a mental health document created and he recommends sharing this with the Disparities Elimination Committee. One of the items was to meet with providers who receive Ryan White mental health funding and utilizing this could help keep the council accountable to their goals and plans. Needs Assessment & Evaluation could also look at this and evaluate what services are needed and utilized.
 - Audra responded that if anyone is interested in what topics will be discussed in the panel, it will be covered in the February Disparities Elimination Committee meeting.
- Joe Amrhein adjourned the meeting at 9:57 a.m.

Meeting Summary

- The committee reviewed HIV care and prevention in the Hennepin County corrections system.
- Audra shared Biannual Council and Committee Operations Evaluation.
- The committee discussed the annual co-chair, eligibility and responsibilities.

Documents distributed before the meeting:

- Proposed agenda
- November 22, 2022 meeting minutes
- FY 2022 NAE Workplan

Additional documents distributed during the meeting:

- Biannual Council and Committees Operation Evaluation
- June 2022 Scored Evaluation Results