Needs Assessment and Evaluation Committee
Tuesday March 28, 2023
9 – 10:40 a.m.
Microsoft Teams Meeting
Meeting Minutes

Committee Members Present:	
Julian Hines (co-chair)	Alissa Fountain
Lesa Nelson	John Vener, MD
Angela Reed	Tesha Johnson
Joe Amrhein (co-chair)	Moua Xiong
Alejandro Aguilera	
Guests:	
Calvin Hillary Hylton, Community Member	Trillian Patneau, DHS
Allison LaPointe, MDH	Jonathan Hanft, Hennepin County
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:** McKinzie Woelfel (on behalf of NAE co-chairs) called the meeting to order at 9:13 a.m. Introductions were made.

II. **Review and approval of January 24 meeting minutes. Review and approve proposed agenda.**
   - The January 24, 2023 minutes were approved as printed.
   - The proposed agenda was reviewed and approved as printed.

III. **Council and committee operations evaluation results**
   - Audra shared the document ***January 2023 combined council and committee evaluation results*** for analysis.
   - Point for future consideration: eliminating "somewhat/strongly agree/disagree" since the data simply requires that the committee understand that members either agree or disagree.

- People would like to learn why and how items are brought to the agenda, including the documents that are brought forward and presented.
    - People can contact the co-chairs Julian and Joe or Audra if they would like to bring forward agenda points.
    - Additionally, members may bring up agenda points when the proposed agenda is reviewed and approved at the beginning of committee meetings.
    - To address the "why", the committee could provide some brief context when initially reviewing the agenda.
- People feel that there needs to be greater efforts to make sure attendees understand the material brought forward.
- New members report that having the offer for current members to guide them via the Mentor Program is beneficial.
    - Co-chairs might consider meeting together to develop a new member guide/training that addresses these needs.
- People feel that it may be beneficial to "promote an environment where questions that may seem silly are welcomed" to make members more comfortable in bringing up questions.
    - It may be beneficial to address questions as they are brought up to allow time and space for answers, so as to not wait until the end or shut down "non-relevant" questions.
    - A group cohesion event could be a fun idea to promote comfort in communicating among the group.

IV. **HIV care and prevention in the Hennepin County corrections system**
- Context: Last year, the committee met with Dr. Rachel Silva to become informed of changing formularies according to private healthcare whims and Medicare exclusion policies.
- Goal of this committee's item is automatic enrolment program for ADAP for those in the corrections system.
    - Per Asneth, this item is in motion but is currently in the IT phase and can take 7-12 months to proceed.
- Audra shared the document ***18-02 Incarcerated Population PCN Round 2*** that clarifies the policy for using Ryan White funds to provide care for incarcerated persons versus the State versus insurance companies.
    - Questions regarding what Ryan White can and can't provide for people in corrections will need to be brought to the Part B Project Officer.
- Questions to consider:
    - What kind of access do people in corrections have to medical case management?

- o Is there access to Ryan White services 6 months before release?
- o How do out-of-state people receive access to medication?
- o What state agency is most appropriate to answer these questions?
- o How do we disseminate information to people inside the state and in other counties' corrections?

V. Co-chair election
- Audra shared the document **Needs Assessment Committee Co-Chair Position Description.**
- As a reminder, one co-chair must be voting member of the council, one may be a community member; voting member must be in attendance to Executive Committee meetings.
- Alejandro and Joe are voted in by acclamation as co-chairs of the Needs Assessment and Evaluation Committee.

VI. Review Work Plan
- Audra shared the spreadsheet **FY 2023 NAE Workplan.**
- There are no agenda items for April.
- The council will review the Assessment of the Administrative Mechanism (AAM) in May.
- Potential presentation of mental health subcommittee's and SPNS (Special Projects of National Significance) work.
- Audra will share with the committee the slides of previous Dr. Silva presentation and a recording of the presentation if available.

VII. Unfinished Business / New Business
- There is no new or unfinished business.

VIII. Set agenda for next meeting
- Updated goals for May: Audra will reach out to Dr. Silva and share the presentation from last year with the committee and Alejandro will provide a SPNS update.
- **MOTION:** Lesa Nelson motioned to cancel the April NAE Committee meeting. Tesha Johnson seconded.
  DEBATE: There was no debate.
  VOTE: The motioned passed 4-0.

IX. Announcements
- Welcoming the new committee members: Alejandro, Tesha, and Moua!

X. Adjourn
- Joe Amrhein adjourned the meeting at 10:37 a.m.

Meeting Summary
- The committee discussed potential solutions for increasing comfort level within the group, expanding context of the agenda items, and promoting mentorship for new members.
- The committee reviewed HIV care and prevention in the Hennepin County corrections system and developed questions to bring up to the Part B and state agency representatives.
- Joe and Alejandro were voted in as co-chairs.

Documents distributed before the meeting:
- Proposed agenda
- January 24, 2023 meeting minutes
- FY 2023 NAE Workplan

Additional documents distributed during the meeting:
- January 2023 combined council and committee evaluation results
- 18-02 Incarcerated Population PCN Round 2
- Needs Assessment Committee Co-Chair Position Description

LC/JS/ag