**Needs Assessment and Evaluation Committee**

**Tuesday March 28, 2023**

**9 – 10:40 a.m.**

**Microsoft Teams Meeting**

**Meeting Minutes**

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| **Committee Members Present:** | |
| Julian Hines (co-chair) | Alissa Fountain |
| Lesa Nelson | John Vener, MD |
| Angela Reed | Calvin Hylton |
| Jonathan Hanft | Allison LaPointe |
| Joe Amrhein (co-chair) | Moua Xiong |
| Alejandro Aguilera |  |
| **Committee Members Absent:** |  |
|  | Gage Urvina |
| **Guests:** | |
| Tesha | 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**

1. **Welcome and introductions:** McKinzie Woelfel (on behalf of Julian Hines) called the meeting to order at 9:13 a.m. Introductions were made.
2. **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.

1. **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.

1. **HIV care and prevention in the Hennepin County corrections system**

* Context: Last year, the committee met with Dr. 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 representative
* Questions to consider:
  + What kind of access do people in corrections have to medical case management?
  + Is there access to Ryan White services 6 months before release?
  + How do out-of-state people receive access to medication?
  + What state agency is most appropriate to answer these questions?
  + How do we disseminate information to people inside the state and in other counties’ corrections?

1. **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.

1. **Review Work Plan**

* Audra shared the spreadsheet *FY 2023 NAE Workplan.*
* There are no agenda items for April.
  + Dr. Rachel Silva & Asneth potentially presenting in April meeting, reaching out to contacts connected to the Rhode Island corrections program.
* 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.

1. **Unfinished Business / New Business**

* There is no new or unfinished business.

1. **Set agenda for next meeting**

* Updated goals for May: presentation from Dr. Silva and Alejandro with the mental health subcommittee.
* A motion is brought forward and seconded to cancel the April meeting so as to provide more time for presenters to prepare. The motion passes.

1. **Announcements**

* Welcoming the new committee members: Alejandro, Tesha, and Moua!

1. **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.
* Audra and Joe will reach out to Dr. Rachel Silva and Alejandro will work with the mental health subcommittee to discuss potential presentations of their work at the May meeting.

**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