

Needs Assessment and Evaluation Committee
Tuesday June 27, 2023
9 – 11:00 a.m.
Microsoft Teams Meeting
Meeting Minutes

Committee Members Present:	
Julian Hines	Alejandro Aguilera (Co-chair)
Alissa Fountain	John Vener, MD
Joe Amrhein (Co-chair)	Moua Xiong
Lesa Nelson	
Committee Members Absent:	
Angela Reed	
Guests:	
Eriika Etshokin, Hennepin County	Trillian Patneau, DHS
Hennepin County (Part A) Representative:	DHS (Part B) Representative:
Cody Raasch	Dennis London
MDH (Prevention) Representative:	MDH (Surveillance) Representative:
McKinzie Woelfel	None
MCHACP Staff:	
Audra Gaikowski (coordinator)	Jeremy Stadelman (minutes)

Quorum? Yes

- I. **Welcome and introductions:** Alejandro Aguilera called the meeting to order at 9:03 a.m. Introductions were made.

- II. **Review and approval of March 28 and May 23 meeting minutes. Review and approve proposed agenda.**
 - The March 28 and May 23, 2023 minutes were approved as written.
 - The proposed agenda was reviewed and approved as written.

- III. **Plan council and committee operations evaluation**
 - Audra displayed the ***council and committee operations evaluation***.
 - The Needs Assessment and Evaluation (NAE) Committee is responsible for reviewing the evaluation every six months.
 - Audra reviewed the questions and asked if there were any suggested changes.
 - There were no suggested changes.

- At the next NAE meeting, the committee will review the results and compare them to previous results to understand the council's progress.

IV. HIV in jails and prison: data from NA2020

Cody Raasch, Data Analyst Hennepin County Public Health

- Cody presented a PowerPoint presentation titled, ***Incarceration- Data From the 2020 Needs Assessment***
 - Overall, 2.6% of respondents (out of 805) indicated that they had been incarcerated within the last 12 months.
 - 35.7% of respondents indicated that they had been incarcerated more than 12 months ago.
 - Black, African American and American Indian have greater rates of incarceration.
 - Those unstably housed were more likely to indicate that they have been incarcerated.
 - Those below the Federal poverty line were more likely to indicate that they have been incarcerated.
 - Respondents that stated that they were incarcerated much more likely to have injected drugs, had trouble with bills, or skipped a meal in the last 12 months.
 - Respondents that stated they were incarcerated much more likely to not have had a viral load test, or missed a medical appointment due to drugs, alcohol, or mental health issues.
 - Questions:
 - Is there any overall data from Hennepin County that indicates how many of those incarcerated have an HIV/AIDS diagnosis?
 - Cody indicated that he would look into this.
 - Audra noted that in 2020, 311 had a known HIV diagnosis and in 2021, 323 had a diagnosis.
 - Would the Minnesota Department of Corrections have more data?
 - Audra will investigate this further but noted that jails and prisons are two separate systems.

V. HIV in jails and prison: where to go from here?

- There was a suggestion to gather more data from the state's Department of Corrections.
- Review what the committee can do and what it cannot do in a directive.
 - Audra noted that the committee would not be able to create a directive to have Part A issue a request for proposals (RFP). The council cannot be

involved in the provider selection process. Additionally, there are no funds available for an RFP at this time.

- Positive Care Center is currently providing medical and non-medical case management for those incarcerated.
- Audra displayed and reviewed the **roles and responsibilities of the committee**.
 - How does this work fit in with the roles and responsibilities of the committee?
- A member suggested that the committee could conduct a special needs assessment and/or focus group for those incarcerated or recently incarcerated. Such a directive would also ask that Part A participate in these efforts.
- Alejandro recommended that the committee conduct a service impact utilization evaluation of medical case management services in jails in prisons.
 - Maricopa County may have some guidance around this.
- Joe emphasized that when released, individuals should have a 3-month prescription for their medications and know where to fill them for free.
 - This could be explored in a special needs assessment.
- Audra would suggest choosing one activity to do at a time to ensure adequate staff and resources to complete.
- The committee agreed that the next step should be to conduct a service impact utilization evaluation of medical case management services in jails in prisons.
 - Audra will investigate the feasibility of doing this and report back at the next meeting.

VI. Results of the meeting format survey

- Audra displayed the **results of the meeting format survey**.
- The Executive Committee would like each committee to decide what meeting format works best for them.
- Audra suggested that there should be a threshold for in-person attendance in a hybrid meeting format.
 - Would members attend in person or virtually?
 - Alissa- virtual
 - McKinzie- virtual
 - Dennis- virtual
 - John V- in person; it's easier to participate during in-person meetings
 - Alejandro- would support hybrid option

- Joe- prefers in person
 - **MOTION:** Joe Amrhein moved that future Needs Assessment and Evaluation Committee meetings be in hybrid format with an in-person option. John Vener seconded.
 - **DEBATE:**
 - Dennis suggested that there should be guidelines around the hybrid option. Who is attending in person and how should it be communicated to the convener?
 - McKinzie suggested that those participating virtually should commit to being a space with a reliable connection. Additionally, there should be a minimum of 1/3 of members attending in person in order to have the in-person option.
 - There was no debate from voting members.
 - **VOTE:** With 6 ayes and 0 noes, the motion carries.
- Members wondered where the in-person meetings should be held.
 - Alejandro suggested holding the meetings at the Health Services Building (HSB). There were no objections.
 - Audra and Jeremy will reserve a room at HSB.

VII. Unfinished Business / New Business

- None.

VIII. Set agenda for next meeting

- Review results of the council and committee operations evaluation, if ready
- Service Impact Utilization Evaluation feasibility discussion
- Review state data on jails and prisons, if available
- Presentation from Alejandro on Maricopa County and its evaluation of HIV services in jails and prisons

IX. Announcements

- Capacity building opportunity- [ELEVATE Español](#) is available for those who are LatinX or work with the LatinX community, July 10-14

X. Adjourn

- Alejandro Aguilera adjourned the meeting at 10:40 a.m.

Meeting Summary

- The committee reviewed the council and committee operations evaluation. There were no changes made to the evaluation.

- The committee received a presentation from Part A regarding Incarceration Data From the 2020 Needs Assessment.
- The committee discussed next steps for addressing issues related to HIV in jails and prison.
- The committee reviewed the results of the meeting format survey and approved a motion to hold future meetings in a hybrid format with an in person option.

Documents distributed before the meeting:

- Proposed agenda
- March 28, 2023 and May 23, 2023 meeting minutes
- FY 2023 NAE Workplan
- Meeting format survey responses
- Edits for July Biannual Council and Committees Operation Evaluation

Additional documents distributed during the meeting:

- Roles and responsibilities of the Needs Assessment and Evaluation Committee.
- Incarceration- Data From the 2020 Needs Assessment PowerPoint

JS/ag