

**Needs Assessment and Evaluation Committee**  
**Tuesday August 22, 2023**  
**9 – 11:00 a.m.**  
**Microsoft Teams Meeting**  
**Meeting Minutes**

<b>Committee Members Present:</b>	
Julian Hines	John Vener, MD
Joe Amrhein (Co-chair)	Moua Xiong
Lesla Nelson	Angela Reed
<b>Committee Members Absent:</b>	
Alissa Fountain	Alejandro Aguilera (Co-chair)
<b>Guests:</b>	
Eriika Etshokin, Hennepin County	Calvin Hillary Hylton, DEC member
Trillian Patneau, DHS	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Cody Raasch	Dennis London
<b>MDH (Prevention) Representative:</b>	<b>MDH (Surveillance) Representative:</b>
McKinzie Woelfel	Hannah Giles
<b>MCHACP Staff:</b>	
Audra Gaikowski (coordinator)	

**Quorum? Yes**

- I. **Welcome and introductions:** Angela Reed called the meeting to order at 9:01 a.m. Introductions were made. Facilitation was passed to Joe Amrhein.
  
- II. **Review and approval of June 27 meeting minutes. Review and approve proposed agenda.**
  - The June 27 minutes were approved as written.
  - The proposed agenda was reviewed and approved as written.
  
- III. **Assessment of the Administrative Mechanism (AAM) results**  
*Audra Gaikowski, Council Coordinator*
  - Audra presented a PowerPoint presentation titled, **Results of Part A Assessment of Administrative Mechanism.**
    - Audra noted that because of a low response rate the survey is still currently open to gather more responses. Final results will be presented to the council in September.

- The purpose of the survey is to ensure that funds are being contracted quickly, through an open process, and that providers are being paid in the timely manner.
  - An open process is ensured by using a request for proposal process (RFP).
- The AAM is only applicable to Part A.
- How would the Council know that the subrecipients are paid in a timely manner?
  - Providers have been surveyed to ascertain this information and this data is included in the AAM that goes to council members.
- Dennis noted that this is a low response rate compared to previous years. How can we improve the response rate going forward?
  - Members may be confused about which survey this is because they received multiple surveys at the same time.
  - There could be more thorough training provided about the purpose and function of the AAM.
  - Allow and encourage members to fill the survey out after or during a council meeting.
  - When the AAM comes before the committee for review next year there should be an effort to reword questions so that they are clearer. Audra will add this to next year's workplan.

#### **IV. Council & committee operations evaluation results**

*Audra Gaikowski, Council Coordinator*

- Audra displayed and reviewed the **Council & committee operations evaluation results**.
- Comments:
  - To improve the scores around having an adequate amount of time to cover each agenda topic, the Council could meet for two and a half hours with a break. Members could use this break to network with other members.
    - A better question might be to ask about the relevance of agenda items since there will never be enough time on the agenda to fully explore and discuss topics.
  - Robert's Rules of Order can be intimidating for folks to know how to participate but since there are three Co-chairs, it would be advantageous if one Co-chair facilitated the meeting and a second monitor the chat and raised hands to ensure no one is overlooked by the facilitating Co-chair as they manage the meeting.

- Data reports could be sent earlier so members have an adequate time to review them.
- There could be more training provided around HRSA and CDC's roles and responsibilities so that members better understand their role on the Council.
- The Council could facilitate more "get to know you" opportunities so that members know who their colleagues are.
  - Short bios would also be helpful.
  - Add 5 minutes on the agendas so that an individual member could introduce themselves to fellow members.
  - Add a 5-minute breakout session to the council agenda where members would discuss an icebreaker question. This was done in the past.
    - Audra agreed to add this to future council agendas.
- The Community Voices Committee (CVC) should be in the community more for engagement.
  - CVC is currently planning a community event, a breakfast on World AIDS Day.
  - Hosting a BBQ in the future might be a good opportunity to engage the community.
- The survey results did improve from the last survey given in January.

## **V. Unfinished Business / New Business**

- Service Impact Evaluation
  - Audra explained that last month, the committee reviewed a suggestion from part A on doing a service impact evaluation.
    - This is something the committee has talked about for a few months now and Part A suggested that the committee do a service impact evaluation with case managers who are working with people who are living with HIV and who have recently been incarcerated.
      - Could the committee survey the case managers that work with those in the corrections system?
    - Eriika explained that if the committee is interested in learning about what really works on the ground and how that is impacting client care, we think that case managers have the best perspective on that because they've worked directly with these clients and during and post incarceration.
      - Eriika added that it would be an involved project and it would likely take some support from an intern or somebody

on the Part A team who could really lead a research survey project.

- The committee needs to advise on what is the data we're trying to collect and what does needs assessment want done with it.
- It is probably too preliminary to start reaching out to any clients or case managers, or quite frankly even Dr. Silva again until we really know what is the data we're trying to collect and what will we do with it once we receive it.

#### **VI. Set agenda for next meeting**

- Continue discussion on conducting a Service Utilization Evaluation.
- Invite Dr. Silva back to discuss gaps in providing care to people who have been incarcerated.
  - Audra noted that the committee should be specific in what information they want from Dr. Silva so that they make good use of their time.
- Invite someone from the State's Department of Corrections to the meeting to discuss what care is like for people living with HIV while incarcerated.
  - What is involved in discharging planning for those living with HIV?
  - Where are the gaps in providing care?
  - Moua indicated that he would check to see if he has a contact with the Minnesota Department of Corrections.
- Presentation from Alejandro on another jurisdiction's best practices around providing care to those with HIV who are incarcerated, if another presenter cannot be confirmed.
- **MOTION:** John Vener moved that the September 2023 Needs Assessment & Evaluation Committee meeting be cancelled. Moua Xiong seconded.
- **DEBATE:** none.
- **VOTE:** with 4 ayes and 0 noes, the motion carries.

#### **VII. Announcements**

- None.

#### **VIII. Adjourn**

- Joe Amrhein adjourned the meeting at 10:43 a.m.

#### **Meeting Summary**

- The committee discussed the results of the Part A Assessment of Administrative Mechanism.

- The committee discussed the results of the council & committee operations evaluation.
- The committee discussed conducting a Service Impact Evaluation with case managers providing care to those who have been incarcerated in Minnesota.
- The committee approved a motion to cancel their September 2023 meeting.

**Documents distributed before the meeting:**

- Proposed agenda
- July 25 meeting minutes
- FY 2023 NAE Workplan
- July 2023 Scored Evaluation Results
- Council and Committee Operations Evaluation Results
- Suggestion for service impact evaluation
- Summary of the Assessment of the Efficiency of the Administrative Mechanism Minnesota Council for HIV/AIDS Care and Prevention Evaluation of Part A
- FY 2022 AAM Results

**Additional documents distributed during the meeting:**

- PowerPoint presentation titled, Results of Part A Assessment of Administrative Mechanism

**JS/ag**