

**Needs Assessment and Evaluation Committee**  
**Tuesday November 28, 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
Lesa Nelson	Carol LaBine
Alissa Fountain	Alejandro Aguilera (Co-chair)
<b>Guests:</b>	
Eriika Etshokin, Hennepin County	Trillian Patneau, DHS
Calvin Hylton, DEC member	Mei Ding, Hennepin County
Emily Reimer, DHS	
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Cody Raasch	Thomas Blissett
<b>MDH (Prevention) Representative:</b>	<b>MDH (Surveillance) Representative:</b>
McKinzie Woelfel	Hannah Giles
<b>MCHACP Staff:</b>	
Jeremy Stadelman (Admin Specialist, minutes)	

**Quorum? Yes**

- I. **Welcome and introductions:** Alejandro Aguilera called the meeting to order at 9:01 a.m. Introductions were made.
- II. **Review and approval of August 22 and October 25 meeting minutes. Review and approve proposed agenda.**
  - The August 22 and October 25 minutes were approved as written.
  - The proposed agenda was reviewed and approved as written.
- III. **Service utilization data for prioritization and resource allocation process (PSRA)**  
*Jeremy Stadelman, Council Admin Specialist*
  - Jeremy presented PowerPoint presentations titled, ***Mental Health and Psychosocial Support Services & Medical Case Management and Non-Medical Case Management.***

- Jeremy noted that this committee has two very important activities to work on in FY 2024. The committee will be working on the priority setting resource allocation process (PSRA) and the comprehensive needs assessment for 2025.
- These presentations are part of an ongoing effort by the Needs Assessment and Evaluation Committee to educate council members about Ryan White funded and prevention service areas. The information presented is intended to inform the prioritization and allocations process and other council activities.
- Members suggested that it would be helpful to review the [data dashboard](#) with the council.
- It was noted that co-pays for mental health care would be funded through health insurance premiums and cost sharing, not the mental health care funding category.
- There was general consensus that mental health care is important across the care continuum and will be indicated as such on the continuum slide.
- Joe suggested that when presenting to the council, it would be helpful to show where to access the [standards of care on the MCHACP website](#).
- Jeremy suggested that it might be helpful for the committee to see how service categories were placed on the care continuum previously.
- There was general consensus that psychosocial support is important across the care continuum and will be indicated as such on the continuum slide.
- There was general consensus that medical case management would fall on the care continuum from linked to care to virally suppressed and will be indicated as such on the continuum slide.
- There was general consensus that non-medical case management would fall on the care continuum from linked to care to virally suppressed and will be indicated as such on the continuum slide.
- It was noted that some providers do receive funds for both medical case management and non-medical case management, and in those cases they work with the client to determine which level of case management is most appropriate for that client.
  - Providers may be able to use both services for up to six months while they determine which is most appropriate, so some case managers do both, and some organizations have separate staff doing each role, and it's really up to the

organization to make that determination as long as whenever they're delivering the service, they're following the service standard.

- Joe agreed to present mental health and psychosocial support services at the December 2023 council meeting.
- Lesa agreed to present medical case management and non-medical case management at the January 2024 council meeting.
- Alejandro agreed to present outpatient services & substance abuse outpatient & residential services at the March 2024 council meeting.

#### **IV. Comprehensive Needs Assessment presentation & Review Workplan**

*Jeremy Stadelman, Council Admin Specialist*

- Jeremy presented a PowerPoint presentation titled, **Needs Assessment Overview** (this was emailed to the committee on 11/28/23).
- Jeremy displayed and reviewed **Needs Assessment 2025 Draft Joint Roles and Responsibilities** and the **Needs Assessment 2025 Draft Workplan**.

#### **V. Planning council & committee operations evaluation**

- Jeremy displayed the **council & committee operations evaluation**.
- Joe suggested changing the Likert scale from "strongly agree, somewhat agree... etc" to a scale from 1 to 10.
- **MOTION:** Joe Amrhein moved that this discussion be tabled until next month. Lesa Nelson seconded.
- **DEBATE:** none.
- **VOTE:** with 4 ayes and 0 noes, the motion passes.

#### **VI. Service impact evaluation discussion**

*Eriika Etshokin, Hennepin County Public Health*

- The needs assessment and the priority setting and resource allocation (PSRA) are really big lifts and a lot of that work comes to the needs assessment and evaluation committee. The committee has spent a lot of time over the last year and a half discussing how to better help those with HIV/AIDS who are criminal justice involved, but there will be little room in upcoming committee meetings to discuss this ancillary but important data collection project.
  - Part A proposes that they can support an ad hoc committee to focus on criminal justice involvement & HIV/AIDS and work on the service impact evaluation. An ad hoc committee would be specifically tasked with the service impact evaluation, making sure that that project gets the attention it needs and deserves, without

detracting from the legislatively mandated needs assessment and PSRA.

- The ad hoc committee could oversee the development, delivery, analysis, and report of a survey for medical case managers working with criminal justice involved clients.
- Part A would support the hiring of an intern for three months to collect data and conduct interviews with medical case managers. And that would be as directed by your ad hoc committee.
- **MOTION:** Joe Amrhein moved that the Needs Assessment and Evaluation Committee create an ad hoc committee to conduct a service impact evaluation on people living with HIV who are criminal justice involved. Alissa Fountain seconded.
- **DEBATE:** none.
- **VOTE:** with 7 ayes and 0 noes, the motion passes.
- The next step is for the Executive Committee to review the roles and responsibilities and workplan for the ad hoc group. The committee will consider the approval of the ad hoc committee at its December meeting.
  - Part A, council staff, and the NAE committee co-chairs will work collaboratively to develop roles and responsibilities and other details for the ad hoc committee.

#### **VII. Unfinished Business / New Business**

- **MOTION:** Lesa Nelson moved to cancel the December Needs Assessment and Evaluation Committee meeting due to the holiday. Joe Amrhein seconded.
- **DEBATE:** none.
- **VOTE:** with 4 ayes and 0 noes, the motion carries.

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

- Continue reviewing the council and committee operations evaluation
- Approve survey goals for the 2025 comprehensive needs assessment

#### **IX. Announcements**

- ESCALTE training is going to be provided in Minneapolis in summer 2024.

#### **X. Adjourn**

- Alejandro Aguilera adjourned the meeting at 10:58 a.m.

### **Meeting Summary**

- The committee reviewed Service utilization data for prioritization and resource allocation process (PSRA).
- The committee received a Comprehensive Needs Assessment presentation & Reviewed the Workplan.
- The committee approved a motion to move the council and committee operations evaluation discussion to January 2024.
- The committee approved a motion that the Needs Assessment and Evaluation Committee create an ad hoc committee to conduct a service impact evaluation on people living with HIV who are criminal justice involved.
- The committee approved a motion to cancel the December 2024 committee meeting.

**Documents distributed before the meeting:**

- Proposed agenda
- August 22 and October 25 meeting minutes
- Draft council and committee operations evaluation
- Needs Assessment 2025 Draft Joint Roles and Responsibilities
- Needs Assessment 2025 Draft Workplan
- Medical Case Management and Non-medical Case Management PowerPoint
- Mental Health and Psychosocial Support Services PowerPoint
- Service utilization data presentations from NAE schedule sign-up

**Additional documents distributed during the meeting:**

- Needs Assessment Overview PowerPoint

**JS/ag**