

**Needs Assessment and Evaluation Committee**  
**Tuesday, May 28, 2024**  
**9 – 11:00 a.m.**  
**Microsoft Teams Meeting**  
**Meeting Minutes**

<b>Committee Members Present:</b>	
Alejandro Aguilera (co-chair)	Joe Amrhein
Moua Xiong	Cynthia Elmore
Dongwook Kim	Carol Labine
Lesa Nelson	John Vener
<b>Committee Members Absent:</b>	
Derek Martin	
<b>Guests:</b>	
Calvin Hillary Hylton, Community member	Emily Reimer, DHS
Kevin Sitter, CJI and PAC member	Terri Wilder, M&T member
<b>Hennepin County (Part A) Representative:</b>	
Cody Raasch	<b>DHS (Part B) Representative:</b> Dennis London
<b>MDH (Prevention) Representative:</b>	
None	<b>MDH (Surveillance) Representative:</b> Hannah Giles
<b>MCHACP Staff:</b>	
Audra Gaikowski, Council Coordinator	

**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 April 23, 2024 meeting minutes. Review and approve proposed agenda.**
  - The April 23 minutes were approved as written.
  - The proposed agenda was reviewed and approved as written.
  
- III. **Review and approve Assessment of the Administrative Mechanism objectives**
  - Audra shared the **Assessment of the Efficiency of the Administrative Mechanism.**
    - A legislative requirement, council members complete the assessment annually and it is used to evaluate how rapidly Part A funds are allocated and made available for care.
    - Subrecipients complete the assessment every other year to help inform council members about Part A’s effectiveness of distributing funds to the community.
    - **MOTION:** Joe Amrhein moved that the Assessment of the Administrative Mechanism be approved as written. John Vener seconded.
    - **DEBATE:** None.

- **VOTE:** With 5 ayes and 0 noes, the motion carries.

#### IV. Review service utilization data: Non-funded Part A services

- Confirm presenters for remainder of service utilization presentations.
  - Joe agreed to present non-funded Part A services at the June council meeting.
- Audra reviewed the PowerPoint presentation titled, **Non-funded Part A Services**.
  - For outreach, only positive tests are captured in CAREWare. Kevin wondered if there is a better way to capture more encounters with individuals who are positive that come from linkage to care or reengagement to care. Cody added that early intervention services (EIS) are similar to outreach and are more comprehensive in reaching those in prevention and care.
  - Members noted that for oral health care, only 9.7% of Ryan White clients received this service in FY23 even though 39% of individuals indicated that they were unable to access oral health care in the 2020 needs assessment. It may be useful to ask additional questions on the 2025 needs assessment survey about the need for this service area.

#### V. Review proposed survey questions: repeats from 2020 Needs Assessment

*Cody Raasch & Emily Reimer, Data Analysts*

- Cody presented **Variables Used in NA2020** and reviewed the proposed questions that will remain in the NA2025.
  - Dongwook suggested adding questions about individuals experiencing discrimination, specifically around housing. Emily responded that they are considering adding questions around this to the NA2025.
  - Joe wondered why there is a question that asks about how many times someone has moved in the last 12 months. Emily responded that it could reveal the rate of housing instability. Joe proposed deleting this question because another question asks if someone has been in a shelter. Terri noted that it can show if people are trying to keep a roof over their head and stay out of a homeless shelter. Cody indicated that he will look into the data from 2020 to see if it helps inform a decision to keep the question for 2025.
  - Joe suggested that the questions about if drug and alcohol use were barriers in receiving care can be combined into one question. Emily noted that in 2020, there were distinct responses to drug and alcohol, but it might make sense to have one question that asks if any of the following (drugs, alcohol, etc) causes someone to miss medical appointments or not take HIV medication.
    - Kevin noted that some might be reluctant to check a box about what substances they specifically use.
    - Emily noted that individuals can skip these questions if they so choose.
  - Kevin suggested adding a question about fear of immigration status as being a barrier to receiving care.
  - Dongwook suggested explaining acronyms when possible (i.e. what does GED stand for?).

- Dongwook suggested adding a question about the source of someone's income.
- Kevin noted that there are some people who are considered disabled because they were diagnosed pre-protease but would like to work, however they would lose too many benefits.
- Terri suggested adding a question about long-covid because people with HIV are disproportionately affected by long-covid.
- Joe suggested that it might be interesting if the survey asked how people get their emotional, social, and safety support. Cody noted that asking about sense of belonging is something to potentially add to the 2025 survey.
  - Dongwook added that asking about loneliness and isolation would be helpful (i.e. relationship status, how often do you meet with friends/family, etc.). Emily indicated that they have considered adding loneliness and isolation questions, but we will want to make sure to include those as positive questions. Some examples of positive questions might include, "do you have something you're passionate about?" or "do you have people in your life that you love?"
- In the chat, Kevin shared some possible questions to gauge the needs related to HIV and Aging. These questions are a result of a coalition of people in a newly formed coalition as well as input from the Area Agency on Aging (Trellis), and SAGE (organization advocating for LGBTQI+ elder adults).
  - Proposed Q1. If you could no longer live independently, how worried would you be that there would be no one to take care of you? (Very Worried, Somewhat Worried, Not At All Worried).
  - Proposed Q2. Do you need more information about growing older with HIV?
  - Proposed Q3: As you get older, will you need additional services?
    - If Yes, which services do you think you may need (check all that apply)
      - a. Advance Care Planning (Living Wills, Powers of Attorney)
      - b. Bone Health: Fitness and physical function
      - c. Brain Health Classes
      - d. Exercise Classes
      - e. Dental Services
      - f. Diabetes Care
      - g. Hearing /Audiology Services
      - h. Heart care
      - i. Memory/Cognitive Evaluation
      - j. Nutrition Support
      - k. Planning for Retirement & healthcare coverage
      - l. Social/Community Building Activities
      - m. Social Security and financial counseling
      - n. Transition to Medicare
      - o. Vision (optometric/ophthalmology) Services

- Terri added that the ROAH study showed that there are higher rates of isolation and loneliness experienced by older people with HIV.

**VI. Review meeting format survey**

- Tabled due to time.

**VII. Review religious holidays calendar**

- There were no meetings identified with conflicting with religious holidays.

**VIII. Unfinished Business / New Business**

- None

**IX. Set agenda for next meeting**

- Review questions for new variables
- Review demographic questions
- Co-chair election
- Review EIS, health education, and legal services data
- Results for meeting format survey

**X. Announcements**

- None.

**XI. Adjourn**

- Alejandro Aguilera adjourned the meeting at 11:02am.

**Meeting Summary**

- Reviewed and approved the Assessment of the Administrative Mechanism objectives.
- Reviewed service utilization data for non-funded Part A services.
- Reviewed proposed survey questions: repeats from 2020 Needs Assessment.
- Reviewed religious holidays calendar.

**Documents distributed before the meeting:**

- Proposed Agenda
- Minutes from the April 23 meeting
- FY23 Assessment of the Administrative Mechanism
- FY24 Religious Holidays List
- Non-funded Part A services PowerPoint
- NA2025 Variables Proposal

**JS/ag**