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| **Needs Assessment and Evaluation Committee Members Present:** | |
| Alissa Fountain (co-chair) | John Vener, MD |
| Lesa Nelson (co-chair) |  |
| **Needs Assessment and Evaluation Committee Members Absent:** | |
| Alejandro Aguilera | Antony Stately |
| Javier Andrews-Mendoza |  |
| **Guests:** |  |
| Nurselin Akbulut | Stephen Jensen |
| Thomas Blissett | Teresa Jones |
| Mary McCarthy | Darin Rowles |
| Larry McPherson | Brenda Senyana |
| **Hennepin County (Part A) Representative:** | **DHS (Part B) Representative:** |
| Aaron Peterson | Amy Miller |
| **MDH (Prevention) Representative:** |  |
| Jared Shenk (Surveillance) | McKinzie Woelfel |
| **MCHACP Staff:** |  |
| Carissa Weisdorf, council coordinator | Richard Puella (minutes) |

**Quorum? Yes**

1. **Welcome and introductions**

* Lesa Nelson called the meeting to order at 9:00 a.m., and introductions were made.

1. **Review, approval of minutes from May 25 meeting minutes and proposed agenda**

* The minutes were approved by unanimous consent**.**
* The agenda was approved by unanimous consent.
  + Lesa Nelson noted that the needs assessment survey presentation is priority and review of the council and committee operations may be postponed if needed.
  + The committee agreed.

1. **2020 HIV/AIDS Needs Assessment data presentation:**

* Aaron Peterson led a discussion on the background of the needs assessment and presented, the *“2020 HIV community needs assessment (NA2020) service needs analysis.”*
* Aaron noted that the NA2020 was a collaborative effort between Hennepin County, the Department of Human Services, and the Minnesota Council for HIV/AIDS Care and Prevention.
  + Aaron took a moment to thank the service providers for their role in reaching out to clients.
  + Aaron noted that he is presenting statewide results this morning and thanked DHS and Jacob Melson for the key role each played in making the assessment survey a success.
  + After the presentation Aaron opened the floor for questions.
    - Mary McCarthy noted a reference she had not seen before and asked Aaron about “child decision” under the services need for support slide.
      * Aaron noted that this was a typo and the row labeled “child decision” should have read “permanency planning.”
* Mary referred to the domains upon which reports that can define the RWHAP and asked where chemical health would fit.
* Aaron mentioned that within Hennepin County chemical health would fall under the health domain but explained that chemical health could be a report in and of itself.
* Aaron reminded everyone that these domains are not final and is just a framework to think through. He supported the idea of a broader report on behavioral health, which would include chemical health, and asked how the committee felt about that suggestion.
  + Mary agreed that looking at chemical and behavior health separately from health is a good idea.
  + Mary felt it would be useful to have separate analysis of how Greater Minnesota compares to the metro, particularly around transportation, and food insecurities.
  + Aaron mentioned that since DHS is short staffed, he will be working on some of the statewide reporting including Greater Minnesota data analysis, so those reports could be readily available upon request.
  + Darin Rowles thanked Aaron for providing additional support to DHS and is interested in understanding the differences between the TGA and Greater Minnesota for future planning.
  + Thomas Blissett asked if the need was the same between those who had insurance and those who did not.
    - Aaron was not sure but felt that could be a useful cross tab to create. A percentage breakdown of those with insurance and those without is relatively easy to create since the data has been cleaned.
    - If anyone has any additional questions, concerns, thoughts or suggestions feel free to reach out to Aaron at [Aaron.Peterson@hennepin.us](mailto:Aaron.Peterson@hennepin.us), or council staff.

1. **Debrief data dashboard presentation:**

* Aaron Peterson led a discussion on a debrief of the data dashboard presentation on what went well at last week’s council meeting.
* Aaron asked if there are still points of confusion or edits with the data dashboard that anyone would like to suggest.
* Aaron suggested that everyone take some time to go into dashboard and explore it and bring back any questions or points of confusion for the committee to discuss.
  + Mary asked if Aaron could send the link to the dashboard out to everyone.
  + Aaron mentioned the easiest way to access the dashboard is through the council website (<http://www.mnhivcouncil.org/>).
  + Carissa Weisdorf mentioned that at previous meetings this committee discussed developing questions/scenarios for council members so that they would have to utilize the dashboard to determine the answer. She asked how the committee felt as that being the next step.
  + Carissa asked for a committee member to volunteer to lead that discussion at a council meeting.
    - Aaron agreed that would be the best way to expose folks to the dashboard.

1. **Review results of council and committee operations evaluation:**

* Richard Puella presented the results of the council and committee evaluation survey and the Qualtrics report summary with the committee.
* Carissa mentioned that the Executive Committee will review the results and discuss a plan for improvement.
* Carissa noted the comments regarding more training on data and terminology and pointed out that data trainings have been scheduled to help meet this request. The first training was in June on Epidemiological terms and the next training is scheduled for October on data and reports used in the planning process.
* All trainings will be recorded and posted to the council website for anyone interested.

1. **Agenda for next meeting:**

* Carissa Weisdorf shared the workplan with the committee.
  + - Tentative: HIV needs assessment data presentation.

1. **Announcements and adjourn:**

* Richard reminded everyone to please complete the Assessment of the Administrative Mechanism if they have not already done so.
* Meeting adjourned at 10:02 a.m.

**Meeting Summary**

* The committee heard an update on the 2020 HIV/AIDS Needs Assessment.
* The committee debriefed the data dashboard training.
* The committee reviewed the results of the council and committee operations evaluation.

**Documents distributed before the meeting:**

* Proposed meeting agenda
* May 24 meeting minutes
* NA2020 English-Paper Version
* 2021.07.19 Summary of Evaluation Results
* Copy of council operations evaluation
* FY 2021 Work plan

**Items Displayed at the meeting**:

* 2020 HIV community needs assessment (NA2020) service needs analysis
* Data dashboard (<https://app.powerbigov.us/view?r=eyJrIjoiMmE0ZDA1MGMtNGQ0Ni00NmU1LTliN2UtM2E5Njk3NDQzYzZkIiwidCI6IjhhZWZkZjlmLTg3ODAtNDZiZi04ZmI3LTRjOTI0NjUzYThiZSJ9>)
* Scored results of the Council and Committee Operations Evaluations
* Summary of Evaluation Results (Qualtrics report)

**RP/cw**