

**Needs Assessment and Evaluation Committee**  
**Tuesday January 23, 2024**  
**9 – 11:00 a.m.**  
**Microsoft Teams Meeting**  
**Meeting Minutes**

<b>Committee Members Present:</b>	
Alejandro Aguilera (Co-chair)	John Vener, MD
Joe Amrhein (Co-chair)	Moua Xiong
Lesa Nelson	Carol LaBine
<b>Committee Members Absent:</b>	
Alissa Fountain	
<b>Guests:</b>	
Eriika Etshokin, Hennepin County	Trillian Patneau, DHS
Komal Mehrotra, Hennepin County	Mei Ding, Hennepin County
Emily Reimer, DHS	Allison LaPointe, MDH
<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, Council Coordinator	

**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 November 28 meeting minutes. Review and approve proposed agenda.**
  - The November 28 minutes were approved as written.
  - The proposed agenda was reviewed and approved as written.
- III. **Review service utilization data & and guidelines for presenting PSRA data**  
*Audra Gaikowski, Council Coordinator*
  - Audra reviewed the **PowerPoint presentations for Medical Nutrition Therapy and Food Bank/Home Delivered Meals.**
    - The committee agreed that medical nutrition therapy falls along the care continuum from retained in care to virally suppressed.

- A member wondered why there was a large drop in funding from FY 22 to FY 23 for food bank/home delivered meals. Eriika indicated that this was likely due to availability of service providers in the service category, but she agreed to look further into this.
- FY 23 full expenditures will be available this summer and will be reported back to the council.
- The committee agreed that food bank/home delivered meals falls along the care continuum from retained in care to virally suppressed.
- It was clarified that performance measures include all Ryan White clients, including those receiving rebate funding.
- Alejandro noted that on the [data dashboard](#), the funding allocations do not match what is presented in the service utilization data PowerPoints. Cody noted that the data dashboard uses expenditures data rather than allocations data. Cody noted that allocations data could be added to the data dashboard. Emily indicated that they would check with leadership at DHS and Hennepin County to make sure that it would be appropriate to publicly include allocations data on the dashboard. Cody also agreed to investigate some of the discrepancies further.
- Alejandro agreed to present medical nutrition therapy and food bank/home delivered meals in February.

#### IV. Discuss and approve 2025 Needs Assessment goals

*Cody Raasch & Emily Reimer, Data Analysis*

- Emily presented **Proposal for the Needs Assessment (NA2025) goals.**
  - The overall purpose of the needs assessment is to learn more about priority populations and to fulfill our legislative requirements.
  - Goals for people living with HIV, which include:
    - Recruit enough participants to have a large enough sample size of subpopulations to draw statistically significant conclusions.
      - Alejandro suggested adding: "to obtain meaningful input from people living with HIV to draw statistically significant conclusions."
    - Provide information on the social determinants of health and understand health disparities for these subpopulations.
    - Identify met, unmet and/or under-met service needs of people living with HIV/AIDS (PLWHA).
      - Emily suggested making this goal more actionable by adding "to inform future financial and programmatic decisions."

There was consensus from the committee to add this to the goal.

- Feedback from the committee:
  - Alejandro suggested adding a goal around being intentional about involving consumers, Ryan White funded agencies, and Ryan White funders in the creation of survey questions and distribution of surveys.

## V. Planning council & committee operations evaluation

- Audra displayed the ***council & committee operations evaluation***.
- Audra displayed the results of the previous evaluation.
- Joe suggested using a 5- or 10-point rating system.
  - Audra noted that we currently use a Likert Scale, which is the gold standard for quantitative data collection. Audra shared [possible alternatives](#).
  - Carol noted that when changing the scale there could be issues with comparability with previous results.
    - Alejandro noted that the scale was changed sometime around 2018 and was changed from a number scale. The number scale was more difficult to analyze. The current scale allows for more quantitative analysis.
  - Cody indicated that he is agnostic on which scale is best to use.
  - Mei noted that any change in the scale can affect the survey results, especially when trying to compare with previous results.
  - Mei indicated that using “neutral” can sometimes discourage people from sharing an opinion or choosing sides.
    - A solution might be to look at the percentage of missing/non-answers from previous surveys to see how many did not respond. If the percentage of non-response is high, there may be a need to discuss adding a neutral category.
  - **MOTION:** Joe Amrhein moved that a “neither agree nor disagree” response option be added to the council & committee operations evaluation. There was no second. The motion fails to advance.
- Alejandro reviewed the current questions on the evaluation and asked if there were any suggested changes.

## VI. Co-chair succession planning

- Audra shared the ***Need Assessment Committee Co-Chair Position Description***.
- Joe is not eligible to run again due to term limits but can continue to serve until a successor is named.

- Alejandro is eligible to run again to serve another year as Co-Chair.
- The Co-Chair election will be held at the March 2024 meeting.

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

- Audra reviewed the ***guidelines for presenting highlighted service area data***.
  - Alejandro suggested adding “be ready for council member questions.”
- The committee would support a report back on the findings of the rapid engagement activities from DHS on the distribution of supplemental funding decisions.

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

- Approve stratified sample sizes for NA 2025
- Determine survey methodology
- Review outpatient substance use, outpatient ambulatory health services, and residential services data

#### **IX. Announcements**

- Alejandro was awarded a scholarship from AIDS United to attend AIDS Watch 2024 in March in Washington, DC.

#### **X. Adjourn**

- Alejandro Aguilera adjourned the meeting at 10:34 a.m.

#### **Meeting Summary**

- The committee reviewed service utilization data & and guidelines for presenting PSRA data.
- The committee discussed and approved the 2025 Needs Assessment goals.
- The committee reviewed the planning council & committee operations evaluation.
- The committee discussed Co-Chair succession planning and reviewed the ***Need Assessment Committee Co-Chair Position Description***.

#### **Documents distributed before the meeting:**

- Proposed agenda
- November 28 meeting minutes
- Medical case management and non-medical case management MCHACP presentation
- Draft council and committee operations evaluation
- Needs Assessment Committee Co-Chair Position Description
- NA2025 Goal Proposal

**Additional documents distributed during the meeting:**

- Guidelines for presenting PSRA data
- Medical nutrition therapy and food bank/home delivered meals MCHACP presentation
- NA2025 Goal Proposal committee approved
- NA2025 Workplan

**JS/ag**