

Sacramento County  
 Department of Health Services  
 HIV Health Services Planning Council  
 Needs Assessment Committee  
[www.sacramento-tga.com](http://www.sacramento-tga.com)

**Meeting Agenda**

March 7, 2023, 3:00 PM – 4:30 PM

**Meeting Location**

**4600 Broadway, Sacramento, CA 95820**  
**2<sup>nd</sup> Floor Conference/Community Room 2020**

**Facilitator:** Ronnie Miranda – Chair

**Scribe:** Danielle Caravella – Staff

**Meeting Invitees:**

- NAC Members
- Open to the Public

<b>Topic</b>	<b>Presenter</b>	<b>Start Time</b>	<b>Length</b>
Welcome and Introductions	Miranda	3:00 PM	As Needed
Announcements	All		
Public Comments-Agenda Items	Miranda		
Agenda Review*	Miranda	As Needed	
Minutes Review of December 2022*	Miranda		
Needs Assessment Survey Update	Danielle		
FY22 NAC Self-Assessment	Miranda		
FY23 NAC Overview*	Miranda		
FY23 NAC Work Plan*	Miranda		
Public Comments-Non-Agenda Items	Miranda		

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Technical Assistance	Miranda		
Adjournment	Miranda	4:30 PM	

\*Action Items

Attachments:

Minutes of December 2022\*

FY22 NAC Self-Assessment

FY23 NAC Overview\*

FY23 NAC Work Plan\*

Next Meeting: June 6, 2023

# HIV HEALTH SERVICES PLANNING COUNCIL – Needs Assessment Committee (NAC)

## Meeting Minutes

December 6, 2022, 3:00 p.m. to 4:30 p.m.

### Meeting Location:

Zoom Meeting

**Facilitator:** Richard Benavidez – Council Chair

**Scribe:** Danielle Caravella and Paula Gammell, County Staff

### Committee Member Attendees:

- Ronnie Miranda, Richard Benavidez, Dennis Poupart, and Kristina Kendricks-Clark

**Members Excused:** N/A

**Members Absent:** Jake Bradley-Rowe

**Guests:** Lili Joy

Topic	Minutes	Vote
Welcome and Introductions	The meeting began at 3:02 p.m.	N/A
Announcements	N/A	N/A
Public Comments	None noted.	N/A

Topic	Minutes	Vote
Agenda*  September 2022 Minutes*	<p>Motion to approve the Agenda as presented was made by Kristina-Kendricks-Clark with a second by Dennis Poupart and approved by a majority.</p> <p>Motion to approve the Minutes of September 2022 as presented was made by Ronnie Miranda with a second by Richard Benavidez and approved by a majority.</p>	<p>Approved: <i>Miranda, Benavidez, Poupart, and Kendricks-Clark</i></p> <p>Opposed: N/A Abstain: N/A</p> <p>Approved: <i>Miranda, Benavidez, Poupart, and Kendricks-Clark</i></p> <p>Opposed: N/A Abstain: N/A</p>
Needs Assessment Survey Update	<p>Staff has received 86 surveys to date. 50 additional surveys are expected by the end of the week from RX Healthcare. To avoid duplication smaller agencies have been done first before moving on to the larger agencies, going one agency at a time. The case managers have been doing a great job in getting these completed. Staff has talked about moving to electronic surveys but it is complicated programmatically as well as being consumer-friendly to our population. We are hoping to get all surveys back by February 8<sup>th</sup> to get to Lili by the 15<sup>th</sup>.</p>	N/A
Technical Assistance	<p>If in need of Technical Assistance regarding Committee activities, please contact the Council Chair Richard Benavidez, or Kristina Kendricks-Clark, Council Vice Chair.</p>	N/A
Adjournment	<p>Adjourned: 3:33 p.m.      Next meeting: March 7th, 2023</p>	N/A

HIV Health Services Planning Council  
Needs Assessment Committee

Committee Monitoring Form

#	Rating Category	Standards	Progress <i>(Date accomplished noted in parenthesis)</i>				Accomplishments/Barriers  • What has been accomplished (by whom) • <b>What still needs to occur (by whom) in order to complete the task</b>
			NA	ND	IP	COM	
1	Needs Assessment	1. NAC utilizes epidemiological profiles in its needs assessment.					•
		2. NAC assesses service needs of infected and affected populations.					•
		3. NAC develops a profile of provider capacity/capability.					•
		4. NAC assesses gaps in service.					•
		5. NAC identifies and assesses barriers to service delivery and access.					•
		6. Appropriate individuals were used to design and implement the needs assessment.					•
		7. PLWH are involved in designing, developing, and conducting the needs assessment.					•
		8. Needs Assessment was scheduled and completed on a timeline allowing it to be utilized by the Priorities and Allocations Committee.					•
		9. Needs Assessment data was collected through surveys, interviews, and focus groups.					•
		10. Needs assessment collected data through appropriate sample populations.					•
		11. NAC used needs assessment findings to project future needs.					•

Key: NA = Not Applicable, ND = Not Done, IP = In Progress, COM = Complete

HIV Health Services Planning Council  
**NEEDS ASSESSMENT COMMITTEE**  
~~(916) 876-5548~~ (916) 325-1630 ~ hiv-hspc@saccounty.net

COMMITTEE OVERVIEW

**Statement of Purpose:**

The purpose of the Needs Assessment Committee (NAC) is to support the mission of the HIV Health Services Planning Council. The goal of the NAC is to define and quantify specific needs of the HIV community in the Sacramento Transitional Grant Area (TGA). NAC will provide an updated yearly report on area needs for use by the Planning Council and the Priorities and Allocation Committee in the annual priority setting and allocation processes.

**Committee Responsibilities:**

NAC is the primary entity through which the Council receives documentation of service needs of people living with HIV in the TGA. To provide this information, NAC is charged with:

- 1) Developing and implementing methods by which a comprehensive understanding of the service needs of PLWHA can be acquired at least once every three years;
- 2) Determining capabilities and capacities of service providers at least once every three years;
- 3) Annually updating needs assessment findings with studies of special populations/populations with special needs;
- 4) Analyzing and organizing findings for reporting to PAC, Council, and other appropriate entities.

**Desired Experience of Members:**

NAC membership requires a host of talents, skills, and experiences.

Particular needs include:

- Epidemiologists
- Researchers
- Statisticians
- Database designers
- People living with HIV (including Ryan White service consumers)
- HIV service providers (both within and external to the Ryan White service community)
  - Particularly medical, medical case management, outreach and testing providers
- Recipient staff

**Expectations of Members:**

NAC relies on its members to identify areas in need of investigation and develop strategies for completing studies. To be effective, members are expected to:

- 1) Regularly attend and actively participate in NAC meetings;
- 2) Review meeting materials prior to arriving at the meeting;
- 3) Identify areas that need to be further examined in order for the TGA to gain a better understanding of the service needs and capabilities in the region;
- 4) Propose strategies for conducting needs and capacity assessment studies;
- 5) Provide feedback on tools and methodology used for implementation of studies;
- 6) Facilitate access to communities being studied; and,
- 7) Continually identify individuals who may be interested in membership on NAC.

**Meetings:**

Unless otherwise indicated, the Needs Assessment Committee meets quarterly on the first Tuesday of the month, in March, June, September and December, from 3:00 p.m. – 4:30 p.m. at the Sacramento County Health Center, 4600 Broadway, Conference Room 2020, Sacramento, CA 95823.

**Contact Information:**

Staff support is provided by [Angelina Olweny who can be contacted at \(916\) 325-1630 or Angelina.olweny@valleyvision.org](mailto:Angelina.Olweny@valleyvision.org) ~~Paula Gammell who can be contacted at (916) 876-5548 or gammellp@saccounty.net.~~

Approved by the HIV Health Services Planning Council on:



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Richard Benavidez, Chair

Dated: 06/22/22

## HIV Health Services Planning Council NEEDS ASSESSMENT COMMITTEE 2023-24 WORK PLAN

Note: Committee meets quarterly

MEETING DATE	ACTIVITY	MATERIALS
March 2023	<ul style="list-style-type: none"> <li>• Review/Update Survey Tool</li> <li>• Needs Assessment Survey Discussion/Progress</li> <li>• Prepare work plan for 2023</li> </ul>	<ul style="list-style-type: none"> <li>• Survey Update</li> <li>• FY22 Work Plan</li> <li>• FY23 Draft Work Plan</li> </ul>
June 2023	<ul style="list-style-type: none"> <li>• Review/Update/Finalize Survey Tool if applicable</li> <li>• Needs Assessment Survey Discussion/Progress</li> </ul>	<ul style="list-style-type: none"> <li>• Needs Assessment Tool if applicable</li> </ul>
September 2023	<ul style="list-style-type: none"> <li>• Review/Update/Finalize Survey Tool if applicable</li> <li>• Needs Assessment Survey Discussion/Progress</li> </ul>	<ul style="list-style-type: none"> <li>• Needs Assessment Tool if applicable</li> </ul>
December 2023	<ul style="list-style-type: none"> <li>• Finalize strategies for Targeted or full NA</li> <li>• Conduct Committee Self-Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Committee Self-Assessment Tool</li> </ul>

### STRATEGIES (from the California Integrated HIV Surveillance, Prevention and Care Plan)

The following Strategies from the California Integrated HIV Surveillance, Prevention and Care Plan, known as, Laying a Foundation for Getting to Zero apply to the ongoing work conducted by the Needs Assessment Committee in the Sacramento Transitional Grant Area:

Strategy D: Improve Linkage to Care

- Activity D4: Identify Barriers to Linkage to Care and Develop Strategies to Address Them