Meeting Agenda

March 5, 2024, 3:00 PM – 4:30 PM

Meeting Location

4600 Broadway, Sacramento, CA 95820

2nd Floor Conference/Community Room 2020

Facilitator: Ronnie Miranda – Chair

Scribe: Angelina Olweny – Council Staff

Meeting Invitees:

- NAC Members
- Open to the Public

Public Comment: This provides opportunities for the public to address the Council as a whole in order to listen to opinions regarding matters within the jurisdiction of the Council during Regular meetings and regarding items on the Agenda at all other meetings. Public Comment time limit is three (3) minutes.

*Action items

Topic	Presenter	Start Time	Length
Welcome and Introductions	Miranda	3:00 PM	As Needed
Announcements	All		
Public Comments-Agenda Items- 3-Minute Time Limit	Miranda		
March Agenda Review*	Miranda	As Needed	
Minutes Review of December 2023*	Miranda		

Needs Assessment Update	Joy		
FY23 Needs Assessment Workplan	Gammell		
FY24 Needs Assessment Workplan-Draft*	Gammell		
FY23 QAC Self-Assessment	Gammell		
Public Comments-Non-Agenda Items	Miranda		
Technical Assistance	Miranda		
Adjournment	Miranda	4:30 PM	

*Action Items

Attachments:

Minutes of December 2023*

FY23 NAC Workplan

FY24 NAC Workplan – Draft*

FY23 NAC Self-Assessment

Next Meeting: **June 5, 2024**

September 3, 2024

Sacramento County
Department of Health Services
HIV Health Services Planning Council
Needs Assessment Committee
December 5, 2023

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

Meeting Minutes

December 5, 2023, 3:00 p.m. to 4:30 p.m.

Meeting Location:

4600 Broadway, Sacramento, CA 95820 Community/Conference Room 2020

Facilitator: Ronnie Miranda – NAC Chair

Scribe: Angelina Olweny, Council Staff

Committee Member Attendees: Richard Benavidez**,** Ronnie Miranda, Kelly Gluckman, Melissa Willet

Members Excused: Jake Bradley-Rowe

Members Absent: Josh Kooman

County Staff: Paula Gammell

Guests: Lili Joy

Sacramento County
Department of Health Services
HIV Health Services Planning Council
Needs Assessment Committee
December 5, 2023

Topic	Minutes
Welcome, Introductions and, Announcements	Welcome, and introductions began at 3:03 PM One Community Health has a food and diaper distribution on December 15. American River College has a CARE fest event on January 7. RX Healthcare Services has a holiday Christmas party on December 8 from 12-2pm. An RSVP is required to attend.
Public Comments- Action Items	No announcements
Agenda Review*	The December agenda was presented for review and approval. Richard Benavidez motioned to accept the agenda as presented and Melissa Willett seconded the motion. The motion passed with a majority. Approve: Kelly Gluckman, Melissa Willett, Richard Benavidez, Ronnie Miranda Oppose: N/A Abstain: N/A
Minutes Review* June	The minutes were presented for review and approval. Richard Benavidez motioned to accept the minutes as presented and Melissa Willett seconded the motion. The motion passed with a majority. Approve: Melissa Willett Richard Benavidez. Ronnie Miranda Oppose: N/A Abstain: Kelly Gluckman

Sacramento County
Department of Health Services
HIV Health Services Planning Council
Needs Assessment Committee
December 5, 2023

Topic	Minutes
FY23 Needs Assessment Discussion	The committee agreed that the consultant would conduct a targeted Needs Assessment for FY23 on HIV and Aging based on the data from the previous assessment of the population ages 50 years and over. The data that will be analyzed for this report is based on existing data from the last Needs Assessment. 65% of the respondents from the Needs Assessment were 50 years and older. Additionally, the aging population that is 50 years and older was selected as the focus of the report because this demographic is projected to grow to 70% by 2030. The FY23 Needs Assessment will evaluate the feedback from the aging population on the accessibility and delivery of services.
Public Comments-Non-agenda items	N/A
Technical Assistance	For technical assistance reach out to Richard Benavidez
Adjournment	3:58PM

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

Note: Committee meets quarterly

MEETING DATE	ACTIVITY	MATERIALS
March 2023	• Review/Update Survey Tool • Needs Assessment Survey Discussion/Progress • Prepare work plan for 2023	• Survey Update • FY22 Work Plan • FY23 Draft Work Plan
June 2023	• Review/Update/Finalize Survey Tool if applicable • Needs Assessment Survey Discussion/Progress	• Needs Assessment Tool if applicable
September 2023	• Review/Update/Finalize Survey Tool if applicable • Needs Assessment Survey Discussion/Progress	• Needs Assessment Tool if applicable
December 2023	• Finalize strategies for Targeted or full NA • Conduct Committee Self-Assessment	• Committee Self-Assessment Tool

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

HIV Health Services Planning Council
NEEDS ASSESSMENT COMMITTEE
2024-25 WORK PLAN

Note: Committee meets quarterly

MEETING DATE	ACTIVITY	MATERIALS
March 2024	• Review/Update Survey Tool • Needs Assessment Survey Discussion/Progress • Prepare work plan for 2024	• Survey Update • FY23 Work Plan • FY24 Draft Work Plan
June 2024	• Review/Update/Finalize Survey Tool if applicable • Needs Assessment Survey Discussion/Progress	• Needs Assessment Tool if applicable
September 2024	• Review/Update/Finalize Survey Tool if applicable • Needs Assessment Survey Discussion/Progress	• Needs Assessment Tool if applicable
December 2024	• Finalize strategies for Targeted or full NA • Conduct Committee Self-Assessment	• Committee Self-Assessment Tool
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

HIV Health Services Planning Council
Needs Assessment Committee

Committee Monitoring Form

#	Rating Category	Standards	Progress (Date accomplished noted in parenthesis)				Accomplishments/Barriers • What has been accomplished (by whom) • **What still needs to occur (by whom) in order to complete the task**
			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