

Sacramento County
Department of Health Services
HIV Health Services Planning Council
Needs Assessment Committee
www.sacramento-tga.com

Meeting Agenda

March 4, 2025, 3:00 PM – 4:30 PM

Meeting Location

4600 Broadway, Sacramento, CA 95820
2nd Floor Conference/Community Room 2020

Facilitator: Lenore Gotelli – 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	Gotelli	3:00 PM	As Needed
Announcements	All		
Public Comments-Agenda Items- 3-Minute Time Limit	Gotelli		
March Agenda Review*	Gotelli	As Needed	
Minutes Review of December 2024*	Gotelli		

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FY25 NAC Work Plan Draft*	Gotelli		
NAC Self-Assessment	Gotelli		
Needs Assessment Survey Update	Gotelli		
Public Comments-Non-Agenda Items	Gotelli		
Technical Assistance	Gotelli		
Adjournment	Gotelli	4:30 PM	

*Action Items

Attachments:

Minutes of December 2024*

FY25 NAC Work Plan Draft*

NAC Self-Assessment Monitoring Form

Next Meeting: **June 3, 2025**

Sacramento County
Department of Health Services
HIV Health Services Planning Council
Needs Assessment Committee
December 3, 2024

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

Meeting Minutes

December 3, 2024, 3:00 p.m. to 4:30 p.m.

Meeting Location:

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

Facilitator: Richard Benavidez

Scribe: Angelina Olweny, Council Staff

Committee Member Attendees: Kelly Gluckman, Lenore Gotelli, Melissa Willett, Richard Benavidez

Members Excused:

County Staff: Danielle Caravella, Paula Gammell, Chelle Gossett

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Topic	Minutes
Welcome, Introductions and, Announcements	Welcome and introductions began at 3:16 PM Sunday was World AIDS day. Continue to light up the capital red for AIDS day.
Public Comments- Agenda Items	N/A
Agenda Review*	The December agenda was presented for review and approval. Kelly Gluckman motioned to accept the agenda and Melissa Willett seconded the motion. The motion passed with a majority. Approve: Kelly Gluckman, Melissa Willett, Lenore Gotelli Oppose: N/A Abstain: N/A
Minutes Review*	The September minutes were presented for review and approval. Kelly Gluckman motioned to accept the minutes as presented and Melissa Willett seconded the motion. The motion passed with a majority. Approve: Kelly Gluckman, Melissa Willett, Lenore Gotelli Oppose: N/A Abstain: N/A
FY24 Needs Assessment	The committee reviewed the assessment document that will be used to conduct the client survey in FY25. The following changes were made:

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Topic	Minutes
	<p>Question 11 will ask if an individual has used a syringe to inject substances in the past 12 months.</p> <p>Individuals who inject substances not prescribed by a medical provider will be identified as intravenous drug users.</p> <p>The demographic section will ask respondents to specify their sex assigned at birth.</p> <p>Kelly Gluckman motioned to accept the Needs Assessment Survey tool with the changes, and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Approve: Kelly Gluckman, Melissa Willett, Lenore Gotelli Oppose: N/A Abstain: N/A</p>
Public Comments- Non-agenda items	N/A
Technical Assistance	For technical assistance reach out to Lenore Gotelli.
Adjournment	4:08 PM

HIV Health Services Planning Council NEEDS ASSESSMENT COMMITTEE 202~~54~~-202~~65~~ WORK PLAN

Note: Committee meets quarterly

MEETING DATE	ACTIVITY	MATERIALS
March 202 54	<ul style="list-style-type: none"> Review/Update Survey Tool Needs Assessment Survey Discussion/Progress Prepare work plan for 20254 	<ul style="list-style-type: none"> Survey Update FY23 Work Plan FY254 Draft Work Plan
June 202 54	<ul style="list-style-type: none"> Review/Update/Finalize Survey Tool if applicable Needs Assessment Survey Discussion/Progress 	<ul style="list-style-type: none"> Needs Assessment Tool if applicable
September 202 54	<ul style="list-style-type: none"> Review/Update/Finalize Survey Tool if applicable Needs Assessment Survey Discussion/Progress 	<ul style="list-style-type: none"> Needs Assessment Tool if applicable
December 202 54	<ul style="list-style-type: none"> Finalize strategies for Targeted or full NA Conduct Committee Self-Assessment 	<ul style="list-style-type: none"> Committee Self-Assessment Tool

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

2022-2026 Goals and Objectives

Impact Area 1: Racial Equity

- *Strategy 1b. Racial/Ethnic Data Collection and Stratification:* Identify, collect, analyze, and publicly share data that reflect the specific trends, needs, and outcomes of HIV, HCV, and STIs for BIPOC communities, to inform resource allocation and identify community-based strategies and solutions.

Impact Area 6: Stigma Free

- *Strategy 6a. Nothing About Us Without Us:* Meaningfully and consistently involve people living with HIV, HCV, and STIs in state and local planning, decision-making, and service delivery.
- *Strategy 6b. Reframe Policies and Messaging:* Work with communities to reframe the

structure and policies of HIV, HCV, and STI services and associated messaging, so they do not stigmatize people or behaviors.

- *Strategy 6c. Positive, Accurate Information:* Ensure images and language used in communications show accurate and diverse depictions of communities, and do not reinforce stereotypes; speak out against and correct negative language.

HIV Health Services Planning Council
Needs Assessment Committee

Committee Monitoring Form

#	Rating Category	Standards	Progress				Accomplishments/Barriers <ul style="list-style-type: none"> • 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