

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

### **Meeting Minutes**

January 3, 2017, 3:00 p.m. to 4:30 p.m.

#### **Meeting Location:**

Sacramento County Primary Care Center  
4600 Broadway, Sacramento, CA

**Facilitator:** Mahara Leong - Chair

**Scribe:** Paula Gammell, Council Staff

#### **Committee Member Attendees:**

- Mahara Leong – Chair, Gail Brosnan and Kane Ortega

**Members Excused:** N/A

**Guests:** N/A

<b>Topic</b>	<b>Minutes</b>
Welcome, Introductions and Announcements	Staff informed that the gift card incentives have been purchased and Staff will be coordinating survey sessions. The database is in the process of being created for data entry once surveys have been completed.
Agenda and Minutes	<p data-bbox="615 367 2013 407">Motion to approve the Agenda by Gail Brosnan; Second by Kane Ortega. Motion was approved unanimously.</p> <p data-bbox="615 456 2013 521">Motion to approve the April 2016 Minutes was made by Mahara Leong; Second by Gail Brosnan. Motion approved unanimously.</p>
Needs Assessment Survey Tool Draft Update*	Staff presented a draft copy of a sexual health assessment for the “mini” needs assessment in FY17. Discussion noted several changes and suggestions to the survey. Motion to approve the survey with the changes was made by Kane Ortega with a second by Mahara Leong and unanimously approved.
Public Comments	N/A
Adjournment	Next meeting: February 7, 2017