

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

Meeting Minutes

April 3, 2018, 3:00 p.m. to 4:30 p.m.

Meeting Location:

Sacramento County Primary Care Center
4600 Broadway, Conference Room 2020
Sacramento, CA 95820

Facilitator: Mahara Leong - Chair

Scribe: Paula Gammell, Council Staff

Committee Member Attendees:

- Gail Brosnan, Mahara Leong and Melinda Ruger

Members Excused: N/A

Guests: N/A

Topic	Minutes
Welcome, Introductions and Announcements	On April 26, 2018, there is an educational presentation on <i>HIV and Healthy Eating</i> hosted by the HIV Health Services Planning Council in conjunction with ViiV Healthcare. The event will be held at the Primary Care Center, Conference Room 2020, in Sacramento, from 12 – 2 p.m.

Topic	Minutes
Announcements Continued:	On May 17, 2018, there is an educational presentation on <i>HIV and Other STI</i> hosted by the HIV Health Services Planning Council in conjunction with Gilead Sciences. The event will be held at the Primary Care Center, Conference Room 2020, in Sacramento, from 12 – 2 p.m.
Agenda* Minutes*	Motion to approve the Agenda was made by Gail Brosnan; Second by Melinda Ruger. Motion was approved unanimously. Motion to approve the March 2018 Minutes was made by Mahara Leong; Second by Gail Brosnan. Motion was approved unanimously.
FY17 Needs Assessment Survey Update	Staff advised that the initial aggregate answers to the survey have been compiled however cross tabulation of data based on specific demographics and target populations needs to be compiled.
Needs Assessment Survey Tool Update	Staff advised that the Needs Assessment Survey Tool will be updated based on data collection and database concerns. It was noted that there were several services not listed to determine gaps in services and the need to split the question into three separate questions (Need/Ask/Receive) to avoid confusion on part of the survey participants. Additionally, it was determined that the data extraction would be easier if client demographic information was at the beginning of the survey rather than near the end. Questions may also be broken out to accommodate easier data extraction. Staff will work with the County epidemiologist, to further determine a better formatted Survey Tool.
Technical Assistance	If in need of Technical Assistance regarding Committee activities, please contact Council Staff.
Public Comments	N/A
Adjournment	Next meeting: TBD