

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

Meeting Minutes

September 1, 2020, 3:00 p.m. to 4:30 p.m.

Meeting Location:

Zoom Meeting

Facilitator: Linda Ryan - Chair

Scribe: Paula Gammell, Council Staff

Committee Member Attendees:

- Linda Ryan, Kristina Kendricks-Clark, Jon Benorden, and Elaine Nye

Members Excused: N/A

Guests: N/A

Topic	Minutes
Welcome, Introductions and Announcements	Welcome and introductions were conducted.
Agenda*	Motion to approve the Agenda as presented was made by Kristina Kendricks-Clark with a second by Jon Benorden and approved by consensus.

Topic	Minutes
Minutes*	<p>Due to a change in membership, a quorum of attendees of the December 2019 were not present at the September 1, 2020 meeting to cast a vote.</p> <p>Jon Benorden motioned to suspend the rule on quorum and allow the Minutes of the December 2019 meeting to stand as presented. The motion was seconded by Linda Ryan and approved by consensus.</p>
Needs Assessment Survey Update*	<p>The viability of conducting the Needs Assessment during the COVID Pandemic was discussed. Council Staff will inquire with the HRSA Project Officer to determine if a Needs Assessment is mandated for this year or allowed to be continued until next year. Additionally, providers will discuss with their staff on the feasibility of conducting client/survey interviews on an individual and/or in a group setting if permissible with social distancing.</p>
Technical Assistance	<p>If in need of Technical Assistance regarding Committee activities, please contact Council Staff.</p>
Public Comments	N/A
Adjournment	<p>Adjourned: 3:23 p.m. Next meeting: December 1, 2020</p>