

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

## **Meeting Minutes**

September 7, 2021, 3:00 p.m. to 4:30 p.m.

### **Meeting Location:**

Zoom Meeting

**Facilitator:** Ronnie Miranda - Chair

**Scribe:** Paula Gammell, Council Staff

### **Committee Member Attendees:**

- Ronnie Miranda, Kristina Kendricks-Clark, Zach B., Jake Bradley-Rowe, Richard Benavidez

**Members Absent:** None

**Guests:** Lili Carbone-Joy, Dennis Poupart

Topic	Minutes
Welcome, Introductions and Announcements	<p>Welcome and introductions were conducted.</p> <p>The United States Conference on HIV/AIDS is now being held virtually on December 2<sup>nd</sup> and 3<sup>rd</sup>, 2021. Information on scholarships, agendas, abstracts, etc. can be found at <a href="https://uscha.life/">https://uscha.life/</a></p> <p>September 27<sup>th</sup> and 28<sup>th</sup>, 2021 will mark the second-ever Fall AIDSWatch event.</p>
Agenda*	<p>Motion to approve the Agenda as presented was made by Zach B. with a second by Jake Bradley-Rowe and approved by consensus.</p>
June 2021 Minutes*	<p>Motion to approve the Minutes of June 2021 as presented was made by Zach B. with a second by Richard Benavidez and approved by consensus.</p>
Young Adult Needs Assessment Findings	<p>Lili Carbone-Joy is a consultant who completed/finalized the Young Adult Needs Assessment Report. Lili provided an overview of the Young Adult Needs Assessment Findings to the Committee.</p>
Needs Assessment Survey Tool Update*	<p>The Survey Tool used for the Young Adult Needs Assessment was modified from the existing approved Survey Tool. The existing Tool was 20 pages. The Young Adult Survey Tool was reduced to 10 pages. Lili Carbone-Joy, who analyzed the results found that the quality of responses were the same or better with the condensed Survey. It is also thought that more people might be willing to take the Survey using the smaller Survey Tool in the future. Of concern was a lack of identifying barriers per service rather than just overall barriers. The Committee believes it would be useful to identify individual service barriers. Also, it is unknown if there are any specific mandated questions or topics required for a Needs Assessment. For example: <i>Do we need to collect information on sexually transmitted infections?</i> We capture this information elsewhere for the whole TGA and is it really needed in the sample size from the survey? Motion to table the Update of the Needs Assessment</p>

<b>Topic</b>	<b>Minutes</b>
	Survey Tool to include barriers by service and research Needs Assessment requirements was made by Dennis Poupart with a second by Zach B. Motion was approved by consensus.
Technical Assistance	If in need of Technical Assistance regarding Committee activities, please contact the Need Assessment Chair, Council Vice Chair or Council Staff.
Public Comments	None noted.
Adjournment	Adjourned: 3:59 p.m.      Next meeting: December 7, 2021