

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

## Meeting Minutes

December 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, Richard Benavidez and Dennis Poupart

**Members Absent:** Zach B., and Jake Bradley-Rowe

**Guests:** Lili Carbone-Joy

Topic	Minutes
Welcome, Introductions and Announcements	Welcome and introductions were conducted.
Agenda*	Motion to approve the Agenda as presented was made by Richard Benavidez with a second by Dennis Poupart and approved by consensus.

<b>Topic</b>	<b>Minutes</b>
September 2021 Minutes*	Motion to approve the Minutes of September 2021 as presented was made by Kristina Kendricks-Clark with a second by Richard Benavidez and approved by consensus.
Needs Assessment Survey Tool Update*	A draft copy of the updated Needs Assessment Survey Tool was distributed prior to the meeting via e-mail. The Survey Tool was updated to incorporate changes suggested at the previous Committee meeting. Additionally, there were three questions recommended to be deleted as the information can be obtained from the program directly. The Committee also received copies of Survey Tools from several other TGA/EMAs in the country for comparison. Motion to approve the updated Survey Tool and forward it for review at the January 2022 Executive Committee meeting was made by Richard Benavidez with a second by Dennis Poupart and approved by consensus. This allows the Committee time to review the document between the date of today's meeting, December 7, 2021, and the date of the Executive Committee meeting in January 2022.
Technical Assistance	If in need of Technical Assistance regarding Committee activities, please contact the Need Assessment Chair, Council Chair or Council Staff.
Public Comments	The NorCal AIDS Cycle conducted its beneficiary check distribution at the World AIDS Day event on December 1 <sup>st</sup> .
Adjournment	Adjourned: 3:31 p.m.                      Next meeting: March 1, 2022