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

Meeting Minutes

March 7, 2023, 3:00 p.m. to 4:30 p.m.

Meeting Location:

4600 Broadway, Sacramento, CA 95820 Community/Conference Room 2020

Facilitator: Richard Benavidez – Council Chair
Scribe: Danielle Caravella, County Staff

Committee Member Attendees:

• Richard Benavidez, Dennis Poupart, and Kristina Kendricks-Clark

Members Excused: Jake Bradley-Rowe and Ronnie Miranda

Members Absent: Josh Kooman

Guests: N/A

Topic	Minutes	Vote
Welcome and Introductions	The meeting began at 3:12 p.m.	N/A

Topic	Minutes	Vote
Announcements	Dennis Poupart announced he will be unable to participate in this committee moving forward as it conflicts with his work schedule now that we are back to in-person meetings.	N/A
Public Comments	None noted.	N/A
Agenda*	Motion to approve the Agenda as presented was made by Kristina-Kendricks-Clark with a second by Dennis Poupart. Discussion ensued and it was decided to add a 3-minute time limit on the public comments section regarding agenda items and change the facilitator to Richard Benavidez. Kristina Kendricks-Clark made an amended motion to accept the agenda with the changes discussed. Dennis Poupart seconded the amended motion. The motion passed by a majority.	Approved: Benavidez, Poupart, and Kendricks-Clark Opposed: N/A Abstain: N/A
December 2022 Minutes*	Motion to approve the Minutes of the December 2022 meeting as presented was made by Dennis Poupart with a second by Kristina Kendricks-Clark and approved by a majority.	Approved: Benavidez, Poupart, and Kendricks-Clark Opposed: N/A Abstain: N/A
Needs Assessment Survey Update	Staff has received 191 surveys and they have been submitted to Lili Joy the county's consultant who writes up the report. A draft has been completed and County staff is currently reviewing it.	N/A
FY22 NAC Self- Assessment	NAC committee members were asked to complete the FY22 NAC self-assessment to assess how well they feel the	N/A

Topic	Minutes	Vote
	committee did in meeting their goals in the 2022 fiscal year.	
FY23 NAC Overview*	The FY23 Overview was presented for review and approval. Richard Benavidez motioned to accept the FY23 Overview as presented, and Kristina Kendricks-Clark seconded the motion. After discussion, it was decided to remove the contact info at the top of the page since it was stated later in the document. Dennis Poupart made an amended motion to accept the document with the changes discussed and Richard Benavidez seconded the amended motion. The motion passed with a majority.	Approved: Benavidez, Poupart, and Kendricks-Clark Opposed: N/A Abstain: N/A
FY23 NAC Work Plan*	The FY23 NAC Work Plan was presented for review and approval. Kristina Kendricks-Clark motioned to accept the work plan as presented and Richard Benavidez seconded the motion. The motion passed with a majority.	Approved: Benavidez, Poupart, and Kendricks-Clark Opposed: N/A Abstain: N/A
Public Comments- Non-Agenda Items	N/A	N/A
Technical Assistance	If in need of Technical Assistance regarding Committee activities, please contact the Council Chair Richard Benavidez, or Kristina Kendricks-Clark, Council Vice Chair.	N/A
Adjournment	Adjourned: 3:21 p.m. Next meeting: June 6th, 2023	N/A