



**HIV Health Services Planning Council
Needs Assessment Work Group
DRAFT Minutes
Thursday, February 6th, 2008
25 Van Ness Avenue Room 330B
4:00-6:00pm**

Council Members Present: Manley, Allgaier, Andrews,

Others Present: Eric Whitney (Independent Consultant), Michelle Magee, Maricela Pina (Harder & Company)

Council Support Staff Present: Jack Newby, Channing Wayne

1. Welcome and Introductions

The meeting was called to order at 4:08 by Jack Newby and everyone introduced themselves. Harder & Co. was not present at this time. Harder and Co. arrived at 4:32 PM.

2. Election/Appointment of Work Group Co-Chairs or Facilitators

This item was moved to the next meeting.

3. Review/Approve Agenda

The agenda was reviewed and approved.

4. Introduction of Harder+Co

Mr. Newby introduced Harder and Company. Their presentation included:

- What populations does the Council want the needs assessment to focus on?
- It was a concern of whether the formerly incarcerated populations were of people from jail or people from prison as it was felt that these two populations had very distinctively different needs in order to transition into services.
- When asked if the consultants felt that the specific populations that were listed as targeted populations for a needs assessment were, in her opinion, the right ones, the consultant answered that while African-Americans are a great severe need population, they are still not a majority of the entire population with HIV.
- The Council always needs to be aware of where we focus our assessments so that the Council can always monitor where the greatest need is.
- Stigma, survivorship, co-infection and access to care are issues that one Council Member felt should be included in the needs assessment.
- It was suggested to do the same assessment from 2005 to be able to compare how well the recommendations have worked.
- Another suggestion was to add a satisfaction survey of the COEs (Centers of Excellence) to get an idea of what is working with them and what is not.

- San Mateo County would like more data on mono-lingual Spanish speaking consumers as well as the undocumented immigrant.
- The two main purposes of the needs assessment are evaluating the trends and to analyze how well the Council is meeting the needs as well where the Council is today so that we have a better sense of where to go in the future.
- Getting the questions to PWP (Prevention With Positives) early so that they can incorporate them into their work and find out what the Points of Integration Committee deems is important.
- Increasing the number of people who transition out of CARE funded services.
- There will need to be outreach to San Mateo and Marin counties when formulating the questions to include in the focus groups and interviews.
- The formerly incarcerated population would need to be interviewed versus focus groups as they did not open up with many responses in the last focus groups.
- What is not working that keeps some people re-utilizing services and not getting stable from the services offered.
- How is case management defined to/by clients? It has been defined as supportive services such as assistance in accessing services such as food, housing, transportation, assistance in shopping, peer advocacy.
- Although many issues such as housing, detox and residential substance abuse treatment are no longer funded with CARE dollars, the Council still would like for the consultant to capture this data as the Council has requested to have advisory authority over non-CARE funds.
- Are people utilizing services through non-HIV service organizations and/or are case managers referring their clients to non-traditional HIV service organizations.
- It was suggested to take a look at the trends to see what has/has not worked and to have interviews and focus groups to determine where the severe need lies.

5. Review Previous Needs Assessment and Recommendations

There was a review of the previous Needs Assessment and Recommendations Discussion included:

- 50% of clients are severe need and COEs are designed to work with severe need clients.
- An agreed upon definition for severe need and special populations needs to be in place prior to creating a Needs Assessment.
- Never has the issue of HIV/HEP C co-infection been addressed and it was felt that it should be included as a special population.
- Mr. Whitney addressed the group and said that he and his consultant partner are working on the following issues:
 - Hoping to gain access to clients at the COEs.
 - They do not have enough funds to do own focus groups would like to have access to the focus group data of the Council's needs assessment.

- Focusing on what evaluations that needs to be done of COEs.

Discussion included:

- There were people on the advisory group that did not feel that the recommendations for the COEs have been met.
- It was stated that the Council constantly hears that the COEs are not performing up to standard and are they using the money allotted to them for improvements such as technology on such improvements.
- It was stated that according to one Council Member's recollection, we had contracted for a COE assessment through DPH. Mr. Newby confirmed this.

6. Review/Discuss Priority Populations to include incarcerated/formerly, over 50 and other populations as defined – Vote

This item was moved until the next meeting.

7. Next Meeting Date and Agenda Items

- The next meeting will be held on Wednesday March 6th, 2008. The location will be determined and announced later.

8. Adjourn

The meeting was adjourned at 5:50 PM by Mr. Newby.
