



**HIV Health Services Planning Council
Needs Assessment Work Group
DRAFT MINUTES
Wednesday, March 5th, 2008
25 Van Ness Avenue Room 330B
4:00-6:00pm**

Council Members Present: Andrews (temporary co-chair), Siron

Others Present: Maricela Pina, Michelle Magee (Harder & Co.), Eric Whitney, (Consultant)

Council Support Staff Present: Jack Newby, Channing Wayne

1. Welcome and Introductions

The meeting was called to order by CM Andrews and everyone introduced themselves.

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

This item was moved until the next work group.

3. Review/Approve Agenda

The agenda was reviewed. It was decided to table agenda item #6 until the next work group due to lack of attendance but to proceed with agenda items #5 and #7.

4. Review/Approve February 6, 2008 Minutes

The February 6th minutes were reviewed but could not be approved due to lack of Council Member participation.

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

- Discussion of additional focus on severe need clients. Discussion included:
 - The severe need population was defined on June 28, 2005 as people who meet all of the following criteria:
 - Disabled by HIV/AIDS or symptomatic HIV diagnosis;
 - Active substance use or mental illness; and
 - Poverty, defined as annual federal gross income equal to or less than 150% of the Federal Poverty Level; up to \$14, 355 for one person in 2005, to be adjusted for 2008 to \$15, 600.
 - There were comments on the fact that the over 60 population who have access to private disability will lose it at 65 and be forced into poverty. The response was that this category would be best served using a focus group so that the severe need sampling category remain with the same strata and there would be different variables to compare to the 2005 Needs Assessment.

- Suggested that a focus group be done for people over 60 to analyze their concerns about losing private disability and health care.
- Also discussed was the formerly/recently incarcerated that some members wanted added to the severe need category. Ms. Pina responded that they only show 12% or 75 clients of the population identifying as formerly incarcerated and that in the previous Needs Assessment the responses from this group were very vague. However, if the Council wants to focus on this group, this population should be defined as someone who has spent at least 30 days in either county jail or state prison within the last two years.
- Another population that is disproportionately affected is young African-American men. Harder & Co. stated that they have not cross referenced the ethnicity and age strata.
- It was stated by Mr. Whitney that the AIDS office was running the Reggie data and Mr. Newby suggested that the work group look at how many infected African-American men under 30 are in the Reggie system.
- A group focusing on people transitioning out of CARE was suggested.
- It was recommended that questions about late testers be included.

6. Review/Discuss Needs Assessment Survey Tool

This item tabled until there is better representation from the Council.

7. Review of Process and Next Steps by Harder+CO

The discussion included:

- Does the work group want to wait until there is more Council Members present to participate until Harder & Co. begins the next steps?
- Ms. Magee suggested that there were some questions that they could re-formulate to reflect the new needs of the surveys and focus groups while waiting on the next step of involving more Council Members in the process.
- It was recommended that Harder & Co. be added to the Planning Committee agenda for the March meeting and that input from Council Members be added to the suggestions.
- It was also suggested that the needs assessment be handled by the new Consumer and Minority Affairs Committee.

8. Next Meeting Date and Agenda Items

The next Needs Assessment Work Group meeting will be determined with a location to be announced.

9. Adjourn

The meeting was adjourned by Council Member Andrews, at 5:10 PM.