

**HIV Health Services Planning Council**  
**www.communitycouncil.org ~ (916) 447-7063**

**Needs Assessment Committee Minutes 01.08.08**

**Members Present:** Marva Fields, Craig Spatola, Paula Gammel, Gary Parent, Ronnie Castillo

**Members Absent:** Rhonda Carr, Alix Gilliam, Adrienne Rogers

**Members Excused:**

**Notified Staff Prior to Absence:**

**Guests:** Loreen Willenberg

**Staff & Advisory Present:** Jon Benorden, Sara Wolf

AGENDA ITEM	DOCUMENT	DISCUSSION	MOTION/ACTION
1. Introductions / Announcements / Public Comments		<b>Public Comment:</b> David announced that Dr. Pollard would be doing a presentation on HIV Research. Anyone interested, please contact David and he will get you the information.	<b>M/S</b> (Paula/Ronnie) to approve the minutes; approved.
2. Adopt Agenda	Agenda	<b>Agenda:</b> Address for Breaking Barriers should be: 2200 21 <sup>st</sup> Street Item #5: should be 2008 Work Plan	<b>M/S</b> (Paula/Ronnie) to adopt the agenda with corrections; approved.
3. Approve Minutes	Meeting Minutes 12.04.07	<b>Minutes:</b> Address for Breaking Barriers should be: 2200 21 <sup>st</sup> Street	
4. Needs Assessment Survey a. LPC Update (Sara) b. QDS (Paula) c. Prison Survey (Jon)	Info and Quote for QDS System / PDA	<ul style="list-style-type: none"> <li>a. LPC Update – Sara reported that with the quote she got from LPC, HHSPC cannot afford to use them to do the Needs Assessment Survey.</li> <li>b. QDS (Questionnaire Development System) – Paula went over the description of what the QDS product is and how HHSPC could utilize it. The total cost for equipment and programs would be approximately \$8,000. Discussion was had about the training needed and who/how will people get these survey tools. Gary suggested that people try the 30-day trial (at <a href="http://www.novaresearch.com">www.novaresearch.com</a>). Paula will look into the costs for training. The group needs to 1) check out the trial version and share our thoughts, 2) language translation availability, 3) find out if SPSS is the best tool to use (ask Alix), 4) what \$ is available to use, and 5) find out what the spectrum of technical support is.</li> <li>c. Prison Survey – Jon reported that one of the new potential council members can get us into the local prison system to do survey's if needed.</li> </ul>	

AGENDA ITEM	DOCUMENT	DISCUSSION	MOTION/ACTION
5. 2008 Work Plan	2007 Work Plan	Used the 2007 Work Plan as a reference to work on the 2008 Work Plan. Jon will bring the updated work plan to the next meeting for final approval.	
6. Adjourn		<b>Next Meeting: February 5<sup>th</sup>, 2008, 3:00 PM-4:30 PM, Breaking Barriers, 2200 21st Street, Sacramento</b>	