

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

Needs Assessment Committee Minutes 02.05.08

Members Present: Alix Gilliam, Craig Spatola, Paula Gammell, Gary Parent, Jim Austin

Members Absent: Rhonda Carr, Adrienne Rogers, Dave Casey, Ronnie Castillo

Members Excused:

Notified Staff Prior to Absence: Marva Fields

Guests: Debra Mack

Staff & Advisory Present: Jon Benorden, Sara Fung

AGENDA ITEM	DOCUMENT	DISCUSSION	MOTION/ACTION
1. Welcome/ Introductions / Announcements / Public Comments			
2. Adopt Agenda	Agenda		M/S (Alix/Paula) to adopt the agenda; approved.
3. Approve Minutes	Meeting Minutes 01.08.08	Gammel should be Gammell.	M/S (Paula/Alix) to approve the minutes with corrections; approved.
4. DHA/HOPWA		Debra Mack from HOPWA/DHA discussed the possibility of using the NEEDS ASSESSMENT tool as proof that a needs assessment was done for future competitive grant applications for HOPWA funding. HOPWA/DHA wanted to see about adding a few questions regarding housing (especially for homeless) into the tool to see if there is a need to increase/expand services. She will be meeting with providers of HOPWA to draw up questions to bring to NAC for review. She invited NAC to attend future HOPWA meetings, which will be on the 2 nd Thursday of the month at 1:30 PM at the DHA office located at 1590 North A Street.	
5. QDS		The committee discussed what they experienced with the trial version of QDS. Paula confirmed with Dr. Cassius Lockett of Disease Control and Epidemiology that his staff has the knowledge and time to analyze the data collected using SPSS. She stated that an MOU would be needed with Dr. Lockett to ensure data is provided to NAC when the committee needs it. Staff from Disease Control and Epidemiology will only be available to analyze the data; the committee will be responsible for writing the comprehensive	

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		<p>needs assessment.</p> <p>Members further discussed the logistics of collecting data, specifically, how data entry will be performed if numerous paper surveys are completed during development of the comprehensive needs assessment. Volunteers will be organized to enter multiple surveys into the pocket PCs, then uploaded into the warehouse. They also discussed incentives for respondents. The Planning Council currently has \$4,000 in Safeway cards that was purchased with FY06 funds. Each is worth \$20, totaling 200 cards. 50 cards will be utilized during the mini needs assessment in 2008, leaving NAC 50 cards short for the comprehensive needs assessment if 200 respondents are targeted in 2009. Craig will contact Chuck Driggers at Starbucks and Paula will contact Peet's Coffee for donations of additional gift cards.</p> <p>Paula will contact CHIVES for a copy of any surveys or reports developed using QDS.</p>	
6. 2008 Work Plan	2007 Work Plan	Members revised the FY08/09 NAC work plan.	M/S Paula/Alix to approve the NAC FY08/09 work plan with amendments; approved.
7. Additional Comments/ Adjourn		Next Meeting: March 4th, 2008, 3:00 PM-4:30 PM, Breaking Barriers, 2200 21st Street, Sacramento	