

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

**Needs Assessment Committee Minutes 03.04.08**

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

**Members Absent:** Rhonda Carr, Dave Casey

**Members Excused:**

**Notified Staff Prior to Absence:** Ronnie Castillo

**Guests:**

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

AGENDA ITEM	DOCUMENT	DISCUSSION	MOTION/ACTION
1. Welcome/ Introductions / Announcements / Public Comments		<p><b>Sunburst Project</b> will be having a special luncheon for <i>Women &amp; Girls HIV/AIDS Awareness Day</i> on Tuesday March 11<sup>th</sup> from 12 Noon to 2 PM at St. Francis Church.</p> <p><b>Native American Health Center</b> will be having a special event for <i>National Native HIV/AIDS Awareness Day</i> on Friday March 21<sup>st</sup> starting at sunrise (6:30 AM) at the Capital. They will also have a breakfast and lunch at their facility.</p>	
2. Adopt Agenda	Agenda	April meeting will be cancelled.	<b>M/S</b> (Alix/Jim) to adopt the agenda; approved.
3. Approve Minutes	Meeting Minutes 02.05.08	Remove Adrienne from the list of attendees.	<b>M/S</b> (Paula/Jim) to approve the minutes with corrections; approved.
4. Needs Assessment Survey (QDS Update)		The QDS software has not been purchased yet, but it will be out of the '08 budget. FA will have a better idea about when NAC can purchase it in about two weeks. Training on the product will be a top priority once it's bought in order to administer the NA in a timely manner. Paula is working on a MOU between Dr. Lockett and the RW Program. Adrienne will review it once she is back from her training. Craig requested that Paula would send a reminder email to Adrienne asking to see if she's looked into the purchase of QDS. Gary talked about how UCSF used QDS for one of their projects and how they preferred using the QDS software to allow the individuals to answer the questions instead of doing a face-to-face interview. NAC's goal is to have the NA done with the results to PAC by June 3 <sup>rd</sup> .	
5. 2008 Work Plan	2008 Work Plan	Members reviewed the 2008 Work Plan. Corrections were made for the November and December items.	<b>M/S</b> (Paula/Alix) to approve the NAC FY08 work plan with amendments; approved.
6. Additional Comments/ Adjourn		<p><b>NO APRIL MEETING!!!!!!</b>  <b>Next Meeting: May 6<sup>th</sup>, 2008, 3:00 PM-4:30 PM,</b>  <b>Breaking Barriers, 2200 21st Street, Sacramento</b></p>	