



Meeting of the
Needs Assessment Committee
Susan Abramowitz PhD & Eli Camhi LMSW, Co-Chairs

Wednesday, October 6, 2004, 3:00–5:00 PM
Bellevue Hospital Center, Room 8 South 5

Members Present: Susan Abramowitz PhD & Eli Camhi LMSW (Co-Chairs), Bruce Agins MD MPH, Angela Aidala PhD, Ken Butler, Mary Ann Chiasson DrPH, John Chin PhD (for Ruth Finkelstein ScD), Susan Forlenza MD MPH, Robert Gass MA MPH, Myron Gold, Janet Goldberg, Joel Hernandez, Joanne Hilger, Peter Jensen, Howard Marcus, Basil Reyes (for Julie Lehane PhD), Melissa Shurkin

Members Not Present: Christine Campbell, Ryan Chavez, Ann-Gel Palermo, Eric Rude, Sharon L. Stancliff, Gregg Weinberg

Guests: Derrick Chandler, Helen Hernandez, James Livigni

OAPC Staff Present: Grace Moon, Beth Cohen Barusek, Ingrid Gonzalez, Robert Shiau

Materials Distributed:

- Meeting Agenda
- Needs Assessment Committee 2004-2005 Member Contact Sheet
- *Committee Structural Relationships* (Chart)
- Draft Timeline of Committee Tasks and Responsibilities
- Planning Council By-Laws
- *Update to the 2002 Needs Assessment*
- *HIV Epidemiology Program 3rd Quarter Report*, NYC Department of Health and Mental Hygiene
- *Factors Associated with Delayed Care Seeking Among HIV-Infected Individuals in New York City*, Mailman School of Public Health, CHAIN Fact Sheet
- Planning Council October Meeting Calendar

I. Welcome/Introductions

Co-Chairs Dr. Susan Abramowitz and Eli Camhi opened the meeting and introductions were made. Grace Moon reviewed the contents of the meeting packet.

II. Summary of the Committee Orientation

Ms. Moon reviewed the Committee Orientation, which was attended by approximately 80 committee members and facilitated by HRSA Consultant Emily McKay. The orientation focused on the restructuring of the Planning Council and the roles and responsibilities of the new committees, and included a discussion of shifting the planning process from a one-year cycle to a three-year cycle.

Ms. Moon also reviewed the chart of the *Planning Council Committee Structural Relationships*, focusing on the relationship of the Needs Assessment Committee with the Integration Of Care and Priority Setting & Resource Allocation Committees and the Access To Care and Maintenance In Care Subcommittees. A number of questions were raised about the tasks and responsibilities to be completed by the NAC in the upcoming year. Ms. Moon requested that Rob Shiau review the *Draft Timeline of Committee Tasks and Responsibilities*.

III. Agenda Item #III: Timeline for 2004-2005

Mr. Shiao reviewed the *Draft Timeline of Committee Tasks and Responsibilities*. In reviewing the timeline, committee members were concerned by the number of significant, time-consuming tasks that needed to be completed. A number of members questioned the ability of the committee to complete its tasks within the allotted time. Mr. Shiao clarified that the timeline assumed a one-year cycle and would be subject to revision should the Planning Council decide to adopt a three-year cycle. Janet Goldberg suggested that the committee have an internal communication mechanism, particularly when there is a task that follows a strict timeline. *See Follow-Up Issues*.

Dr. Abramowitz emphasized the central role that the NAC will play in the Data Days. She suggested that Data Days would be an excellent opportunity for the committees to examine data that is specific and relevant to their particular planning focus (i.e. access to care, maintenance in care, etc.). Data Days would also be an opportunity to teach PC and committee members to be consumers of data, which would be facilitated by avoiding an overwhelming amount of data and instead presenting synthesized, consumer-friendly information.

Further discussion focused on data needs for the *Update to the Needs Assessment Update*, the *2005-2008 Comprehensive Strategic Plan*, and the other committees of the PC. Dr. Forlenza emphasized that the NAC will have a key role informing both the Priority Setting & Resource Allocation Committee in terms of allocating resources as well as the Title I application.

Members of the committee said that the NAC should review and inventory all available sources of planning-related data. Beth Barusek said that OAPC would compile an annotated bibliography of available data sources for the committee's review. Members identified data sources for inclusion:

- NYC DOHMH Epidemiology Reports
- Statewide Coordinated Statement of Need
- CHAIN Reports
- Minority AIDS Initiative (MAI) Evaluation: Pagnoni, NYAM
- Title I Quality Management Program Data

IV. New Meeting Time

The NAC agreed to move meetings to the first Friday of each month from 10:00 AM–12:00 PM. The next meeting of the NAC will be Friday, November 5 from 10:00 AM–12:00 PM. *See Actions/Decisions*.

V. Adjournment

The meeting was adjourned.

I. Actions/Decisions

- The meeting time has been changed to the first Friday of the month, from 10:00 AM–12:00 PM. The next meeting will be November 5, 2004, 10:00 AM–12:00 PM.

II. Follow-Up Issues

	Due	Responsible Party
⇒ Review <i>Needs Assessment Update</i> and identify: <ul style="list-style-type: none"> ▪ Data updates (Epi, CHAIN, Title I, HIV Qual) ▪ Areas where the data shows significant change/progress since the publication of the Update 	Immediate	All NAC members
⇒ Look into setting up communication mechanism to facilitate workflow (i.e. Yahoo Group or other system)	Before next meeting	OAPC: Robert Shiao
⇒ Request for HRSA requirements/guidance regarding elements of a Needs Assessment and a Comprehensive Plan	Before next meeting	OAPC
⇒ Develop annotated bibliography of data resources	Ongoing	OAPC: Beth Barusek