

HIV Community Planning Council
NEEDS ASSESSMENT WORK GROUP
Thursday, April 27th 2017
25 Van Ness, 8th Floor Conference Room
3:30-5:00 pm

Committee Members Present: Eric Brown (Catholic Charities), Jen Cust (Shanti), Enrique Guzman van Dyken (Dept. of Homelessness and Supportive Housing), Becca Schwartz (Ward 86), Don Soto (Co-Chair), Nyisha Underwood (CHEP)

Support Staff Present: Ali Cone, Dave Jordan (Co-Chair), Liz Stumm

Minutes

1. Introductions

The meeting was called to order at 3:41pm by CS Jordan. Everyone introduced themselves.

2. Review/Approve April 27, 2017 DRAFT Agenda – VOTE

The April 27th, 2017 DRAFT Agenda was reviewed, approved and amended by consensus.

3. Announcements

- CS Jordan announced that the 2017 needs assessment topic is HIV+ individuals who are homeless or unstably housed. He explained that the needs assessment is made up of focus groups and one-on one interviews. Consumers of services participate in a facilitated conversation where we discuss quality of life issues, efficacy of service categories. Participants then complete an exercise where they prioritize HRSA defined service categories.

3. Public Comment

- None.

5. Co-Chair Nominations-VOTE

- The group selected work group co-chairs.
- CS Cone noted that the needs assessment work group is unique in that CS Jordan is doing the bulk of the work. She noted that Council staff is usually elected as a Co-Chair in needs assessment work groups.
- **MOTION: CM Soto nominates CS Jordan as a Co-Chair of the Needs Assessment Work Group.**
- **MOTION: CS Jordan nominates CM Soto as a Co-Chair of the Needs Assessment Work Group.**
- **VOTE: Motion Passes. See column [1] for a vote breakdown.**

4. Scope of Work

- The group reviewed the scope of work of the Needs Assessment Work Group.
- CS Jordan noted that the Council conducts HRSA mandated needs assessments. Due to our mandate the needs assessments need to be focused on HIV+ individuals, but we would like to include prevention language in our survey instrument.
- This group will meet to develop the survey instrument and outreach strategies and meet once the data is collected to develop recommendations before presenting to the Council.

- Eric Smith inquired about the timeline of this needs assessment and how many surveys do you aim to collect?
 - CS Jordan noted that we will present our results on August 28th to the full Council. Our target number is 100+, we were about to get around 70-80 surveys in the last couple of needs assessments.
 - CS Jordan noted that he would like to schedule an August meeting now, to ensure community voices for the recommendations.

7. Survey Tool

- The work group reviewed the needs assessment's base survey and tailored it to the target population.
- Eric Smith suggested bringing the age question down to 16 and younger.
- CS Cone recommended changing the gender identity question to just Transgender, separating out FTM is an indicator due to the few Transmen identified in ARIES.
- The group discussed changing how long you have been living with HIV to 0 -5 years instead of 1-5.
- Becca Schwartz suggested including Larkin Street Youth Services to where do you currently receive primary medical care.
 - Jen Cust suggested adding Native American Health Center and the VA.
- The group discussed changing the "Are you receiving medical benefits/health coverage?" to "Do you have health insurance/health coverage?"
- The group decided to add Medi-Cal to the question "From where do you receive your health insurance/health coverage?" and to change "Private Insurance" to "Employer based insurance."
- The work group added "Pension", "CalWORKS", "Dependent" and "VA" to the "What is your primary source of income?" question.
- The group decided to change "medical benefits" to "insurance/health coverage" in the survey.
- CM Soto noted that there is a wide gap in the monthly income question, we are missing people who are on SSI/SSDI.
 - The group included \$1,500 and \$3,000 to the income question.
- Question #17: "What best describes your living situation?" was expanded.
 - Stabilization housing was added to Emergency housing
 - Home owner was removed
 - Navigation center was added
 - Living with a family member/friend (not paying rent) was added
 - Permanent/supportive was added
 - Skilled nursing was added
 - Respite was added
 - Living in an SRO was expanded to include paying weekly or monthly
- The group added a question "If homeless, what best describes your living situation?"
 - Vehicle
 - Encampment
 - Sleeping outdoors
 - Structures not fit for inhabitation
 - Couch surfing
- The group requested including the question "In the last six months, have you traded sex for shelter?"
- The question "In what neighborhood do you live in?" was added.
 - The group discussed having this be a write-in answer in order to include neighborhoods in San Mateo and Marin.
- The group discussed collecting what type of housing subsidy do you receive, shallow v. deep?

- This question can have a write-in answer if participants know what type of subsidy they have.
- The work group talked about collecting information on rent burdens.
- The question “If you pay rent, do you pay more than 50% of your income?” was discussed.
- The group decided to keep the history of homeless question and when was the last time you have been in this situation question.

13. Adjournment

- The group decided to meet on May 8th from 11am-12:30pm to finish the survey instrument.
- The meeting was adjourned at 5:04 pm by Co-Chair Jordan.

Date: April 27, 2017	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Eric Brown	P	Y							
2. Jen Cust	P	Y							
3. Enrique Guzman van Dyken	P	Y							
4. Dave Jordan (Co-Chair)	P	Y							
5. Becca Schwartz	P	Y							
6. Don Soto (Co-Chair)	P	Y							
7. Nyisha Underwood	P	Y							
Ayes		7							
Nayes									
Abstain									
Recusal									
Total		7							