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.

4. **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.

6. **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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Eric Brown</td>
<td>P</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Jen Cust</td>
<td>P</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Enrique Guzman van Dyken</td>
<td>P</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Dave Jordan (Co-Chair)</td>
<td>P</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Becca Schwartz</td>
<td>P</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Don Soto (Co-Chair)</td>
<td>P</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Nyisha Underwood</td>
<td>P</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Ayes</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ayes</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nayes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abstain</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recusal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>