

**RESEARCH & EVALUATION COMMITTEE (REC)**

**MEETING MINUTES**

**TUESDAY – DECEMBER 17, 2019 – 3:00PM TO 5:00PM**

**DC HEALTH-HAHSTA - 899 N. CAPITOL ST., NE; 4<sup>TH</sup> FLOOR; WASHINGTON, DC 20002**

<b>ATTENDEES/ROLL CALL</b>					
<b>COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>GUESTS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Wallace Corbett	CC		Akua Boatema	CC	
Traci Dean	X				
Doug Fogal		X			
DeMarc Hickson (Chair)		X			
David Hughes		X			
Dennis McBride	CC				
Lenora McClain	X				
Betelhem Mekonnen	CC				
Kaleef Morse	X				
Natella Rakhmanina	CC				
Andrew Torre	CC				
<b>HAHSTA/ ADMINISTRATIVE AGENT STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMISSION SUPPORT STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>
Leah Varga	X		Patrice Bailey	X	
			Lamont Clark	X	

**AGENDA**

This is a draft of the December 17, 2019 Research and Evaluation Committee (REC) Meeting. The final version will be approved at the January 21, 2020 meeting and made available thereafter.

<b>Item</b>	<b>Discussion</b>
<b>Call to Order</b>	Meeting called to order at 3:14 pm by Lenora M. followed by a moment of silence. Attendees introduced themselves.
<b>Review and Approval of the Agenda</b>	Traci D. motioned to approve the December 17, 2019 Agenda. The motion was seconded by Natella R. The motion passed unanimously.
<b>Review and Approval of the Minutes</b>	Natella motioned to approve the November 19, 2019 Minutes. Betelhem M. seconded the motion. The motion passed unanimously.
<b>Needs Assessment Discussion</b>	Lenora led a discussion with the committee going through the final draft of the Consumer Survey. She noted that it was posted on BaseCamp since November and asked for any additional/final comments. She also noted that there was a basic Consent Form that was created. She asked for any

comments on the Consent Form. Leah V. noted that there were a few things that needed to be taken out or changed, but it was otherwise fine. She noted that the contact person should be changed. The attendees agreed to have Leah's name and they also decided to add Lamont C's name on it as well.

Lenora asked how should the gift card be distributed? Leah noted that the committee would need to decide whether a person would get the gift card no matter if they submitted an incomplete survey, or if the person would get it upon completion of the survey. Whatever the decision, it should be stated on the consent form. Betelhem asked how would a person be prevented from doing multiple surveys online? Leah stated that the IP addresses were not tracked on the previous survey. She noted that last time they just took the chance that people would be honest. Traci asked how would a person get a gift card if they take the survey online. Lamont noted that there is a way to send that person a link to the gift card. Once the person clicks on the link, the link is 'dead' and can't be used multiple times. Leah asked how will people be reached to be able to take the survey? She stated that this has to be put in the package for the IRB. Traci noted that they had talked about several methods including linking with the DIS department, using radio ads and other ads, and working with Service Providers. Lamont C. suggested the committee should use data from Epidemiology and then go to a site such as Facebook and use the demographic parameters available on FB to reach those populations. He noted that radio and print newspaper ads could be expensive and aren't effective unless you run a high volume of ads.

Toni Fleming, Operations Manager for DIS, explained to the committee how DIS operates. She noted that they follow up with Data to Care information. She noted that they follow up on patients on a referral basis. Leah asked if there is an assessment that is given to someone that they follow up on? Toni said yes they have a survey that is conducted, but she would have to go and look at their survey because there are a lot of variables. She said she would be able to share the variables with the committee. She noted that if the committee gave her the Consumer Survey she could match it with the questions they ask. She said she can't add questions to their survey. She said that they have some data that they could share with the committee. Toni agreed that she would stay in contact with Leah and Kaleef in how they can assist with the Consumer Survey.

Traci asked how can they get providers aware of the survey. Leah noted that last time a letter was sent out to providers and the contacts through the Planning Councils were used. Kaleef stated this time the Project Officers can be used to make contact with the providers.

Leah summarized the avenues to recruit/distribute the survey as: partnering with DIS, utilizing Project Officers to reach out to Service Providers, using social media platforms to advertise. She also mentioned that CEEC has Community Listening Sessions that could potentially be used. Kaleef also noted that all gift cards have been purchased and are physical so there is not the option of utilizing electronic cards. He also stated that people would have to

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	use a name and signature to pick up the cards. He noted that nicknames are okay, but people have to use a name and signature.
<b>ANNOUNCEMENTS/OTHER DISCUSSION</b>	
Lamont announced that there will not be a General Body Meeting on Thursday, and everyone is encouraged to attend the Latinx Mixer sponsored by the 1906 group.	
<b>HANDOUTS</b>	
<ul style="list-style-type: none"> <li>- December 17, 2019 Meeting Agenda</li> <li>- November 19, 2019 Meeting Minutes</li> </ul>	

<b>MEETING ADJOURNED</b>	4:26 PM
<b>NEXT MEETING</b>	January 21, 2020 @ 3:00pm DC Health-HAHSTA 899 N. Capitol St. NE; 4 <sup>th</sup> Floor Washington, DC 20002