

**RESEARCH & EVALUATION COMMITTEE (REC)**

**MEETING MINUTES**

**TUESDAY – MARCH 17, 2020 – 3:00PM TO 5:00PM**

**CONFERENCE CALL**

<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	X		Greg Dwyer	X	
Traci Dean	X		Hellen Flores	X	
Doug Fogal		X			
DeMarc Hickson (Chair)	X				
David Hughes	X				
Dennis McBride	X				
Lenora McClain	X				
Betelhem Mekonnen	X				
Kaleef Morse	X				
Natella Rakhmanina	X				
Andrew Torre	X				
Ashley Yocum	X				
<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 March 17, 2020 Research and Evaluation Committee (REC) Meeting. The final version will be approved at the May 19, 2020 meeting and made available thereafter.

<b>Item</b>	<b>Discussion</b>
<b>Call to Order</b>	Meeting called to order at 3:07 pm by DeMarc H followed by a moment of silence. Attendees introduced themselves.
<b>Review and Approval of the Agenda</b>	Dennis M. motioned to approve the March 17, 2020 Agenda. The motion was seconded by Lenora M. The motion passed unanimously.
<b>Review and Approval of the Minutes</b>	Dennis motioned to approve the February 18, 2020 Minutes. Natella R. seconded the motion. The motion passed unanimously.
<b>Needs Assessment Discussion</b>	Given COVID-19, Leah V. noted that the DIS team, which was being considered as a source to assist with conducting Needs Assessment surveys, has now been detailed to COVID-19 duties and are no longer an option (until further notice). She also noted that the 19-1906 committee is gathering



	<p>information that might serve as a source of information for the Needs Assessment. Ashley Y. noted that the DIS team at Virginia Department of Health is also detailed to COVID-19 duties.</p> <p>Kaleef M. suggested finalizing tools so whenever the restriction situation changes the committee is ready to implement to survey. Kaleef also suggested the committee begin working on making the survey shorter and ensuring that the information gathered is relevant to the scope of what COHAH can use to inform the PSRA process. Leah suggested that while the current iteration has IRB approval, work can still be done on it. She noted that she provided some suggestions on the document Lamont posted in Basecamp. She also suggested reconnecting with DIS, whenever possible, in order to better understand the data they collect that might allow for certain questions to be removed from the current survey to shorten it. Lenora asked if there is a way to access the information that DIS collects. Leah said she believes it is possible, but not at the moment given the current circumstances.</p> <p>Lenora asked what the new timeline would look like? Kaleef stated that considering the current situation, if the survey isn't launched by May, then it probably wouldn't be ready to be used for PSRA. He noted that if it is launched later in the year the information can still be used to help inform the new grant year starting March 1, 2021. He suggested they take their time to really have a complete and concise document ready, and then revisit the situation by May. Leah stated she will be able to get a summary of what they are collecting through the 1906 project so they can have an idea of what they are putting together. Ashley said she is working on a summary of Virginia's 2019 Needs Assessment and parse out the information that is relevant to the EMA. Leah said she can reach out to Peter to see who in Maryland may be able to provide some information from Maryland's 2019 Needs Assessment.</p> <p>DeMarc asked committee members to review the document and make comments, suggestions, and/or edits on it via Basecamp by March 31<sup>st</sup>.</p>
<p><b>Review of the Annual Assessment of the Efficiency of the Administrative Mechanism (AEAM)</b></p>	<p>DeMarc asked Kaleef if there was a timeline for the AEAM. Kaleef stated he put a one-sheet document in Basecamp that explains what AEAM is. He noted that in regard to a timeline there has not been a set timeline given how the planning body has generally operated, however other EMAs might do it between March and the summer. He gave the example of Houston that does it from March through May and has their results available by July.</p> <p>Kaleef noted that HRSA commented that the past AEAM was that it was too long and that the questions were not within the scope of what the survey is supposed to be about. DeMarc asked if the committee should also be looking at creating Directives to provide to the Recipient. Kaleef suggested that COHAH should still continue to create Directives, however there are issues that are outside of COHAH's control that provide challenges to whether some of those Directives are actually followed.</p>

	<p>In regard to AEAM timeline, Kaleef noted that there is not necessarily a correlation between AEAM and PSRA, therefore the committee can consider creating a document that can be potentially be done mid-summer and the information can be reported out to the Recipient by September, which would allow the Recipient to respond by October, and a final report could be created by November. Kaleef stated he hoped HRSA would have a sample tools available that would allow the AEAM to be worked on in-house and presented to the committee at the April meeting and the committee could review and respond via Basecamp.</p>
<p><b>ANNOUNCEMENTS/OTHER DISCUSSION</b></p>	
<p>DeMarc noted that during the COHAH Retreat the committee started working on a plan for what the committee should be working on outside of the Needs Assessment and AEAM. Lamont sent out a document that listed a number of items that the committee can be working on, so DeMarc asked the committee for thoughts on what the committee could work on around their future tasks. David H. suggested the committee could potentially research emerging trends (monitor research studies) in the HIV realm to help advance the work of COHAH. Kaleef reminded the committee that developing additional deliverables is fine, but they should make sure that they are able to get the work done around their two major tasks. Lenora suggested forming sub-committee(s) that could be responsible for looking into or taking charge of the different projects. Leah suggested the committee (sub-committee) could talk to the community about the work and data that the Research Committee does and make it into information that is easily digestible by community members. .</p>	
<p><b>HANDOUTS</b></p>	
<ul style="list-style-type: none"> <li>- March 17, 2020 Meeting Agenda</li> <li>- February 18, 2020 Meeting Minutes</li> </ul>	

<p><b>MEETING        ADJOURNED</b></p>	<p>4:20 PM</p>
<p><b>NEXT        MEETING</b></p>	<p>April 21, 2020 @ 3:00pm        TBD</p>