



The *Washington, D.C. Regional Planning Commission on Health and HIV (COHAH)* will invigorate planning for HIV prevention and care programs that will demonstrate effectiveness, innovation, accountability, and responsiveness to our community.

# **RESEARCH & EVALUATION COMMITTEE (REC) MEETING AGENDA**

**TUESDAY APRIL 18, 2023 – 3:00PM TO 4:00PM**

**ONLINE MEETING**

**VIA ZOOM**

**Note: all times are approximate**

3:05 pm	<ol style="list-style-type: none"> <li>1. Call To Order and Moment of Silence</li> <li>2. Welcome and Introductions</li> </ol>
3:10 pm	<ol style="list-style-type: none"> <li>3. Review &amp; Adopt the Agenda for April 18, 2023</li> <li>4. Review &amp; Approval of the Minutes from March 21, 2023</li> </ol>
3:15 pm	<ol style="list-style-type: none"> <li>5. Needs Assessment Survey Updates</li> </ol>
3:45 pm	<ol style="list-style-type: none"> <li>6. Other Business</li> <li>7. Future Agenda Items</li> </ol>
4:00 pm	<ol style="list-style-type: none"> <li>8. Announcements and Adjournment</li> </ol>
<p><b><u>NEXT RESEARCH &amp; EVALUATION COMMITTEE (REC) MEETING:</u></b></p>	<p><b>TUESDAY MAY 16, 2023 3:00PM TO 5:00PM ZOOM ONLINE MEETING</b></p>

## **RESEARCH & EVALUATION COMMITTEE (REC) MEETING MINUTES**

**TUESDAY, MARCH 21, 2023 - 3:00PM**  
**ZOOM CONFERENCE AND VIDEO CALL**  
 ELECTRONIC – ONLINE MEETING

<b>ATTENDEES/ROLL CALL</b>					
<b>COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>COMMITTEE MEMBERS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Clark, Lamont (Govt. Co-Chair)	X				
Corbett, Wallace		X			
Dean, Traci	X				
Fogal, Doug		X			
Hickson, DeMarc		X			
Mekonnen, Betelhem	X				
Rakhmanina, Natella	X		<b>COMMUNITY PARTNERS/ GUESTS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Yocum, Ashley		X	Wu, Wei	X	
			<b>CONSULTANTS</b>	<b>PRESENT</b>	<b>ABSENT</b>
			Dwyer, Greg	X	
<b>RYAN WHITE RECIPIENT STAFF</b>			<b>COMMISSION SUPPORT STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>
Orban, Julie	X		Bailey, Patrice	X	
			Johnson, Alan	X	
<b>HAHSTA STAFF</b>	<b>PRESENT</b>	<b>ABSENT</b>			

### **HIGHLIGHTS**

*NOTE: This is a draft of the March 21, 2023, Research and Evaluation Committee (REC) Meeting minutes. The final version will be approved at the April 18, 2023, meeting and made available thereafter.*

### **AGENDA**

<b>ITEM</b>	<b>DISCUSSION</b>
<b>Call to Order</b>	Meeting called to order at 3:06 pm by Lamont C. followed by a moment of silence. Attendees introduced themselves.

<b>Review and Approval of the Agenda</b>	Lamont assumed the motion to adopt the meeting agenda for the March 21, 2023, REC meeting. There were no corrections/additions to the agenda. The agenda was approved as presented.
<b>Review and Approval of the Minutes</b>	The meeting minutes for February 21, 2023, were reviewed and Julie O. recommended the correction of adding “Draft” to the extension request for the Consumer Needs Assessment. The meeting minutes were accepted with that correction.

<b>Needs Assessment Discussion</b>	<p>Julie provided updates on the Consumer Needs Assessment. Lamont and Julie submitted a request for the Principal Investigator, Co- Principal Investigator personnel change to the IRB. That request was approved on March 7, 2023. The extension request was recently submitted as the current project was set to expire on April 22, 2023. Julie is hopeful that the request will be reviewed during the April 20<sup>th</sup> IRB meeting.</p> <p>Julie has also submitted a personnel modification to include graduate student interns that will be working on the project. Julie noted that both she and Alan J. have been conducting interviews for graduate student interns. Of the five applicants, two students will be on-boarding next Monday. An additional student will start on Monday, April 10<sup>th</sup>.</p> <p>Alan also provided a data update on the Consumer Needs Assessment. He noted that the last submission was on March 15<sup>th</sup>. He recommends sending out communication to drum up additional responses. There are currently 290 total submissions and 235 usable surveys, as 55 responses were blank. Of the 235 respondents 147 are HIV negative and 86 are people living with HIV. When looking at place of residence of survey respondents, there was a total of 159 DC residents, 26 Prince George’s County residents, 14 Montgomery County residents, there are a small number of respondents from various places in Virginia, and 2 respondents from West Virginia.</p> <p>Traci D. asked if there are enough gift cards available if she disseminated the link within her network. Lamont noted that we have an ample amount of gift cards available for an additional wave of responses. Julie noted that the target is 410 total responses. Julie will circulate the recruitment flyer with REC members. There will be an additional push made to providers in the EMA.</p> <p>Lamont recently connected with a provider in West Virginia, who will disseminate recruitment materials to customers served in West Virginia.</p> <p>Greg D. noted the plan for a smaller, more targeted needs assessment around specific issues including food access in the future.</p> <p>Following a question on engaging hard to reach community members in the EMA by Betlehem M., the committee brainstormed ways to incorporate</p>
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	Community Health Workers and other staff at provider locations to increase the survey response rate.
<b>Other Business</b>	None noted.
<b>Future Agenda Items</b>	None noted.
<b>ANNOUNCEMENTS/ OTHER DISCUSSION</b>	Note noted.
<b>HANDOUTS</b>	
<ul style="list-style-type: none"> <li>• March 21, 2023, Research and Evaluation Committee Meeting Minutes</li> <li>• April 18, 2023, Research and Evaluation Committee Meeting Agenda</li> </ul>	

<b>MEETING ADJOURNED</b>	<b>3:35 PM</b>	<b>NEXT MEETING</b>	<b>TUESDAY, APRIL 18, 2023 3:00pm to 5:00pm ZOOM CONFERENCE AND VIDEO CALL</b>
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