



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 JUNE 20, 2023 – 3:00PM TO 4:00PM

ONLINE MEETING

VIA ZOOM

Note: all times are approximate

3:05 pm	<ol style="list-style-type: none"> 1. Call To Order and Moment of Silence 2. Welcome and Introductions
3:10 pm	<ol style="list-style-type: none"> 3. Review & Adopt the Agenda for June 20, 2023 4. Review & Approval of the Minutes from May 16, 2023
3:15 pm	<ol style="list-style-type: none"> 5. Needs Assessment Survey Updates
3:45 pm	<ol style="list-style-type: none"> 6. Other Business 7. Future Agenda Items
4:00 pm	<ol style="list-style-type: none"> 8. Announcements and Adjournment
<p><u>NEXT RESEARCH & EVALUATION COMMITTEE (REC) MEETING:</u></p>	<p>TUESDAY JULY 18, 2023 3:00PM TO 5:00PM ZOOM ONLINE MEETING</p>

RESEARCH & EVALUATION COMMITTEE (REC) MEETING MINUTES

TUESDAY, MAY 16, 2023 - 3:00PM
ZOOM CONFERENCE AND VIDEO CALL
 ELECTRONIC – ONLINE MEETING

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

HIGHLIGHTS

NOTE: This is a draft of the May 16, 2023, Research and Evaluation Committee (REC) Meeting minutes. The final version will be approved at the June 20, 2023, meeting and made available thereafter.

AGENDA

ITEM	DISCUSSION
Call to Order	Meeting called to order at 3:05 pm by Lamont C. followed by a moment of silence. Attendees introduced themselves.



Review and Approval of the Agenda	Lamont assumed the motion to adopt the meeting agenda for the May 16, 2023, REC meeting. There were no modifications to the agenda. The agenda was approved as presented.
Review and Approval of the Minutes	The meeting minutes for April 18, 2023, were reviewed and accepted with no modifications.

Needs Assessment Discussion	<p>Alan J. provided an update on the Salesforce platform. Alan pulled a report, and it seems like there are missing survey submissions. When looking at the report, there is data from the end of April and a gap until mid-May. During that period, students were in the field collecting survey submissions. In addition, the Accenture team is still working on the unresolved trouble ticket created last month. Julie O. noted that she has also been in communication with Salesforce with hopes that they can find a resolution that the contractor has not been able to.</p> <p>Julie also provided progress updates on the Consumer Needs Assessment. Students are currently placed at a site in Virginia and a site in Montgomery County, MD. Julie and the graduate student interns are currently taking Tableau trainings. The current plan is for the students to assist with data analysis and prepare a presentation for the July REC Meeting. Julie also noted that a 3rd needs assessment reminder email went out to providers on May 4th.</p> <p>Graduate student intern, Mmabuese I. shared positive feedback on the three needs assessment surveys that she collected last week in Montgomery County. Julie also shared that the Virginia sub-site had sixteen clients complete the Consumer Needs Assessment as a facilitator went through the survey. Taking those submissions into account, she is hopeful that all submissions will be reflected in the data.</p> <p>Julie is hoping to onboard two additional graduate student interns but notes that the HR process has been delayed. Clover B. has been looped in on this experience and the impact of the delays.</p> <p>Lamont is going to follow-up with Todd M. regarding the fifty missing survey responses.</p>
Other Business	<p>Lamont asked the REC Committee to share their meeting preferences with the options including virtual, hybrid, or in-person. The committee members selected virtual or hybrid meetings for now with an interest in having the General Body Meeting in-person.</p> <p>Lamont mentioned the Quality Committee that the Care Team is establishing for those using Ryan White services per HRSA requirement. The committee would meet once a month to review documents and quality management work</p>



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	going on a HAHSTA. Lamont will email more information and connect those interested in the group to Jose H.
Future Agenda Items	None noted.
ANNOUNCEMENTS/ OTHER DISCUSSION	<p>Ashley Y. shared that Virginia released their needs assessment this year for PLWH. The needs assessment is virtual and available in English and Spanish. The survey is set to close on June 2, 2023. Ashley will share the report and any DC or Maryland data with COHAH once the data is analyzed.</p> <p>Lamont responded to a chat question related to the Needs Assessment. He noted that the data collected will be useful. Furthermore, the committee will share process evaluation feedback on the delayed and problematic rollout of the Salesforce system with Senior Leadership.</p>
HANDOUTS	
<ul style="list-style-type: none"> • May 16, 2023, Research and Evaluation Committee Meeting Minutes • June 20, 2023, Research and Evaluation Committee Meeting Agenda 	

MEETING ADJOURNED	3:24 PM	NEXT MEETING	TUESDAY, JUNE 20, 2023 3:00pm to 5:00pm ZOOM CONFERENCE AND VIDEO CALL
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