

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

**TUESDAY MAY 16, 2023 – 3:00PM TO 5:00PM**

**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; Approval of the Agenda for May 16, 2023</li> <li>4. Review &amp; Approval of the Minutes from April 18, 2023.</li> </ol>
3:15 pm	<ol style="list-style-type: none"> <li>5. Needs Assessment Updates</li> </ol>
3:45 pm	<ol style="list-style-type: none"> <li>6. Other Business</li> <li>7. Announcements and Adjournment</li> </ol>
<p><b><u>NEXT RESEARCH &amp; EVALUATION          COMMITTEE (REC) MEETING:</u></b></p>	<p><b>TUESDAY JUNE 20, 2023          3:00PM TO 5:00PM          ZOOM</b></p>

# RESEARCH & EVALUATION COMMITTEE (REC) MEETING MINUTES

**TUESDAY, APRIL 18, 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		Dieng, Arona	X	
			Iweanoge, Mmabuese	X	
			Moore, Jazzel	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 April 18, 2023, Research and Evaluation Committee (REC) Meeting minutes. The final version will be approved at the May 16, 2023, meeting and made available thereafter.*

## AGENDA

<b>ITEM</b>	<b>DISCUSSION</b>
-------------	-------------------



<b>Call to Order</b>	Meeting called to order at 3:05 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 April 18, 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 March 21, 2023, were reviewed and accepted with no corrections/additions.

<b>Needs Assessment Discussion</b>	<p>Alan J. provided an update on the Salesforce platform. There is now a feature available on the platform to download the Consumer Needs Assessment dataset. However, some of the data was corrupted. The Accenture team is working on another solution to resolve the issue.</p> <p>Julie O. provided progress updates on the Consumer Needs Assessment. The extension request was approved by the IRB on March 22, 2023. The project approval will now be set to expire on April 22, 2024.</p> <p>Julie welcomed and introduced three of the current graduate student interns: Arona Dieng, Mmabuese Iweanoge, and Jazzel Moore. Each student briefly introduced themselves and shared their professional and educational experiences.</p> <p>Julie noted that she has submitted a personnel modification to include graduate student interns that will be working on the project. She hopes to hear back from the IRB shortly. The students have attended a survey orientation facilitated by Alan and a COHAH orientation facilitated by Lamont. Julie noted that Alan also provided training for the two DC Health Community Health Workers (CHWs) to help them administer the survey to their clients.</p> <p>Julie shared that a needs assessment reminder email went out to providers on April 6<sup>th</sup>. A tailored email was sent to four high-volume sub-recipient sites requesting that the sites host the graduate student interns to support survey data collection at their locations. So far, sites in Virginia and Maryland have responded to the request. Additional follow-up is planned to establish the logistics at each site.</p> <p>Ashley Y. offered to send an announcement or email communication about the Needs Assessment that could be shared out to agencies in the Northern Virginia region and the Northern Virginia Consumer Advisory Committee. Ashley will also share the Virginia Consumer Needs Assessment data report once it is published. Lamont will share the letter that he disseminated to Ashley.</p>
<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>3:26 PM</b>	<b>NEXT MEETING</b>	<b>TUESDAY, MAY 16, 2023</b> <b>3:00pm to 5:00pm</b> <b>ZOOM CONFERENCE AND VIDEO CALL</b>
------------------------------	----------------	-------------------------	--