

<b>Date:</b>	Wednesday, May 21, 2025	<b>Type:</b>	Virtual Zoom
<b>Start Time:</b>	10:15 a.m.	<b>End Time:</b>	11:25 a.m.
<b>Leaders</b>	Mitchell Namias (CT DPH Resource Liaison)		
<b>Participants:</b>	11	<b>Next Meeting:</b>	June 18, 2025

### WELCOME AND INTRODUCTIONS

Mitchell Namias opened the meeting by welcoming all participants and facilitating introductions.

### APPROVE MARCH MEETING SUMMARY

The group conducted a brief review of the April meeting summary, which was subsequently approved. Ken Plourd took the opportunity to remind members of the new procedure for distributing meeting materials. Meeting agendas will be posted on the CHPC website (<https://www.cthivplanning.org/needs-assessment-projects>) one week prior to each meeting, and meeting summaries will be made available one week following the meeting.

### RYAN WHITE NEEDS ASSESSMENT SURVEY 2025

Mitchell provided an update on the finalized statewide survey tool, which has been refined based on months of feedback. The Department of Public Health (DPH) has approved and initiated the procurement of 1,500 incentive gift cards (in \$25 increments) split among Stop & Shop, Walmart, and Mobil. Development of the digital survey platform is underway. While launch timelines were pushed back due to technical capacity issues, the updated target is mid-September, with survey administration continuing through mid-November. This schedule allows time for analysis and presentation of findings prior to the next integrated HIV plan submission due June 2026.

- *Survey launch:* Mid-September 2025
- *Data collection wrap-up:* Mid-November 2025
- *Analysis completion & approvals:* March–May 2026

### Sampling Methodology and Access

Client sampling will focus on case-managed individuals to minimize duplication. Each agency will receive a randomized list of clients using a secure algorithm, and survey codes will be distributed for use during administration. Both Part B and non-Part B funded agencies will participate. While this version of the survey tool does not include visual analytics, agencies will still receive a dashboard summarizing survey completion rates and metrics and they will also have the ability to extract raw data in Excel for review and internal use.

### Pilot Testing Strategy

The finalized tool will be piloted at three sites: Optimus, APNH, and CCMC. Cross Sector Consulting will collaborate with agency staff to facilitate pilot sessions, with participants completing paper surveys and providing real-time feedback. Each pilot participant will receive a \$20 Walmart gift card.

#### *Key pilot components:*

- Paper-based survey administration
- In-person facilitation for clients with literacy or technology barriers
- Feedback collection via written annotations, verbal discussion, and open-ended forms
- Consideration for one-on-one pilot sessions with younger or more private clients
- Survey translation into Spanish to improve access

### REGIONAL FORUM EVALUATION FRAMEWORK

The committee reviewed a presentation template that agencies will use to describe their services as part of upcoming regional forums. (See Attached) The intent is to understand service pathways from the client perspective and identify strengths, challenges, and opportunities for collaboration.

#### *The agency presentation will cover:*

- Organizational overview and client demographics
- Service utilization trends and emerging needs
- SWOT analysis (strengths, weaknesses, opportunities, threats)
- Identification of underserved populations and gaps in services

CT Harm Reduction Alliance was suggested as the first presenter for next month's in-person meeting. Backup options include Apex Community Care and APNH. The committee emphasized the importance of using a friendly and supportive tone, ensuring that the process is focused on improvement, not evaluation or compliance.

#### *Future refinements may include:*

- Clearer prompts to differentiate between local and federal-level challenges
- Opportunities to compare presentations across agencies
- Use a version of a carousel model to streamline and encourage participation

### 2025 WORKPLAN AND COMMITTEE GOALS

The committee reviewed the 2025 work plan and confirmed that the needs assessment and forum activities are on track. Plans to pilot the survey in June remain feasible, and the goal remains to complete three agency forum presentations by the end of the year.

### AETC WORKFORCE DEVELOPMENT TRAININGS

Discussion turned to improving attendance at AETC workforce development trainings. Participation has been low, especially for virtual sessions held immediately after CHPC meetings.

*Suggestions included:*

- Promoting trainings during the opening and closing of meetings
- Distributing flyers through Mailchimp and the CHPC listserv
- Possibly changing the training day or time
- Considering integration of presentations into the main CHPC meeting to increase visibility

### MEETING CLOSE

Mitchell reminded the group that there is still an opening for the NAP Community Co-chair leadership position. If anyone is interested in applying, please visit <https://www.cthivplanning.org/>

The next meeting will be in-person on June 18<sup>th</sup> from 9am-2pm at the Chrysalis Center in Hartford.

### ATTENDANCE

Attendance records are kept on file with the CHPC support staff.

### ADJOURN

The committee meeting ended at 11:25 a.m.