

Sacramento County  
Department of Health Services  
HIV Health Services Planning Council  
Needs Assessment Committee  
March 5, 2024

**HIV HEALTH SERVICES PLANNING COUNCIL – Needs Assessment Committee (NAC)**

**Meeting Minutes**

March 5, 2024, 3:00 p.m. to 4:30 p.m.

**Meeting Location:**

**4600 Broadway, Sacramento, CA 95820 Community/Conference Room 2020**

**Facilitator:** Ronnie Miranda – NAC Chair

**Scribe:** Angelina Olweny, Council Staff

**Committee Member Attendees:** Richard Benavidez, Ronnie Miranda, Kelly Gluckman, Melissa Willett

**Members Excused:** Jake Bradley-Rowe

**Members Absent:** Josh Kooman

**County Staff:** Danielle Caravella, Paula Gammell, Chelle Gossett

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<b>Topic</b>	<b>Minutes</b>
Welcome, Introductions and, Announcements	Welcome, and introductions began at 3:03 PM
Public Comments- Action Items	No announcements
Agenda Review*           Minutes Review*	<p>The March agenda was presented for review and approval. Richard Benavidez motioned to accept the agenda as presented and Melissa Willett seconded the motion. The agenda should reflect that Lily Joy was not available to provide an update on the Needs Assessment. Paula Gammell will give the update instead. One of the agenda items needs to be listed as NAC and not QAC. Melissa Willett motioned to accept the agenda with the changes made and Richard Benavidez seconded the motion. The motion passed with a majority.</p> <p>Approve: Kelly Gluckman, Melissa Willett, Richard Benavidez, Ronnie Miranda Oppose: N/A Abstain: N/A</p> <p>The December minutes were presented for review and approval. Kelly Gluckman motioned to accept the agenda as present and Richard Benavidez seconded the motion. The motion passed with a majority.</p> <p>Approve: Kelly Gluckman, Melissa Willett, Richard Benavidez, Ronnie Miranda. Oppose: N/A Abstain: N/A</p>

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Topic	Minutes
FY23 Needs Assessment	The draft Needs Assessment report was shared at the meeting. Committee members were asked to review the Needs Assessment Draft and provide feedback on the draft report. Committee members can provide feedback by email. NAC needs to review the full report before the Planning Council can review and vote on the report.
Vote on May Meeting	<p>Melissa Willett motioned to have a NAC meeting in May to continue the discussion on the Needs Assessment Report and Kelly Gluckman seconded the motion. The motion passed with a majority.</p> <p>Approve: Kelly Gluckman, Melissa Willett, Richard Benavidez, Ronnie Miranda.          Oppose: N/A          Abstain: N/A</p>
FY24 Work Plan	<p>The FY24 Work Plan will be tabled until the meeting in May. Melissa Willett motioned to table the FY24 work plan discussion until the May meeting and Richard Benavidez seconded the motion. The motion passed with a majority.</p> <p>Approve: Kelly Gluckman, Melissa Willett, Richard Benavidez, Ronnie Miranda.          Oppose: N/A          Abstain: N/A</p>
Public Comments-Non-agenda items	The roster will be finalized after reaching out Jake Bradley-Rowe and Josh Kooman want to confirm if they want to continue to be NAC seated members.
Technical Assistance	For technical assistance reach out to Ronnie Miranda
Adjournment	3:29PM

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