

**Meeting Notes**  
**EtHE Committee Planning Meeting**  
**4/29/2020 @ 10:00 a.m.**

**Meeting Hosts: LaTeisha Elliott and Ritalinda Lee**

Present: Kathie Hiers, Julie Hope, Shirley Selvage, Marvellous Prater, Andy Varnell, Emma Kay, Erin Bortel, Larry Cowan, Lawanda Richardson, Dr. Laurie Dill, Quentin Bell, Brittany Sanders, Richie Hailey, Steve Dellinger, Tony Walker, Warren O'Meara Dates, Dr. Wesley Willeford, Tony Hawkes, Shey Thorn, Barbara Lowery, Kimberly Edwards, Tracy Wynne, Kelly Turner, Melissa Parker, Vontrese McGee, Jora White, Adrinda Carter, and Sharon Jordan.

- LaTeisha welcomed participants and led introductions
- Jora provided a brief description of the community planning process
- Ritalinda reviewed the process of the needs assessment/evaluation process: Alabama Partners for Health utilized PS20-2010 to determine specific variables to be assessed. Data collection methods include surveys, virtual focus groups, and HIV medical care provider telephone interviews. Hosts requested assistance in reaching community members affected by any of the many factors that put people at higher risk for HIV (poverty, exposures to domestic violence, health disparities, etc.).

**Comments, Concerns, and Follow-Up:**

Kathie asked about Spanish language surveys which were in final review at the time of the meeting. Spanish language survey links and participant gift cards were provided to Jean Hernandez of AIDS Alabama, Lucero Sitz of MAO and Julia Sosa of Whatley Health. Several other organizations were sent links to the surveys and were asked to contact Alabama Partners for Health (APfH) for gift cards. The deadline for data collection is 5/29/2020.

Lawanda commented that client surveys should be incentivized. LaTeisha advised that COVID-19 social distancing restrictions and the effort to preserve client confidentiality make it difficult to provide gift cards to clients but any organization with a plan to distribute surveys and gift cards should contact APfH. LaTeisha and Lawanda spoke after the meeting and Selma AIR was sent gift cards by mail.

Quentin expressed concern that there might not be sufficient emphasis on LGBTQ+ issues on the surveys. After the meeting, Ritalinda and Quentin discussed the process for gathering information from surveys, focus groups, and interviews as well as data analytic methods. These methods provide insights on several groups if members of the community participated in the surveys, focus groups, and interviews. Members of TKO Society have since participated in two focus groups.

LBE 5/19/2020