

**Needs Assessment Ad Hoc Committee**  
**January 16, 2018**  
**Minutes**

Charge: To oversee the development and implementation of the needs assessment process to identify the needs, barriers to care, and gaps in service in the HIV community and develop a comprehensive plan in line with the priority goals of the Ryan White Planning Council.

**Ad Hoc MEMBERS PRESENT**

Gary Benecke	John Dornheim	Donna Wilson
Lionel Hillard	Helen E. Turner	Skylar Lange, Chair

**Ad Hoc MEMBERS ABSENT**

Norma Piel-Brown	Edgar Carmona	Kellie Norcott
Crystal Bigley, Vice Chair		

**RWPC STAFF PRESENT**

Annie Sawyer-Williams, RWPC Coordinator	Justin M. Henry, RWPC Health Planner
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**GRANTS MANAGEMENT STAFF PRESENT**

Glenda Blackmon-Johnson, Program Monitor

**OTHERS PRESENT**

- I. **Call to Order:** Skylar Lange, Chair, called the meeting to order at 2:00 PM.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Planner, and certified by Skylar Lange.
- III. **Introductions/Announcements:**
  - a. Donna Wilson announced the Afiya Center will host the Texas Black Women's Reproductive Justice Summit: The Black Church's Response to Reproductive Justice on February 15-17, 2018. The registration fee is \$100.00.
- IV. **Public Comment Period:** N/A.  
  
Quorum was established at 2:08 PM.
- V. **Approval of December 19, 2018 Minutes:** *John Dornheim motioned to accept the minutes as written. Lionel Hillard seconded the motion. Motion passed unanimously.*
- VI. **Discussion of Logic Model:** Mr. Lange asked if there were any comments regarding the logic model. The committee discussed the logic model Output/Participation regarding advertisement and suggested a few places for advertisement:
  - Bars
  - Swingers Publications
  - Voice (mention HIV testing)

- Examiner (offered assisting)
- RWPC Website (Upon updating)

There were no changes to the logic model.

The committee worked on a tentative timeline. The goal is to have the consumer surveys completed and ready for distribution on 7/1/2019. Below are tentative dates for the activities discussed:

- 9.1.18: *Questions finalized for focus groups*
- 9.1.18-12.1.18: *Conduct focus group sessions*
- 12.1.18: *Begin work on consumer survey*
- 2.1.19: *Finalize consumer survey*
- 3.1.19: *Start conducting pilot survey*
- 5.1.19: *Finish pilot survey/compile results*
- 5.1.19-6.1.19: *Make edits to consumer survey*
- 10.1.19: *Submission deadline for consumer surveys*
- 2.28.20: *Survey results are due*

The committee discussed hosting a focus group for each of the priority populations. They also discussed the possibility of completing the needs assessment survey in-house. Additionally, they discussed the need to connect with non-Ryan White agencies in order to make contact with their clients.

**VII. Public Comment Period:** Glenda Blackmon-Johnson questioned if the needs assessment would incorporate the Integrated Prevention and Care Plan and if there had been a review of the plan. Mr. Lange stated that as a committee, the plan had not been reviewed and that he will personally review the plan. Ms. Turner stated that everything done should be in line with the Integrated Prevention and Care Plan. Ms. Blackman-Johnson also questioned the relationship with other non- Ryan White agencies and if there will be any save-the-date notifications or flyers. When recruiting the priority populations, there has always been an effort to try to talk with more out-of-care clients.

The committee also discussed working jointly with the other Planning Council committees in the planning of the needs assessment survey.

**VIII. Adjournment:** *John Dornheim motioned to adjourn. Lionel Hillard seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:59 PM.*

*Submitted by:*

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Annie Sawyer-Williams, Coordinator

\_\_\_\_\_  
Date

*Draft Certified by:*

\_\_\_\_\_  
Justin M. Henry, RWPC Health Planner

\_\_\_\_\_  
Date

*Final Approval by:*

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**Skylar Lange, Chair**  
**Crystal Bigley, Vice Chair**

\_\_\_\_\_  
Date

NEXT SCHEDULED MEETING  
Tuesday, February 20, 2018 2:00 PM  
Hickman Conference Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX

Needs Assessment Ad Hoc Committee Meeting  
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