

**Needs Assessment Committee**  
**March 20, 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  
Lionel Hillard

John Dornheim, Chair  
Helen E. Turner

Donna Wilson

**Ad Hoc MEMBERS ABSENT**

**RWPC STAFF PRESENT**

Annie Sawyer-Williams, RWPC Coordinator

Justin M. Henry, RWPC Health Planner

**GRANTS MANAGEMENT STAFF PRESENT**

**OTHERS PRESENT**

Ricky Tyler, RWPC CCC

Dwight Harry, ASD

- I. **Call to Order:** John Dornheim, Chair, called the meeting to order at 2:14 PM.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Planner, and certified by John Dornheim.
- III. **Introductions/Announcements:**
  - a. Dwight Harry introduced himself as the new Program Data Analyst from AIDS Services of Dallas (ASD).
  - b. John Dornheim announced AIDS Walk South Dallas is Saturday, March 24<sup>th</sup>. Registration starts at 8:00AM and the walk starts at 10:00AM.
  - c. Ricky Tyler announced he is a peer navigator for UT Southwestern. He noted that three of the six people that were trained will have employment opportunities.
  - d. Gary Benecke announced there will be eligibility changes at the Resource Center regarding the food pantry and home hot meals program. The service standards require all clients who access those services to show that they applied for Supplemental Nutrition Assistance Program (SNAP), receiving SNAP benefits or have been denied SNAP benefits before services can be rendered. The new requirement will start April 2<sup>nd</sup>, but will not be verified until the client renews eligibility requirements. Also, temporary cards will not be given if their card is expired. Clients will have to renew eligibility requirements before they can access the food pantry.
  - e. Donna Wilson announced she has been selected by the Positive Women Network (PWN) to discuss the election in TX. She will be speaking at their conference in Myrtle Beach, SC.
  - f. Justin Henry announced the RWPC retreat on April 6<sup>th</sup>, from 9AM-4PM at the Meadows Conference Center.

IV. **Public Comment Period:** N/A.

V. **Approval of January 16, 2018 Minutes:** *Gary Benecke motioned to accept the minutes as written. Donna Wilson seconded the motion. Motion passed with one abstention.*

VI. **Review of Timeline:** Mr. Henry gave an overview of the tentative timeline for the 2019 Comprehensive Needs Assessment. A question was asked: *Will the Needs Assessment Committee be charged with organizing the mini assessment?* The Needs Assessment Committee will be working in conjunction with the Planning & Priorities Committee to perform the assessment. Mr. Henry stated that with having the focus groups, the committee will still achieve the goal of performing a mini assessment as the focus group surveys are still being administered to the priority populations. The committee discussed how many micro assessments they would like to conduct. Mr. Henry suggested targeting the transgender, youth, and Hispanic MSM communities. The Resource Center has an outreach program entitled *Youth First* which serves 13-24 year olds as well as a transgender group and clinic. The groups at the Resource Center are not HIV specific and would not have a large percentage of HIV clients, but can still get a good group of people.

Proposed Timeline

- 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

VII. **Organizing Focus Groups for Priority Populations:** What is needed for the micro assessments?

- Surveys for each priority population (Mr. Henry will look for existing surveys)
- Review surveys especially for the transgender population, because the cultural competency in each area is different.
- Organizing the focus groups
- Finding a venue to host the focus groups

The committee agreed for the focus groups to be conducted for two sessions of fifteen people for roughly an hour and half a session. Additionally, the committee discussed the barriers of finding youth and Hispanic MSM for the focus groups. Suggestions were made partnering with the Resource Center and the juvenile court system to link with the youth population. It may be harder to find Hispanic MSM with there being a stigma in their community of something adverse happening to themselves or their families. The committee continued to discuss cultural competency in the Hispanic community.

The committee discussed venues that may be able to host the different focus groups.

VIII. **Public Comment Period:** N/A.

- IX. **New Business:** Mrs. Sawyer-Williams announced that the Needs Assessment is now a standing committee and that non-members will need to apply for membership. She also noted Mr. Tyler has expressed interest in applying for membership and becoming the committee vice chair.
  
- X. **Adjournment:** *Helen E. Turner motioned to adjourn. Gary Benecke seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:20 PM.*

*Submitted by:*

\_\_\_\_\_  
Annie Sawyer-Williams, Coordinator

\_\_\_\_\_  
Date

*Draft Certified by:*

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

\_\_\_\_\_  
Date

*Final Approval by:*

\_\_\_\_\_  
**John Dornheim, Chair**  
**Vacant, Vice Chair**

\_\_\_\_\_  
**Date**

**NEXT SCHEDULED MEETING**  
Tuesday, April 17, 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