

Needs Assessment Committee
April 17, 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, Chair	Donna Wilson
Lionel Hillard	Helen E. Turner	Ricky Tyler, RWPC CCC

Ad Hoc MEMBERS ABSENT

RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator	Justin M. Henry, RWPC Health Planner
---	--------------------------------------

GRANTS MANAGEMENT STAFF PRESENT

Sonia Contreras, Health Advisor

OTHERS PRESENT

Kendra Tevis, PCHHS	Karin Petties, Prism Health North Texas	
---------------------	---	--

- I. **Call to Order:** John Dornheim, Chair, called the meeting to order at 2:06 PM.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Planner, and certified by John Dornheim.
- III. **Introductions/Announcements:**
 - a. Helen E. Turner announced the Legacy Counseling Center's Grace Project is being held on April 20-23, 2018.
- IV. **Public Comment Period:** N/A.
- V. **Approval of March 20, 2018 Minutes:** *Gary Benecke motioned to accept the minutes as written. Helen E. Turner seconded the motion. Motion passed with one abstention.*
- VI. **Focus Group Priority Population:** *Transgender Persons (Determining Priority Population questions).* Mr. Henry gave an overview of sample survey questions from the LGBT Colorado Transgender Health Survey 2014. Ideally, the survey will consist of 8-10 questions and the focus group questions can be more detailed. The Care Coordination Ad Hoc Committee liked the idea of the Needs Assessment committee organizing a focus group. They would like to include focus group questions alongside the survey questions. They would like to present a few survey questions regarding the care coordination system.

Mr. Dornheim presented the U.S. 2015 Transgender Survey from the Texas State Report. He discussed the section on health and barriers that may be encountered in the transgender community. The committee reviewed some of the questions from the Colorado Transgender

Health Survey. It was suggested since Ryan White provides health care to stay focused on the health care questions for the survey.

Ms. Blackmon-Johnson questioned: What will we be prepared to do with our system to ensure they respond to the questions and would it be safe to assume if the questions are being asked and they answer them, will the participants anticipate these services being available or will they be able to access the services in our system? Mr. Dornheim stated we would need to let the participants know the questions that are being asked are to find out what services are needed and if possible, those services can be provided through the Ryan White system.

Mr. Hillard announced he visited United Black Ellument (UBE) and asked if the committee can conduct surveys at their location; they were very open and also offered the use of their tablets if needed to complete the needs assessment survey.

Focus Group Questions from the Care Coordination Ad Hoc Committee:

- *What is working for you in the Care Coordination System?*
- *What is not working for you in the Care Coordination System?*
- *What does an idea Care Coordination System look like?*

The committee continued to review the Colorado Health Survey and agreed to keep the questions focused on transgender health care.

Mr. Dornheim and Mr. Henry will review the survey questions and choose twenty questions to share with the committee.

VII. Public Comment Period: Mrs. Petties shared the RWPC Needs Assessment survey is well known in the community and used quite often. The transgender community does know the information they would like to share. She also suggested choosing a few transgender organizations to help out with any question that needs to be asked. The Trans-Cendence (www.transcendint.org) group allows the support of groups for families.

VIII. New Business: N/A.

IX. Adjournment: *Lionel Hillard motioned to adjourn. Gary Benecke seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:05 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, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX