

Needs Assessment Committee
June 19, 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.

MEMBERS PRESENT

John Dornheim, Chair	Brad Walsh	Donna Wilson
Helen E. Turner	Norma J. Piel-Brown	Kendra Tevis

MEMBERS ABSENT

Gary Benecke	Ricky Tyler	Lionel Hillard
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RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator	Justin M. Henry, RWPC Health Planner
Glenda Blackmon-Johnson, RWPC Program Manager	

GRANTS MANAGEMENT STAFF PRESENT

Kima S.E. Letcher, Program Manager

OTHERS PRESENT

Oscar Salinas, Community Guest	Kelly Richter, Gilead Sciences
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- I. **Call to Order:** John Dornheim, Needs Assessment Chair, called the meeting to order at 2:06 PM.
- II. **Certification of Quorum:** Quorum was established by John Dornheim and certified by Justin M. Henry.
- III. **Introductions/Announcements:**
 - a. Donna Wilson announced the Afiya Center will host the *Get Tested and Grab a Bite* event in recognition of National HIV Testing Day of June 27th from 11:00AM-4:00PM at the David Chapel Missionary Baptist Church.
 - b. Helen E. Turner announced she attended the HIV Syndicate meeting. The Texas HIV Syndicate is the planning body for HIV planning efforts in the state of Texas. Also, there was a Dallas HIV taskforce meeting hosted by the Resource Center regarding rebooting the taskforce in Dallas to help organizations coordinate their efforts.

Quorum was established at 2:08PM.
- IV. **Approval of the April 17, 2018 Minutes:** *Helen E. Turner motioned to approve the Needs Assessment Committee minutes. Donna Wilson seconded the motion. The motion passed unanimously.*
- V. **Approval of the Final Survey Questions:** Mr. Henry announced the survey questions have been modified for the last couple of committee meetings and Mr. Dornheim has incorporated a few suggested questions to create the final version. Mr. Henry has attempted contact organizations to have a discussion with them regarding distributing the surveys into the transgender community. Ms. Blackmon-Johnson asked the committee if they would like to issue incentives and if so how much.

A suggestion was made to issue \$10 gift cards. The committee discussed the pros and cons of issuing incentives. Mr. Henry asked the committee if it would be feasible to provide an incentive for a survey that takes five minutes to complete. A member asked if there was funding available for incentives. It was mentioned that a budget for incentives was to be submitted to the Administrative Agency (AA). The committee discussed the sample size and the importance of it being a representation of the total number of individuals within the population. Mr. Salinas gave an example of the methodology needed in assuring if the survey sample size would be representative of the population being assessed. He also suggested utilizing AIDS Service Organizations (ASO) for support in distributing surveys. The committee also discussed utilizing pharmaceutical companies to sponsor a community event that will attract clients.

- Larger organizations to administer the surveys
 - AIDS Service Dallas (ASD)
 - White Rock Clinic
 - Callie Clinic
 - Parkland
 - Gilead Sciences
 - AIDS Interfaith Network (AIN)
 - Amelia Court Transgender Health Clinic @ Parkland
 - Abounding Prosperity, Inc.
 - Stew Pot
 - United Black Ellument
 - Resource Center Dallas
 - Black Trans, Inc.

Motion: Donna Wilson motioned to accept the survey questions to be used for the Transgender Survey. Norma Piel-Brown seconded the motion. Motion passed unanimously.

A comment was made that it may be difficult to collect a high number of survey responses so instead, it would be best to position data collected to reflect more of a snapshot of what the needs of the community are as opposed to a definitive indication of what is needed. The committee discussed and agreed on a sample size of at least 150 individuals.

VI. Survey Questions for the next Priority Populations (Youth or Hispanic MSM): Mr. Dornheim asked members to recommend some youth organization(s) to contact. The committee agreed to have the same sample size for all the priority populations. Mr. Dornheim stated the committee would like survey all youth within the population regardless of their sexuality.

- Arnold Randall Young Women Leadership Academy/Rainbow Ranger/ LBGTQ Alliance in the Hispanic Youth Population.
- Resource Center
- Hana Youth First

Mr. Henry stated the transgender survey questions were a template that had already been created and suggested using the same method for the youth survey questions.. It was suggested to review the Youth Risk Behavior (YRB) survey for sample questions.

Mr. Dornheim and Mr. Henry will assess some survey questions and communicate with each other to develop the youth/Hispanics survey questions. Mr. Dornheim asked members if they find any questions that can be used for the survey to forward them to Mr. Henry.

Ms. Blackmon-Johnson stated the activities should fit into the Integrated HIV Prevention and Care Plan and the Early Identification of Individuals with HIV/AIDS (EIIHA) strategy. She asked can some of the questions be developed and created around the integrated plan. The committee agreed they will start with a base model.

VII. New Business: Glenda Blackmon-Johnson gave an update on the accomplishments of the Integrated Prevention and Care Plan from January-June 2018. She explained the “parking lot” which is applicable to the RWPC. The Care Coordination Ad hoc Committee created a standard confidentiality and consent form which states that the focus group(s) discussions would be recorded and the recording will be destroyed 90 days after the report is issued. The RWPC bylaws verbiage regarding the special committees will be added at a later date. She also announced that the primary user of the Early Intervention Services category will no longer utilize Ryan White funds to provide service. Data from this provider was available through ARIES, but now that the provider no longer utilizes these funds to provide services, then client utilization data will no longer be available. For the 2019-2020 program year, the Substance Abuse and Mental Health Services Administration (SAMHSA) funding will be discontinued. She noted the committee can make a request for more information. There needs to be more discussion regarding the Integrated HIV Prevention and Care Plan and the EIIHA strategy.

VIII. Adjournment: Helen E. Turner motioned to adjourn. Donna Wilson seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:16 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, July 17, 2018 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX

Needs Assessment Ad Hoc Committee Meeting
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