

Needs Assessment Committee
July 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.

MEMBERS PRESENT

John Dornheim, Chair	Brad Walsh	Donna Wilson
Helen E. Turner	Norma J. Piel-Brown	Kendra Tevis
Gary Benecke	Lionel Hillard	Oscar Salinas

MEMBERS ABSENT

Ricky Tyler	Jonathan Thorne
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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

OTHERS PRESENT

Dwight Harry, ASD

- I. **Call to Order:** John Dornheim, Needs Assessment Chair, called the meeting to order at 2:01 PM.
- II. **Certification of Quorum:** Quorum was established by John Dornheim and certified by Justin M. Henry.
- III. **Introductions/Announcements:**
 - a. John Dornheim introduced Oscar Salinas a new Needs Assessment Committee member.
- IV. **Approval of the June 19, 2018 Minutes:** Gary Benecke motioned to approve the Needs Assessment Committee minutes. Brad Walsh seconded the motion. The motion passed unanimously.
- V. **Update on Transgender Survey:** Mr. Henry announced he hasn't been successful to contact service providers to distribute the Transgender surveys; however Administrative Agency has distributed the surveys appropriately to all Ryan White Sub-Recipients.

Ms. Turner asked support staff for a timeline to continue the distribution of the surveys. The committee discussed the importance of the priority population's survey and how committee members can assist support staff with distribution.

Mr. Walsh volunteered to take surveys to a site on Wednesday, July 18th.

Mr. Hillard stated that there needs to be a plan for distribution because the community can burn out with the surveys. He noted the committee needs to be aware of what's going on with other organizations can be in the community when conducting surveys and seeking information. Mr.

Henry stated the best approach to reach the target is organizing set dates to reduce duplication. It was suggested to partner with non-Ryan White providers at their events. The committee continued to discuss partnering with Ryan White and non-Ryan White providers.

Sonia Contreras reported to the committee that she submitted the Transgender survey to all the Ryan White sub-recipients Executive Directors and Quality Department, but she has not received any feedback. The committee discussed of contacting other staff within the organizations who work with the committee and are aware of the survey project.

- VI. Survey Questions for the Youth Population:** Mr. Dornheim circulated a youth risk behavior survey for review. He asked the member to combined questions from the Transgender survey and the youth risk behavior survey to develop a Youth Survey. Mr. Henry suggested developing the questions for all the priority populations and approving them for distribution at the same time.

The committee discussed distribution of the incentives. Ms. Blackmon-Johnson gave an overview of the protocol for incentives are approved and distribution works.

Mr. Dornheim asked the committee to review both surveys (transgender and youth risk surveys) and get back with suggestions to him by Monday, July 23rd. He stated members can also add questions they would like to the survey. The committee agreed to have no more than 30 questions on the youth survey.

- VII. New Business:** N/A.

- VIII. Adjournment:** *Helen E. Turner motioned to adjourn. Norma Piel-Brown seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:02 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, August 21, 2018 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX