

**Needs Assessment Committee**  
**September 18, 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	Donna Wilson	Oscar Salinas
Helen E. Turner	Kendra Tevis Brad Walsh	
Gary Benecke		

**MEMBERS ABSENT**

Lionel Hillard	Jonathan Thorne	Norma J. Piel-Brown
Ricky Tyler		

**RWPC STAFF PRESENT**

Annie Sawyer-Williams, RWPC Coordinator	Glenda Blackmon-Johnson, RWPC Program Manager
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**GRANTS MANAGEMENT STAFF PRESENT**

Sonya M. Hughes, Assistant Director

**OTHERS PRESENT**

- I. **Call to Order:** John Dornheim, Needs Assessment Chair, called the meeting to order at 2:00 PM.
- II. **Certification of Quorum:** Quorum was established by John Dornheim and certified by Annie Sawyer-Williams.
- III. **Introductions/Announcements:**
  - a. John Dornheim announced Suicide Awareness Day at Dallas County Court House for 10:00-11:15 AM. Guest speakers will discuss how suicide has affected their lives.
  - b. Helen E. Turner announced the End the Epidemic taskforce met and it was noted that Dallas County does not have leadership in place. She is collecting short videos to describe what ending the epidemic means to be shown at the conference.
- IV. **Approval of the August 21, 2018 Minutes:** *Helen E. Turner motioned to approve the Needs Assessment Committee minutes. Donna Wilson seconded the motion. The motion passed unanimously with correction the committee approved July 17, 2018 minutes.*
- V. **Update on Transgender Surveys:** There were no questions or comments regarding the revised Transgender survey.
- VI. **Survey Questions for the Youth Population:** There were no questions or comments regarding the revised Youth survey.
- VII. **Design 2019 Needs Assessment (Timeline-Table of Content, RFP, Outsource):** The committee discussed the possibility of outsourcing the Needs Assessment Survey. Mr. Walsh volunteered to conduct the Needs Assessment survey upon receiving all the planning data from the 2016 needs assessment. The committee members gave an overview of the 2016 need assessment survey

process. The committee reviewed and discussed the table of contents the appendices list from 2016. Ms. Blackmon-Johnson asked Mr. Walsh what information is needed from support staff. He stated he would like to distribute paper surveys instead of having surveys online. Mr. Benecke reported the problem with distributing paper surveys is having someone supervise the surveyor. Members asked, will the committee assign a number of surveys per agency? Mr. Benecke replied this cannot be done because; some agencies see clients all the time where other agencies see clients periodically. He stated regardless of what agency the surveys come from, there needs to be a good representation collected. Ms. Turner stated the survey needs to be comprehensive; and the committee would also like to survey non-Ryan White agencies. Ms. Blackmon-Johnson added one of the concerns in 2016 the surveys were focused on individuals who were only in-care and they were struggling to collaborate with non-Ryan White providers that provide services to positive individuals. Mr. Walsh suggested partnering with the AIDS Education and Training Center (AETC) for local non-Ryan White providers. Mr. Salinas expressed concerns about limiting the number of surveys per agencies; that the actual need will not be capture.

The committee discussed planning the Focus Group for Key Informants and a Provider Capacity survey.

Mr. Walsh requested a guide of documents from the funder as to what can be retain, what can be cut and what is provided by law.

Mr. Dornheim distributed a questionnaire for Unmarried Latino Men to focus on the Latino population survey. The committee agreed to review and choose questions from the questionnaire that will be useful for the survey.

The committee discussed if permitted using the Care Coordination Ad Hoc committee focus group information for the Needs Assessment survey and training the members who will be conducting the Key Informant interviews.

**VIII. New Business: N/A.**

**IX. Adjournment: Helen E. Turner motioned to adjourn. Gary Benecke seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:01 PM.**

*Submitted by:*

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Annie Sawyer-Williams, Coordinator

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Date

*Draft Certified by:*

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Justin M. Henry, RWPC Health Planner

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Date

*Final Approval by:*

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**John Dornheim, Chair**

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**Date**

**Vacant, Vice Chair**

NEXT SCHEDULED MEETING  
Tuesday, October 16, 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