

**Needs Assessment Committee**  
**October 16, 2018**  
***Unofficial 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	Helen E. Turner	Oscar Salinas
Kendra Tevis	Brad Walsh	

**MEMBERS ABSENT**

Lionel Hillard	Jonathan Thorne	Norma J. Piel-Brown
Ricky Tyler	Donna Wilson	Gary Benecke

**RWPC STAFF PRESENT**

Annie Sawyer-Williams, RWPC Coordinator	Justin M. Henry, RWPC Planner
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**GRANTS MANAGEMENT STAFF PRESENT**

**OTHERS PRESENT**

Amanda Hebert, AIN	Skylar Lange, AIN	Acquna King, AIN
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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 not established.
- III. **Introductions/Announcements:**
  - a. Kendra Tevis announced on Tuesday, October 23<sup>rd</sup> there will be a training titled *Your Quality Care Workshop* at Amelia Court Auditorium from 10:00 a.m. - 2:00 p.m. Please RSVP by Monday, October 22<sup>nd</sup>.
  - b. Helen E. Turner announced the 2018 Texas HIV/AIDS Conference to be held November 27-29, 2018 in Austin, Texas. Scholarships are available for those interested to attend. The Ending the Epidemic Plan will launch at the conference.
- IV. **Update on target population surveys Transgender/Youth (Timeline for Distribution):** The committee discussed completing all the targeted population surveys and follow-up with a timeline for distribution.
- V. **Survey Questions for the Latino/Hispanic Population:** The committee discussed the revised questions for the Latino/Hispanic surveys. The committee made some changes to the tool and Mr. Dornheim to revise the survey and forward the revisions to support staff for distribution. The committee had a brief discussion regarding other tools for review.
- VI. **Design 2019 Needs Assessment:** Mr. Walsh spoke with the AIDS Educational Training Center (AETC) regarding a list of providers; he reported there data is kept in a different ways; and he was able to obtain some resources. He met with several people from Dallas County Health and Human Services in the Disease Intervention Specialist (DIS) departments. Mr. Walsh will reach out to them for help to recruit newly diagnosis HIV patient. He reported having made contact with several

AIDS Service Organizations. Mr. Walsh spoke with a individual from Texas Association of Addiction Professional asked if he could speak with some of their members who work with IV Drug Users in addition to distributing surveys to complete some focus groups. Other groups he mentioned for follow-up are late stage diagnosed individuals having separate surveys with the population. The committee discussed surveying other counties.

Mr. Walsh reported a timeline:

- Epidemiologic report due in the winter
- Start meetings with agencies who will be survey in the winter
- Surveys, focus groups, and questionnaire will be ready in the winter
- In August all the reporting can be transcribe.

The committee discussed working with the Veterans Affairs.

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

**VIII. 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**  
**Vacant, Vice Chair**

\_\_\_\_\_  
Date

NEXT SCHEDULED MEETING  
Tuesday, November 20, 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