

Needs Assessment Committee
November 20, 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
Brad Walsh

Donna Wilson
Gary Benecke

Kendra Tevis

MEMBERS ABSENT

Lionel Hillard
Ricky Tyler

Jonathan Thorne
Helen E. Turner

Norma J. Piel-Brown

RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator

Justin M. Henry, RWPC Planner

GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

Christopher Webb, Older Adult Services

Catina Grove, PHHS

- I. **Call to Order:** John Dornheim, Needs Assessment Chair, called the meeting to order at 2:12 p.m.
- II. **Certification of Quorum:** Quorum was not established.
- III. **Introductions/Announcements:**
 - a. Kendra Tevis introduced Catina Groves a new Case Manager at Parkland Hospital.
 - b. Gary Benecke announced the Resource Center Health Campus at 2701 Reagan Street will host their community Thanksgiving lunch on November 21st, from 11:00 a.m-1:30 p.m. All are welcome. Please RSVP at the front desk or call 214-528-0144 by Friday, November 16th.
 - c. Donna Wilson announced the Texas Black Initiative is seeking new members to meet every 1st Saturday of the month.
- IV. **Target Population/Consumer Survey:** Mr. Dornheim distributed a draft copy of the Ryan White Council Needs Assessment Hispanic Survey for members to review. The survey outlined: Demographics, Health Status, Healthy Days- Health Related to Quality of Life, Health Care Access, Sexual History, Oral Health, Disability, and General questions.

The committee discussed the timeline and target goals for the Needs Assessment Survey. Mr. Walsh presented tentative timelines the committee could select:

- January/February 1st begin focus groups questions/key informant interviews
- March 1st begin pilot for the surveys
- June 1st being the surveys utilizing provider's site.

They discussed collaboration with community providers to gain access to their clients for the survey distribution. The committee discussed qualitative data for focus groups and interviews.

2019 Design Needs Assessment Timeline: Mr. Walsh explained details regarding the Community Health Needs Assessment. The report outlined the Epidemiological Reporting, Surveys and Gap Analysis for the Dallas EMA Geographic Region of the Dallas EMA; and the population of the EMA's 2017 US Census Bureau, including Race/Ethnic of the population, and age distribution. After a lengthy discussion the committee agreed to keep the document for further use.

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

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, December 18, 2018 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX