

Needs Assessment Committee December 18, 2018

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	Ricky Tyler
Kendra Tevis	Brad Walsh	Lionel Hillard
Gary Benecke	Helen E. Turner	

MEMBERS ABSENT

Jonathan Thorne	Norma J. Piel-Brown
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RWPC STAFF PRESENT

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

OTHERS PRESENT

Christopher Webb, Older Adult Services	Hosea Crowell, AIN	Helen Zimba, The Afiya Center
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- 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 established.
- III. **Introductions/Announcements:**
 - a. Lionel Hillard announced the Consumer Council Committee's end of the year meeting and forum: HIV Social Implications: Women- Transgender and Holiday Luncheon on December 20th from 2-4 p.m.
 - b. Glenda Blackmon-Johnson announced AA and PC staff and council member attended the 2018 National Ryan White Conference on HIV Care & Treatment on December 11-14; which was very informative.
 - c. John Dornheim distributed Acknowledgement certificates to members.
 - d. Helen E. Turner announced that her term with the RWPC has expired, but she will continue to participate with the sub-committees.
- IV. **Approval of the September 18, 2018 Minutes:** *Helen E. Turner motioned to approve the Needs Assessment Committee minutes. Brad Walsh seconded the motion. The motion passed with one abstention.*
- V. **Consumer Survey- Creating the survey tool:** Mr. Walsh gave an overview of the survey.
 - The committee discussed questions regarding intersex being a risk factor for HIV transmission. The committee agreed to eliminate question.
 - Mr. Walsh suggest adding "do not choose to answer", as an option for the all the questions on the survey.

- The goal is to develop a draft and have it ready for distribution in January. Mr. Walsh suggested utilizing the CCC to pilot the survey for their feedback and edits.

Mr. Walsh stated he is working on the Epidemiological report using secondary data. He noted a data source that were not used in the 2016 survey: the Centers for Disease Control and Prevention (CDC) initiated the state-based Behavioral Risk Factor Surveillance System (BRFSS) a cross-sectional telephone survey that state health departments conduct monthly over landline telephone and cellular telephones with a standardized questionnaire. BRFSS is used to collect prevalence data among adult U.S. residents regarding their risk behaviors and preventative health and practices that can affect their health issues.

Mr. Walsh will forward a draft survey to support staff to forward to the Needs Assessment members for any edits.

John Dornheim informed the members that he will forward the draft letter for HIV Practitioners outside the Dallas EMA seeking their help to administer the survey to the Office of Support for distribution.

VI. 2019 Needs Assessment Timeline: Action Items for 2019.

- Committee will receive a copy of the draft survey for review. At the January’s meeting the committee will finalize the survey for distribution to the CCC for feedback.
- The committee will review the draft letter written to HIV Practitioners for approval. The committee discussed other providers and shelters to consider for partnership.

It was asked if the committee has decided on a number for focus group participants. The committee agreed on the five priority populations; but Mr. Walsh stated there may be more in the rural counties.

VII. New Business: N/A.

VIII. Adjournment: *Lionel Hillard motioned to adjourn. Helen E. Turner seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 2:57 p.m.

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, January 18, 2019 2:00 PM

Needs Assessment Ad Hoc Committee Meeting
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Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX