

Needs Assessment Committee January 15, 2019

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	Kendra Tevis
Shelia A. Crockett Nwachi	Brad Walsh	Helen E. Turner

MEMBERS ABSENT

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

RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator	Glenda Blackmon-Johnson, RWPC Manager
Justin M. Henry, RWPC Planner	

GRANTS MANAGEMENT STAFF PRESENT

Oscar Salinas, CQM Administrator	Julia Chavarria, DCHHS HOPWA
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OTHERS PRESENT

Angelica Gallegos, AIN	Liza Bethea, AIN	Lori Davidson, City of Dallas
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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. Helen Turner had a great turn at the Dallas Taskforce meeting on 1.15.19 and that they are in the process of trying to have the regional launch event for the Achieving Together Plan. .
- IV. **Approval of the December, 2018 Minutes:** *Helen E. Turner motioned to approve the Needs Assessment Committee minutes. Donna Wilson seconded the motion. The motion passed unanimously.*
- V. **Office of Support:** Mr. Henry reported:
 - RWPC Support Staff is in the process of organizing leadership training for reappointed and new members. The positions that are open to candidates are: *Allocations-Vice Chair, Evaluation-Chair, and Needs Assessment-Vice Chair.*

Mrs. Blackmon-Johnson gave an updated on the RWPC membership reflectiveness: Currently four members of the RWPC have term out leaving a total of 22 members. The PC is actively recruiting for new members: *Women of Color, Transgender, Youth, Hispanic, Indian representation* and has three mandated seats to be filled: *Texas State Agency, Medicaid, and representation of those recently incarcerated.*

A member asked the status of the candidates who had applied for membership. Mrs. Blackmon-Johnson replied that the language in the RWPC Bylaws is contradicting in stating that the RWPC may seat no more than 33 members. Support staff is waiting on a response from the Judge's Office regarding the pending applications.

VI. Consumer Survey- Edit and Review: Mr. Henry gave the committee an overview of the timeline for the Needs Assessment survey. The committee agreed to review the timeline periodically.

The committee discussed translating the consumer survey into a Spanish version. Oscar Salinas and Angelica Gallegos volunteered to translate the survey to Spanish.

The committee reviewed and discussed the draft survey that will be distributed to the Consumer Council Committee (CCC) for feedback. They agreed on multiple edits and revisions to the Consumer Survey document. A member recommended that members review question #58 (chart) and provide feedback at a later date to support staff for revision.

Mr. Henry will make the revision to the document and forward them to the committee.

VII. New Business: N/A.

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

The meeting was adjourned at 3:57 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, February 19, 2019 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX