

Needs Assessment Committee February 19, 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	Lionel Hillard	Kendra Tevis
Ricky Tyler	Shelia A. Crockett Nwachi	Norma J. Piel-Brown
Brad Walsh	Carmarion D. Anderson	Helen E. Turner
Christopher Webb, Vice Chair		

MEMBERS ABSENT

Jonathan Thorne	Donna Wilson
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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

OTHERS PRESENT

Ronalyn Johnson, 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 2:00 p.m.
- II. **Certification of Quorum:** Quorum was established.
- III. **Introductions/Announcements:**
 - a. Lionel Hillard introduced Christopher Webb as the new Needs Assessment Vice Chair.
 - b. John Dornheim announced the Save-the-Date for the Consumer Council Committee “Newly Diagnosed” forum on Tuesday, March 12, 2019 at Amelia Court Auditorium from 2-4 p.m.
- IV. **Approval of the January 15, 2019 Minutes:** *Gary Benecke motioned to approve the Needs Assessment Committee minutes. Shelia A. Crockett Nwachi seconded the motion. The motion passed with three abstentions.*
- V. **Office of Support:** Mrs. Blackmon-Johnson gave an updated on the RWPC membership reflectiveness: Currently 21 members total.

She announced Interim Project Officer, Kristina Barney, from the Health and Resources and Services Administration (HRSA) has been assigned to the Dallas Area.

Mr. Henry announced the Request for Proposal (RFP) for the Needs Assessment Survey is under revision which will include sections on contracting; qualitative portion, potentially implementing an online version of the survey. The committee had a discussion regarding tablet rental vs. purchasing for the surveys.

- VI. **Consumer Survey- Completed by CCC:** The committee discussed and revised the suggested new edits as a result of the CCC pilot test of the 2019 survey. Mr. Dornheim asked members to email their suggestions regarding incentives to support staff.
- VII. **2019 Needs Assessment Timeline (Focus Group Pilot):** Mr. Walsh stated a tentative date for the focus group, and survey pilot is March 1, 2019.
- VIII. **New Business:** N/A.
- IX. **Adjournment:** *Lionel Hillard motioned to adjourn. Norma Piel-Brown seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:33 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
Christopher Webb, Vice Chair

Date

NEXT SCHEDULED MEETING
Tuesday, March 19, 2019 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX