

Needs Assessment Committee March 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	Brad Walsh	Carmarion D. Anderson
Helen E. Turner	Christopher Webb, Vice Chair	Gary Benecke

MEMBERS ABSENT

Jonathan Thorne	Donna Wilson	Shelia A. Crockett Nwachi
Norma J. Piel-Brown		

RWPC STAFF PRESENT

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

GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

Govind Singh, Life Care Pharmacy	Tony Duram, Life Care Pharmacy	Manbuba Khanm , Parkland
Angelica Gallegos, AIN		

- 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 by Justin M. Henry, RWPC Planner and certified by John Dornheim.
- III. **Introductions/Announcements:**
 - a. Helen Turner announced the launch Achieving Together: Epidemic to End AIDS will be in collaboration with Dallas HIV Taskforce and District 3 Public Advisory Council host a launch tentatively on May 23rd at 3:30 p.m. at Dallas County Health and Human Services conference room 627.
 - b. Helen Turner announced the Grace Project Women Conference for Women Living with HIV is scheduled for March 29-31 at the Westin Hotel Dallas, TX.
 - c. Lionel Hillard announced the AIDS Walk South Dallas event will be held on March 23rd at 10:00 a.m. at the Martin Luther King Center.
 - d. John Dornheim announced the National Alliance on Mental Illness (NAMI) walk for Minds of America is scheduled on May 4th at 10:30 a.m. at the Dr. Pepper Ball Park in Frisco, TX.
 - e. Carmarion D. Anderson announced the National Black Trans Advocacy Conference (BTAC) will be held on April 23-28 at Wyndham Hotel Dallas, TX.
 - f. Gary Benecke announced the Resource Center's Oral Clinic Health is not open: and referrals are not being accepted for new clients.

g. Helen Turner announced that a Congratulatory Resolution was given to Don Mason former CEO with AIDS Services of Dallas (ASD) for 32 years of service.

IV. Approval of the February 19, 2019 Minutes: *Lionel Hillard motioned to approve the Needs Assessment Committee minutes. Helen Turner seconded the motion. The motion passed unanimously.*

V. Office of Support: Mrs. Blackmon-Johnson spoke with Lauren Trimble at the Judges Office stating she has submitted two referrals for RWPC membership.

Mr. Hillard and Mrs. Blackmon-Johnson visited The Bridge Homeless Recovery Center and spoke with their staff regarding distribution of the Needs Assessment survey at their site. They are willing to work with the RWPC and have offered to set up and use their room; to accommodate individuals who would like to participate in the Needs Assessment Survey. They requested a copy of the survey questions for review to ensure compliance with their internal policies. After their review of the survey they will create and sign a Memorandum of Understanding (MOU).

- **Needs Assessment software or tablets:** Mr. Henry met with a representative from a survey company and is in the process of obtaining a license from the company. The committee had a brief discussion regarding the company and designing the Needs Assessment Surveys. Mr. Hillard announced the tablets have been ordered.

Mr. Henry is currently working Request for Proposal (RFP) for the Needs Assessment Survey.

VI. Overview of the Focus Group/Survey: Mr. Walsh reviewed the in care status from the pilot survey at Parkland Hospital.

Questions ranging from:

- Not in-care status
- Alcohol consumption
- Employment status
- Insurance status
- Inform HIV status to partners
- Services most needed

The committee discussed use of a consent form. After discussion the committee agreed to review the standard consent form used by the RWPC and discuss further at the next meeting.

The committee has a discussion regarding the RFP and the contract vendor involvement with the process for the duration. Mrs. Blackmon-Johnson noted once a vendor is identified the committee will have access to the vendor for questions and conversations.

VII. 2019 Needs Assessment Timeline (Focus Group/Transgender): Mr. Henry reviewed the 2019 Needs Assessment timeline. Mr. Walsh suggested having another pilot survey once the tablets are available.

The committee discussed having an extra meeting tentatively in April or May.

The committee discussed looking at the transgender priority population for the next focus group. After discussion Mr. Walsh recommended coordinating a Transgender focus group tentative within two weeks (April 8th). Mr. Hillard will contact Nelson-Tebedo clinic regarding the transgender focus group being held at their facility.

VIII. New Business: N/A.

IX. Adjournment: *Lionel Hillard made a motion to adjourn. Ricky Tyler seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:30 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, April 16, 2019 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX