

## Needs Assessment Committee April 16, 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

Lionel Hillard	Kendra Tevis	Ricky Tyler
Brad Walsh	Carmarion D. Anderson	Helen E. Turner
Christopher Webb, Vice Chair	Gary Benecke	

### MEMBERS ABSENT

John Dornheim, Chair	Norma J. Piel-Brown	Shelia A. Crockett Nwachi
Jonathan Thorne	Donna Wilson	

### RWPC STAFF PRESENT

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

### GRANTS MANAGEMENT STAFF PRESENT

Wanda Scott, Program Monitor	Sonia Contreras, Health Advisor
------------------------------	---------------------------------

### OTHERS PRESENT

Angelica Gallegos, AIN	Liza Bethen, AIN
------------------------	------------------

- I. **Call to Order:** Christopher Webb, Needs Assessment Vice Chair, called the meeting to order at 2:04 p.m.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Planner and certified by Christopher Webb.
- III. **Introductions/Announcements:**
  - a. Gary Benecke announced the Resource Center Dental Health Clinic's grand opening from 5:30-6:30 p.m. at 9535 Forest Ln. Suite 230, Dallas, TX 75243.
  - b. Ricky Tyler announced a Town Hall meeting with DA John Creuzot "Breaking the Chains of Mass Incarceration" on 4/17/2019 from 6:30-8:30 p.m. Registration will to start at 5:45 p.m.; free food, complimentary childcare and Spanish Interpretation will be available.
- IV. **Approval of the March 19, 2019 Minutes:** *Lionel Hillard motioned to approve the Needs Assessment Committee minutes. Helen E. Turner seconded the motion. The motion passed unanimously.*
- V. **Office of Support:** Mr. Henry announced the Consultant Charles Henley will conduct a presentation on Thursday, April 18<sup>th</sup> from 11:00 a.m.-12:00 p.m. The committee reviewed the Scope of Services and the Terms regarding Ryan White Comprehensive Needs Assessment. He asked members to submit input or questions regarding the document. The committee discussed tasks to be outsourced to a vendor for the Needs Assessment process and additional expectation for the process. Mr. Henry noted the overall goal for the Needs Assessment Committee to be responsible for the completion of the process. The committee was asked to respond with feedback regarding the Scope of Services document by April 22<sup>nd</sup>.

Mr. Henry reported that staff is waiting for feedback from the Purchasing Department regarding the Request for Proposal (RFP).

**VI. Organizing Future Focus Groups:** Mr. Henry reported to the committee that the meeting for the focus group at Resource Center on Cedar Springs was a misunderstanding and there was a time conflict with the scheduling. The focus group participants were not available. Mr. Henry proposed for future planning of focus groups there needs to be a process for better organization. The committee discussed other venues to hold future focus groups. They agreed tentatively to schedule a focus group at AIDS Access Network (AIN) on Monday, April 29<sup>th</sup>.

**VII. Sub recipient Capacity Survey:** The committee reviewed the profile questioned distribute for Ryan White Funded Sub-recipient during the FY 2016 Needs Assessment process.

Edits suggestions for questions:

6. What is the expected impact to your agency and clients from the Affordable Care Act 2017?

- Bring the question to current: *What was the impact.*

24. Early Intervention Services - *Define the service category*

44. PLWH Support Groups – *How to define PLWH- What other workgroups are you working with.*

72. Non-Medical Transportation – *How is Non-Medical Transportation being define? Examples of how a client can utilize this service.*

The committee agreed to continue to review the document and submit any suggestions or changes to the Office of Support.

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

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

The meeting was adjourned at 3:19 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, May 21, 2019 2:00 PM  
Hickman Conference Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX