

Needs Assessment Committee

May 21, 2019

Unofficial Meeting

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	Brad Walsh
Helen E. Turner	Christopher Webb, Vice Chair	Shelia A. Crockett Nwachi

MEMBERS ABSENT

Gary Benecke	Ricky Tyler	Kendra Tevis
Carmarion D. Anderson	Norma J. Piel-Brown	Donna Wilson
Jonathan Thorne		

RWPC STAFF PRESENT

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

GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

Angelica Gallegos, AIN

- I. **Call to Order:** Christopher Webb, Needs Assessment Vice Chair, called the meeting to order at 2:05 p.m.
- II. **Certification of Quorum:** Quorum was not established.
- III. **Introductions/Announcements:**
 - a. The committee welcomed John Dornheim back from medical leave.
 - b. Helen E. Turner announced the Regional Launch of the Achieving Together Event scheduled for May 23rd at 3:30 p.m. at Dallas County Rm 627. The launch is a collaborative effort with the District 3 Public Health Advisory Board. They are seeking volunteers for the event and there will be affinity tables available.
 - c. Annie Sawyer-Williams announced Cristopher Burke a former Evaluation and RWPC member has passed away.
 - d. Glenda Blackmon-Johnson commented on Muhlaysia Booker a Transgender who loss her life on Saturday. She asked the committee to be vigil when it comes to the Transgender Community.
- IV. **Office of Support:** Glenda Blackmon-Johnson reviewed the RWPC Membership Reflectiveness and noted three new members have been appointed to the Ryan White Planning Council. The three mandate seats are still vacant.

Glenda Blackmon-Johnson distributed the 2020 Service Category Mapping and Justification Workgroup Recommendations for review regarding concerns and input from the workgroup.
- V. **Needs Assessment Timeline:** Mr. Henry provided the committee with the 2019 Comprehensive HIV Needs Assessment Timeline. They reviewed and discussed the accomplishment the committee has made e.g., revising a draft of the Epi report and consumer pilot surveys. They discussed submitting the paper surveys first until the system is ready for online surveys. Mr. Henry suggested utilizing Ryan White and non-Ryan White sub-recipients for distribution via formal request to the Administrative Agency.

Needs Assessment Ad Hoc Committee Meeting

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The committee discussed training for the survey administration training and agreed to schedule the survey administration training for June 18th starting at 1 p.m. and to schedule a backup training at a later date if needed.

The committee discussed the written letter seeking assistance from a provider regarding the committee submitting surveys at their location. A suggestion was made to modify the letter and submit it to other sub-recipients.

The committee discussed the process for distributing incentives during the survey process.

- VI. Finalize Sub-recipient Capacity Survey:** The committee discussed the profile questions for Ryan White Funded Sub-recipient capacity survey; also who will receive the survey for completion.

The committee agreed to continue to review the document and to re-title the document "Profile of Dallas Area HIV service providers and include questions regarding Ryan White funding.

- VII. Feedback from Epi Report Draft:** The committee discussed and reviewed the Epidemiologic Summary; and by consensus they agreed to move forward with the document.

The committee agreed to host a focus group in the Sherman-Denison area at the beginning of June. Support staff will contact someone at the Callie Clinic for coordination.

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

The meeting was adjourned at 3:15 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, June 18, 2019 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX