

Needs Assessment Committee

June 18, 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
Christopher Webb, Vice Chair

Brad Walsh
Kendra Tevis

Helen E. Turner
Carmarion D. Anderson

MEMBERS ABSENT

Gary Benecke
Lionel Hillard
Jonathan Thorne

Ricky Tyler
Norma J. Piel-Brown

Shelia A. Crockett Nwachi
Donna Wilson

RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator

Glenda Blackmon-Johnson, RWPC Manager

GRANTS MANAGEMENT STAFF PRESENT

Wanda Scott, Program Monitor

OTHERS PRESENT

Angelica Gallegos, AIN, Inc.

- I. **Call to Order:** John Dornheim, Needs Assessment Chair, called the meeting to order at 2:08 p.m.
- II. **Certification of Quorum:** Quorum was not established.
- III. **Introductions/Announcements:** N/A.
- IV. **Office of Support:** N/A.
- V. **Training Survey Administration:** Ms. Helen E. Turner gave an overview of the FY 2016 survey administration including volunteers and those who assisted in the survey process. Mr. Walsh asked, who will administer the current survey process? Will it will be volunteers, sub-recipients, and support staff? The committee discussed soliciting and recruiting 5-7 interns to help administer the surveys.

The committee discussed compensation for the Needs Assessment participants. They discussed the idea of using a \$15 gift card instead of \$10 across the board. They agreed by consensus if it is foreseen in order to increase participation during the survey process to increase compensation for participants to \$15. The committee discussed compensation for Key Informants; choosing them per sub-population (African American, MSM, Youths, Transgender Woman, Black Women, Latinx, and IV Drug User) and offer compensation of \$50. It was suggested to reach out to the Homeless and Aging populations. The committee agreed to budget for 7 key informants.

The committee agreed that the administrators will not help or advise participants with any particular questions while conducting the survey, but share those concerns with the committee.
- VI. **Focus Group Update (Sherman-Denison 6.14.19 and Spanish-Focus Group Survey Reporting):** Mr. Walsh gave an update on the Sherman-Denison focus group. There were 7 participants 2 females 5 males discussed living with HIV in a rural county. The participants gave accolades to the clinic for their service(s). They discussed services they go to Dallas to receive.
- VII. **New Business:** N/A.

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