

## Needs Assessment Committee

November 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  
Gary Benecke

Helen E. Turner  
Christopher Webb, Vice Chair

Kendra Tevis  
Donna Wilson

### MEMBERS ABSENT

Jonathan Thorne

Lionel Hillard

### RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator

Glenda Blackmon-Johnson, RWPC Manager

Justin M. Henry, RWPC Planner

### GRANTS MANAGEMENT STAFF PRESENT

### OTHERS PRESENT

Linda Freeman, CCC member

Hosea Crowell, AIN

- I. **Call to Order:** John Dornheim, Needs Assessment Chair, called the meeting to order 2:06 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim and certified by Justin M. Henry, RWPC Planner.
- III. **Introductions/Announcements:**
  - a. Donna Wilson announced the Afiya Center will host a free Community Thanksgiving Dinner on November 26<sup>th</sup> at David's Chapel M.B. Church 4353 S. Hampton Rd Dallas, TX starting at 6 p.m.
  - b. Gary Benecke announced the Resource Center Health Campus at 2701 Reagan Street will host their community holiday lunch (Thanksgiving and Christmas), on Friday, December 13<sup>th</sup> from 11:00 a.m-1:30 p.m. All are welcome.
  - c. Helen E. Turner announced in observance of World AIDS Day, AIDS Healthcare Foundation (AHF) and Access Information Network (AIN) will host a free concert on November 29<sup>th</sup> at the Boom Factory at 2713 Canton Street.
  - d. Helen E. Turner announced Kwanzaa Fest on December 14-15, at the Automobile Building at Fair Park Dallas.
  - e. Kendra Tevis announced in Honor of World AIDS Day, Parkland HIV Services Case Management Department will host: The 4<sup>th</sup> Annual Balloon Release on Friday, December 6<sup>th</sup> starting at 3:00 p.m. at 1936 Amelia Court Dallas, TX 75235.
- IV. **Approval of the August 23, 2019 Minutes:** *Gary Benecke motioned to approve Needs Assessment Committee minutes. Helen E. Turner seconded the motion. The motion passed unanimously.*
- V. **Office of Support:** Justin M. Henry reported RWPC membership reflectiveness is currently at 24 members.

Helen E. Turner gave the committee an overview from the Fast Track Cities to End the HIV Epidemic meeting on 11.18.19.
- VI. **Updates for the Needs Assessment Process:** Justin M. Henry updated the committee on the Needs Assessment progress. The consumer survey (English & Spanish) is ready to be printed for distribution, the digital version of the English survey is ready, and the provider capacity survey has also been

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completed. Susan and her team are in the process of scheduling for the consumer survey administration and need assistance with determining the general days of the week (Monday, Wednesday, Friday) and the time of the day (e.g. heavy lunch crowds, bus pass distribution, etc.) that sites would have a fair amount of traffic.

Susan Wolfe and associate have completed:

- 12 Key Informant interviews.
- 7 Focus Group interviews.
- Spanish translation services completed.
- Completed the Needs Assessment Survey Flyer

The committee discussed ways to collaborate with the transgender community.

Mr. Henry distributed Understanding the Needs and Experiences of People Living with HIV/AIDS: Consumer Survey and the Consumer Survey flyer for review.

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

**VIII. Adjournment:** *Helen E. Turner motioned to adjourn. Donna Wilson seconded the motion. The motion passed unanimously.*

The meeting was end at 2:50 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, December 17, 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