

Needs Assessment Committee

July 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

John Dornheim, Chair	Brad Walsh	Helen E. Turner
Gary Benecke	Lionel Hillard	Donna Wilson
Christopher Webb, Vice Chair	Kendra Tevis	

MEMBERS ABSENT

Carmarion D. Anderson	Ricky Tyler	Shelia A. Crockett Nwachi
Jonathan Thorne	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

Wanda Scott, Program Monitor

OTHERS PRESENT

Angelica Gallegos, AIN, Inc.	Anthony Ibarra, AIN, Inc.
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- I. **Call to Order:** John Dornheim, Needs Assessment Chair, called the meeting to order and established quorum at 2:05 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 is partnering with the Centers for Disease Control and Prevention (CDC) will host a "Community Conversation" on Living with HIV, Treatment Adherence, Undetectable and more on Friday, August 2nd at 1:00 p.m. Open to all people living with HIV, refreshments will be served.
- IV. **Approval of the May 21, 2019 Minutes:** *Helen E. Turner motioned to approve Needs Assessment Committee minutes. Lionel Hillard seconded the motion. The motion passed unanimously.*
- V. **Approval of the June 18, 2019 Minutes:** *Helen E. Turner motioned to approve Needs Assessment Committee minutes. Christopher Webb seconded the motion. The motion passed unanimously.*
- VI. **Office of Support:** Glenda Blackmon-Johnson reported there has been no change to the RWPC membership reflectiveness.

Ms. Glenda Blackmon-Johnson reported a representative from the Department of State Services (DSHS) attended the RWPC meeting and support staff spoke with her regarding applying for membership to the RWPC.

The Project Officer (PO) gave support staff clarification about representation for the Formerly Incarcerated Seat. The Health Resources and Services Administration (HRSA) Part A application was released on July 1st and is due on September 30th.

Mr. Hillard and Support Staff reported on attendance at the RWPC meeting in Houston, TX on 7.11.19.

A vendor has been chosen for the Needs Assessment process, Susan Wolfe. An invitation went out to invite her to the committee meeting.
- VII. **Navigating the table at the end of the survey (Rewrite of the sex assigned at birth, Rewrite years in school questions, FY 2019 Project Lead (Susan Wolfe):** The committee discussed the feedback received from the Latino

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focus group regarding the skip patterns within the survey. Mr. Henry suggested adding more instructions to the question instead of revising the question(s). Mr. Hillard questioned the electronic version for the survey. Support staff is waiting to hear back if the problem has been worked out with the electronic survey.

Other changes to the Spanish survey:

- The committee discussed the Spanish survey and another way to word questions about sex.
- They need to define year of school complete verse what grade did you finish.
- Define CD4 count.
- Define Assisted Living- the committee discussed the definition and different types of assisted living.
- Define Ryan White assistance.

It was suggested to insert the percentage of time or pages to the electronic version.

VIII. New Business: N/A.

The meeting was end at 3:06 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, August 20, 2019 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX