

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: November 12, 2020

Re: Meeting Announcement

Please note that there will be a:

Needs Assessment Committee Meeting
Tuesday, November 17, 2020 2:00 p.m.

Please join from your computer, tablet or smartphone.

[Teleconference/gotomeeting.com](https://www.gotomeeting.com)

Dallas, Texas 75207

Attached, please find the meeting packet for your review.

If you are unable to attend this meeting, please notify the RWPC Office of Support at (214) 819-1857 or (gblackmonjohnson@dallascounty.org), on or before Monday, November 16, 2020. Otherwise, we look forward to seeing you at the next meeting.

cc: Philip Huang, MD, MPH, Director
Dallas County Judge's Office
Sonya M. Hughes, Assistant Director
Justin M. Henry, Grants Manager - Programmatic
Wanda Scott, Grants Manager - Fiscal
Glenda Blackmon-Johnson, RWPC Manager
Oscar Salinas, Quality Assurance Administrator
Carla Jackson, Program Monitor
David Kim, Program Monitor
Angela Jones, Quality Assurance Advisor
Regina Waits, Health Advisor
Vacant, RWPC Health Planner
Vacant, RWPC Coordinator
Building Security

NEEDS ASSESSMENT COMMITTEE

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.*

AGENDA

November 17, 2020

2:00 p.m.

- | | | |
|---|--|-------------------------------------|
| I. Call to Order | John Dornheim, RWPC Chair or Auntjuan Wiley, RWPC Vice Chair | |
| II. Certification of Quorum | John Dornheim, RWPC Chair or Auntjuan Wiley, RWPC Vice Chair | |
| III. Introductions/Announcements | John Dornheim, RWPC Chair or Auntjuan Wiley, RWPC Vice Chair | |
| IV. Approval of the September 15, 2020 Minutes | | Action Item |
| V. Office of Support Report | | |
| • RWPC Membership Representation and Reflectiveness | | Discussion Item |
| VI. LEAP Material Review and Curriculum Recommendations
For Training Program Development | | Discussion Item/ Action Item |
| VII. New Business | | |
| VIII. Adjournment | John Dornheim, RWPC Chair or Auntjuan Wiley, RWPC Vice Chair | |

**Due to COVID-19
Until Further Notice**

NEXT SCHEDULED MEETING

Tuesday, December 15, 2020 2:00 PM

Will be held via TELE-CONFERENCE

Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207

Needs Assessment Committee

Tuesday, September 15, 2020 Meeting Minutes

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 Christopher Webb, Chair Karin Petties, Vice Chair	Helen E. Turner Hosea Crowell Linda Freeman	Amanda S. Evans M.D. Donna Wilson-Liaison
MEMBERS ABSENT		
Kendra Tevis Shirley Rivers	Gary Benecke Jacobi Hunter-Wright	John Dornheim
RWPC STAFF PRESENT		
Justin M. Henry, RWPC Planner	Glenda Blackmon-Johnson, RWPC Manager	
GRANTS MANAGEMENT STAFF PRESENT		
David Kim, Program Monitor	Wanda Scott, Grants Manager Finance	Sonya Hughes, Assistant Dir
OTHERS PRESENT		
Miranda Grant, AIN Pamela Green, Prism Health Kellie Norcott, PHHS	Tori William – Houston RWPC Del Wilson Anthony Snipes	Crystal Curtis

- I. **Call to Order:** Christopher Webb, Needs Assessment Chair, opened the meeting at 2:01 p.m.

- II. **Certification of Quorum:** Quorum was established by Christopher Webb and certified by Glenda Blackmon Johnson, RWPC Manager.
 - a. GoToMeeting-Housekeeping rules:
 - Mute volume unless speaking
 - Vote in the chat box for recording keeping
 - Identify yourself before speaking

- III. **Introductions/Announcements:**
 - a. Karin Petties mentioned that Prism submitted an application for CDC’s Free World Bound grant and should funds come available Prism may become a selected recipient.
 - b. Hosea Crowell announced his designation as a Speaker on the topic of Intersectionality of Racial and Economic Inequity of Black and Indigenous People of Color in HIV care at the 2020 Texas HIV/STD Conference, the topic in December 2020.
 - c. Helen Turner announced September is Hispanic Recognition Month. Also, advocacy efforts really work. She has been successful to advocate for funding for housing.
 - d. Chris Webb announced that Karin Petties got promoted to Executive Vice President for Administration at Prism and that he was selected to participate with the Dallas County’s Leadership Management Academy.

- IV. **Approval of August 18, 2020 Meeting Minutes:** *The motion to approve the Needs Assessment Committee minutes was made by Lionel Hillard; seconded by Karin Petties. The motion passed unanimously.*

- V. **Office of Support:** No change with the Needs Assessment Committee membership = 13 members and 12 vacancies; RWPC membership =23 members and 50% non-aligned members.

- VI. **Consumer Leadership Workshop Recommendations to CCC:** The Chair, Chris Webb and vice chair, Karin Petties discussed the informal meeting with the Evaluation committee Chair, Pam Green and vice chair, Del Wilson regarding collaboration. They formally introduced Tori Williams with the Houston -

Needs Assessment Committee Meeting

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RWPC and asked her to discuss the origin, highlights and outcomes of Houston's Project LEAP (Learning, Empowerment, Advocacy, and Participation) LEAP program. Mrs. Williams provided an overview of the origins, highlights and outcomes for Houston's RWPC as a result of its LEAP Training. Mrs. Williams fielded questions regarding the consumer leadership and participation with Houston's RWPC. Mrs. Williams discuss the Project LEAP (Learning, Empowerment, Advocacy, and Participation) LEAP program's curriculum and it impact on Stigma among consumers. She also mentioned that she would like to have LEAP graduates to come to speak to the group about their experience.

VII. Evaluation Committee Collaboration: Pamela Green, briefed everyone regarding the collaborative effort between the Evaluation and the Needs Assessment committees. The committee discussed presenting recommendations to the Consumer Council Committee for ongoing consumer training.

VIII. Reducing Stigma: The floor was opened for discussion.

IX. Community Conversations - Next Steps: **The committee did not open discussion.**

X. New Business: NA

XI. Adjournment: the meeting officially ended at 2:40 p.m. when the committee broke quorum.

Submitted by: _____
Glenda Blackmon Johnson, RWPC Manager Date

Draft Certified by: _____
Justin M. Henry, RWPC Health Planner Date

Final Approval by: _____
Christopher Webb, Chair/ Karin Petties, Vice Chair Date

Due to COVID-19; until further notice
NEXT SCHEDULED MEETING
October 20, 2020 2:00 PM
Will be held via TELE-CONFERENCE
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX