

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: February 13, 2020

Re: Meeting Announcement

Please note that there will be a:

Needs Assessment Committee Meeting
Tuesday, February 18, 2020 2:00 p.m.
2377 N. Stemmons Freeway, Hickman Conference Room, Second Floor
Dallas County Health and Human Services Building
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) 819-1840 or (Annie.Williams@dallascounty.org), on or before Monday, February 17, 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
Geraldyn Richard, Grants Management Officer
Vacant, Grants Manager
Glenda Blackmon-Johnson, RWPC Manager
Oscar Salinas, Quality Assurance Administrator
Carla Jackson, Program Monitor
Wanda Scott, Program Monitor
Angi Jones, Quality Assurance Advisor
Vacant, Health Advisor
Justin M. Henry, RWPC Health Planner
Annie Sawyer-Williams, RWPC Coordinator
Building Security

NEEDS ASSESSMENT COMMITTEE

AGENDA

February 18, 2020

2:00 p.m.

- | | | |
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| I. | Call to Order | Christopher Webb or Karin Petties |
| II. | Certification of Quorum | Christopher Webb or Karin Petties |
| III. | Introductions/Announcements | Christopher Webb or Karin Petties |
| IV. | Approval of the November 19, 2019 Minutes | Action Item |
| V. | Office of Support <ul style="list-style-type: none">• RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. | Needs Assessment Presentation <ul style="list-style-type: none">• Susan Wolfe & Associates | Discussion Item |
| VII. | New Business | Discussion Item |
| VIII. | Adjournment | Christopher Webb or Karin Petties |

NEXT SCHEDULED MEETING

Tuesday, March 17, 2020 2:00 PM

Hickman Conference Room, 2nd floor

Dallas County Health and Human Services Building

2377 N. Stemmons Freeway, Dallas, TX 75207

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
Justin M. Henry, RWPC Planner

Glenda Blackmon-Johnson, RWPC Manager

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 26th 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 13th 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 29th 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 4th Annual Balloon Release on Friday, December 6th 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

Needs Assessment Ad Hoc Committee Meeting

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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, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX

Needs Assessment Committee
January 21, 2020
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

Lionel Hillard	Helen E. Turner	Karin Petties, Vice Chair
Gary Benecke	Christopher Webb, Chair	

MEMBERS ABSENT

John Dornheim	Kendra Tevis	Donna Wilson
Jonathan Thorne	Jacobi Hunter-Wright	

RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator	Glenda Blackmon-Johnson, RWPC Manager
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GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

Hosea Crowell, AIN

- I. **Call to Order:** Christopher Webb, Needs Assessment Chair, called the meeting to order 2:13 p.m.
- II. **Certification of Quorum:** Quorum was not established.
- III. **Introductions/Announcements:**
 - a. Christopher Webb discussed the HIV #Language Matters: Addressing Stigma by using preferred language. It was requested to be an agenda item, at the next committee meeting.
 - b. Lionel Hillard announced the Joint Leadership & Committee Member training on February 21st from 10:30 a.m.-3:00 p.m. in Hickman Conference room 222.
- IV. **Office of Support:** Glenda Blackmon-Johnson shared the 2020 leadership roster. The RWPC membership reflectiveness is currently at 23 members. The council is seeking people of color, representation of recently incarcerated, and transgender individuals.

Helen E. Turner gave the committee an overview from the Fast Track Cities to End the HIV Epidemic meeting that was held on 11.18.19.
- V. **Updates for the Needs Assessment Process:** Christopher Webb updated the committee on the Needs Assessment progress:
 - Asked for assistance to help with survey administration at AIDS Services of Dallas (Hillcrest House) on January 22th from 10:30 a.m.-2:00 p.m.
 - 300 Surveys completed. The goal is 500 surveys.
 - A question & answer session with the Needs Assessment committee will take place once the first draft is submitted. The goal is early February 2020 and at the point we can arrange an informational meeting with Needs Assessment. That the vendor information will be utilized to construct a final draft.
 - Once the final draft is complete a presentation will be conducted in or around March 2020.

Mr. Webb suggested special assignments for Transgender, Asian, Latin X, MSM (also survey millennials) and rural areas.

VI. New Business: N/A.

The meeting was end at 3:00 p.m.

NEXT SCHEDULED MEETING
Tuesday, February 18, 2020 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX