

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: March 12, 2020

Re: Meeting Announcement

Please note that there will be a:

Needs Assessment Committee Meeting

Tuesday, March 17, 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, March 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
Vacant, Grants Management Officer
Vacant, Grants Manager
Glenda Blackmon-Johnson, RWPC Manager
Oscar Salinas, Quality Assurance Administrator
Carla Jackson, Program Monitor
Wanda Scott, Program Monitor
David Kim, Program Monitor
Angi Jones, Quality Assurance Advisor
Regina Waits, Health Advisor
Justin M. Henry, RWPC Health Planner
Annie Sawyer-Williams, RWPC Coordinator
Building Security

NEEDS ASSESSMENT COMMITTEE

AGENDA

March 17, 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 February 18, 2020 Minutes | Action Item |
| V. | Office of Support | Discussion Item |
| | <ul style="list-style-type: none">• RWPC Membership Representation and Reflectiveness• FY 2021-2022 Work Plan• Training | |
| VI. | Needs Assessment Debrief | Discussion Item |
| | <ul style="list-style-type: none">• Develop Recommendations to P&P and CCC for Priority Setting | |
| VII. | New Business | Discussion Item |
| VIII. | Adjournment | Christopher Webb or Karin Petties |

NEXT SCHEDULED MEETING

Tuesday, April 21, 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 February 18, 2020

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	Kendra Tevis
Gary Benecke	Christopher Webb, Chair	Donna Wilson
Karin Petties, Vice Chair	Jacobi Hunter-Wright	Hosea Crowell
Linda Freeman		

MEMBERS ABSENT

Jonathan Thorne	John Dornheim, Chair	Shirley Rivers
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RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator	Glenda Blackmon-Johnson, RWPC Manager
Justin M. Henry, RWPC Planner	

GRANTS MANAGEMENT STAFF PRESENT

Oscar Salinas, CQM

OTHERS PRESENT

Robert Lynn, P&P Chair	Kyrah Brown, UTA/SWA	Tamaya Bailey, UTA/SWA
Sofia Page, Bryan's House		

- I. **Call to Order:** Christopher Webb, Needs Assessment Chair, called the meeting to order 2:05 p.m.
- II. **Certification of Quorum:** Quorum was established by Christopher Webb and certified by Justin M. Henry, RWPC Planner.
- III. **Introductions/Announcements:**
 - a. Donna Wilson announced the Afiya Center hosted a Facebook Live Session and discussed the candidates and voting on 2/18/20. On 2/28/20, there was a town hall meeting.
 - b. Karin Petties announced Parkland Hospital and Dallas County Health Human Services has released a Community Health Needs Assessment.
 - c. Robert Lynn announced there is a vacancy for the Planning & Priorities Vice Chair. Anyone interested should forward their application to the Office of Support.
- IV. **Approval of the November 19, 2019 Minutes:** Gary Benecke motioned to approve Needs Assessment Committee minutes. Helen E. Turner seconded the motion. The motion passed with two abstentions.
- V. **Office of Support:** Justin M. Henry reported:
 - The AA recently received the Notice of Grant Award (NGA) from the Health Resources and Services Administration (HRSA) which is a partial award 30% of Part A 20% of MAI.
 - The Dallas RWPC Leadership/Committee Member training was held on Friday, 2/21/20.
 - Venton C. Hill-Jones has resigned from the Planning & Priorities and RWPC as Vice Chair.
 - RWPC membership reflectiveness is currently at 24 members and one application recommended to the Judge for RWPC membership.

Ms. Blackmon-Johnson discussed the RWPC Chair and Judge conversations regarding the membership of the RWPC.

VI. Needs Assessment Presentation: Drs. Susan Wolfe and Kyrah K. Brown presented the committee with the preliminary finding of the FY 2019 Ryan White Needs Assessment.

- Methods:
 - Quantitative epidemiology and demographic data from official sources
 - 12 Consumer Focus Group
 - A Consumer Survey of 392 PLWH
 - Key Informant Interviews with 20 HIV Service Providers
 - A Ryan White HIV Services Provider Capacity Survey of 20 non-Ryan White funded organization and 7 of 9 RW funded providers
- Epidemiologic Data (Dallas EMA)
- Consumer Focus Groups (Preliminary Key Terms)
- Consumer Survey Data (Preliminary Results)
- Provider Capacity Survey & Resource Inventory (Preliminary Results)

The committee had a lengthy discussion regarding the presentation and will await the final results.

VII. New Business: N/A.

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

The meeting ended 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:

Christopher Webb, Chair
Karin Petties, Vice Chair

Date

NEXT SCHEDULED MEETING
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Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX