

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 26, 2020

Re: Meeting Announcement

Please note that there will be a:

Needs Assessment Committee Meeting

Tuesday, March 31, 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 30, 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
Wanda Scottt, Grants Manager
Glenda Blackmon-Johnson, RWPC Manager
Oscar Salinas, Quality Assurance Administrator
Carla Jackson, 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 31, 2020

2:00 p.m.

- | | | |
|------------|--|-----------------------------------|
| 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 March 17, 2020 Minutes | Action Item |
| V. | Needs Assessment Debrief | Discussion Item |
| | <ul style="list-style-type: none">• Develop Recommendations to present to P&P and CCC for consideration for the Priority Setting | |
| VI. | New Business | Discussion Item |
| VII. | 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

March 17, 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	John Dornheim, Chair
Gary Benecke	Christopher Webb, Chair	Donna Wilson
Karin Petties, Vice Chair	Hosea Crowell	Jonathan Thorne

MEMBERS ABSENT

Jacobi Hunter-Wright	Linda Freeman	Shirley Rivers
Kendra Tevis		

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

- I. **Call to Order:** Christopher Webb, Needs Assessment Chair, called the meeting to order 2:15 p.m.
- II. **Certification of Quorum:** Quorum was established by Christopher Webb and certified by Justin M. Henry, RWPC Planner.
- III. **Introductions/Announcements:**
 - a. Gary Wilson announced the Resource Center is closed for hot meals and food pantry is closed through Friday, March 20th. Beginning Monday, March 23th, hot meals and the food pantry will be package to go until further notice.
 - b. Donna Wilson announced the Afiya Center is cancelling all events until further notice.
 - c. Hosea Crowell announced AIN is operating under normal hours.
 - d. Justin Henry announced AIDS Walk South Dallas and the Legacy's Grace Project have been postponed until further notice.
 - e. Karin Petties announced that the Administrative Agency has been reaching out to providers, asking about modified plans.
- IV. **Approval of the February 18, 2019 Minutes:** *Lionel Hillard motioned to approve Needs Assessment Committee minutes. Karin Petties seconded the motion. The motion passed with two abstentions.*
- V. **Office of Support:** Annie Sawyer-Williams reported on the Needs Assessment Committee membership reflectiveness is currently at 13 members. The committee discussed their newest member Amanda S. Evans reflectiveness.

Glenda Blackmon-Johnson reviewed the work plan objectives for the Needs Assessment Committee.

Justin Henry reported the training link is a video that was presented at the leadership training; in reference to the efforts that were done in Thailand to manage HIV. The video is geared towards problem solving, understanding the needs of the community, and addressing some of those concerns in the story.

VI. Needs Assessment Debrief: Drs. Susan Wolfe and Kyrah K. Brown presented at the RWPC meeting on the findings of the FY 2019 Ryan White Needs Assessment. The committee had a brief discussed regarding the data that was presented at the RWPC meeting. Mr. Henry explained the needs assessment committee charge is not only collecting needs assessment data, but to understand, interpret, and ultimately make recommendations to the Planning & Priorities and CCC committees..

The committee agreed to host another teleconference meeting on March 31st to review and discuss the final 2019 Comprehensive Needs Assessment report.

VII. New Business: N/A.

VIII. Adjournment: *Lionel Hillard motioned to adjourn. Karin Petties seconded the motion. The motion passed unanimously.*

The meeting ended at 3:07 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
Tuesday, March 31, 2020 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX