

Ryan White Planning Council of the Dallas Area  
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment  
Committee

From: RWPC Support Staff

Date: June 11, 2020

Re: Meeting Announcement

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Please note that there will be a:

Needs Assessment Committee Meeting

**Tuesday, June 16, 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, June 15, 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**  
June 16, 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 |
| <b>IV.</b> | <b>Approval of the May 19, 2020 Minutes</b>         | <b>Action Item</b>                |
| V.         | Office of Support Report                            |                                   |
|            | • RWPC Membership Representation and Reflectiveness | Discussion Item                   |
| VI.        | Review Reducing Stigma                              | Discussion Item                   |
|            | • Handbook, Videos and Lessons                      |                                   |
|            | • Culture Humility Online Curriculum                |                                   |
| VII.       | New Business  | Discussion Item                   |
| VIII.      | Adjournment   | Christopher Webb or Karin Petties |

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

NEXT SCHEDULED MEETING

Tuesday, July 21, 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

May 19, 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
Christopher Webb, Chair	Amanda S. Evans M.D.	Hosea Crowell
Jonathan Thorne	Donna Wilson	Linda Freeman

### MEMBERS ABSENT

Shirley Rivers	Jacobi Hunter-Wright	Karin Petties, Vice Chair
Kendra Tevis	Gary Benecke	

### RWPC STAFF PRESENT

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

### GRANTS MANAGEMENT STAFF PRESENT

Sonya Hughes, Assistant Director

### OTHERS PRESENT

Miranda Grant, AIN	Sofia Page
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- I. **Call to Order:** Christopher Webb, Needs Assessment Chair, called the meeting to order at 2:03 p.m.
- II. **Certification of Quorum:** Quorum was established by Christopher Webb and certified by Justin M. Henry, RWPC Planner.
- III. **Introductions/Announcements:**
  - a. The committee wished Lionel Hillard a Happy Birthday.
  - b. Helen Turner announced COVID-19 testing locations Ellis Field and American Airline Center community testing has been extended to June 30<sup>th</sup>.
- IV. **Approval of the April 21, 2020 Minutes:** *Lionel Hillard motioned to approve the Needs Assessment Committee minutes. Helen Turner seconded the motion. The motion passed unanimously.*
- V. **Office of Support:** Annie Sawyer-Williams reported on the Needs Assessment Committee membership reflectiveness is currently at 13 members and RWPC reflectiveness is currently 24 members and 50% non-aligned members.

Glenda Blackmon-Johnson reported the Administrative Agency is in the process of getting the COVID-19 CARES Act funding approved.

Dallas County is opening the emergency housing assistance program the funding will be for Dallas County residents living outside the City of Dallas.

Needs Assessment Committee Meeting

U:\Coordinator-a\~Needs Assessment~\5.19.2020

**VI. Needs Assessment Debrief:** The committee discussed the Needs Assessment recommendation chart.

Prevention Needs Identified:

- The committee identified eight providers in the Dallas EMA receiving prevention funds.
- The committee outlined the services provided by the eight providers.

Transgender Needs Identified:

- The committee had a lengthy discussion regarding making contact to the transgender community. Amanda Evans will collaborate with the needs assessment committee to contact the transgender population in the youths.

Stigma-Messaging-Social Media:

- Helen Turner will collect some data regarding stigma in the community. The committee discussed the new look of stigma being associated with COVID-19.

*Massaging needs to be tailored to audiences with the highest rates of transmission:* the committee agreed it will collective effort.

*Addressing racial disparities:* Mr. Webb reported he contacted the Houston EMA regarding their Project (Learning, Empowerment, Advocacy, and Participation) LEAP program. The Project LEAP curriculum addresses stigma. The committee discussed partnering with the Consumer Council Committee to have ongoing consumer training and conducting forums.

The committee discussed what social media looks like within the RWPC and organizations

**VII. New Business:** N/A.

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

The meeting ended at 2:58 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, June 16, 2020 2:00 PM  
Hickman Conference Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX