

Ryan White Planning Council of the Dallas Area  
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment  
Committee

From: RWPC Support Staff

Date: April 14, 2020

Re: Meeting Announcement

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Please note that there will be a:

Needs Assessment Committee Meeting

**Tuesday, April 21, 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, April 20, 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**  
April 21, 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 March 31, 2020 Minutes</b>  | <b>Action Item</b>                |
| V.         | Needs Assessment Debrief   | Discussion Item                   |
|            | <ul style="list-style-type: none"><li>• Develop Recommendations to present to P&amp;P and CCC for consideration for the Priority Setting</li></ul> |                                   |
| VI.        | New Business   | Discussion Item                   |
| VII.       | Adjournment  | Christopher Webb or Karin Petties |

NEXT SCHEDULED MEETING  
Tuesday, May 19, 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 75207

## Needs Assessment Committee

March 31, 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	
Karin Petties, Vice Chair	Hosea Crowell	Jonathan Thorne

### MEMBERS ABSENT

Kendra Tevis	Donna Wilson	Shirley Rivers
Jacobi Hunter-Wright	Linda Freeman	

### RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator	Justin M. Henry, RWPC Planner
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### GRANTS MANAGEMENT STAFF PRESENT

Oscar Salinas, CQM	Carla Jackson, Program Monitor	David Kim, Program Monitor
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### OTHERS PRESENT

Laticcia Riggins, DSHS

- I. **Call to Order:** Christopher Webb, Needs Assessment Chair, called the meeting to order at 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. Gary Benecke announced the Resource Center is open regular hours with drive thru meals.
  - b. Karin Petties announced Prism Health North Texas is open providing clients with telephonic, and telehealth services.
  - c. Hosea Crowell announced AIN is operating under modified hours.
- IV. **Approval of the March 17, 2019 Minutes:** *Helen Turner motioned to approve the Needs Assessment Committee minutes. Karin Petties seconded the motion. The motion passed with one abstention.*
- V. **Needs Assessment Debrief:** The committee discussed developing recommendations to present to the P&P and CCC committees for consideration for the priority setting. Mr. Henry noted the recommendations are due to the committees by the end of April.

The committee discussed barriers identified to HIV care cited by survey participants.

- Amount of time to get into care
- Paperwork burden
- Time it takes to get an appointment
- Lack of weekend and evening hours
- Clinic treats HIV and no other conditions
- Staff does not understand their culture

Comment/Suggestions:

- Ask AA to obtain clinic hours of service to determine what is being offered and if they only treat HIV or if they include other conditions,
- Request short-term taskforce be seated with AA, consumers and providers to review paperwork

Needs Assessment Committee Meeting

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burden and identify ways to streamline.

- Look into QM conducting a system wide provider survey for compliance with federal CLAS (Culturally and Linguistically Appropriate Services) Standards.

The committee had a brief discussion about vision services. Annie Sawyer-Williams conveyed the Planning & Priorities committee has had conversation regarding add vision services. They agreed to make a recommendation to the Planning & Priorities Committee regarding vision care.

They also discussed retention in care is impacted by:

- Six month recertification paperwork barrier
- Client eligibility documents not centralized

The committee discussed utilizing the ARIES system and having centralized recertification. The discussion was to make a recommendation to the RWPC requesting a taskforce: to convene all case management agencies and allow them to have representative, along with the AA, and representatives from the RWPC sub committees. The committee agreed to review the 2019 Needs Assessment Areas of Consideration document and be ready to make recommendations at the next Needs Assessment Committee meeting.

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

**VII. Adjournment: Gary Benecke motioned to adjourn. Helen Turner seconded the motion. The motion passed unanimously.**

The meeting ended at 3:10 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, April 21, 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