

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 10, 2021

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, February 16, 2021 2:00 p.m.
Please join from your computer, tablet or smartphone.
[Teleconference/gotomeeting.com](https://www.gotomeeting.com)
Dallas, Texas 75207

Attached, please find the meeting packet for your review. Committee members, if you are unable to attend this meeting please notify the RWPC Office of Support at (214) 819-1857 or (gblackmonjohnson@dallascounty.org), on or before Friday, February 12, 2021 as ***Monday, February 15, 2021 is a federal holiday.*** Otherwise, we look forward to seeing you at the next meeting.

Please view Ryan White 101 on our social media Like Share Subscribe:

<https://www.facebook.com/Ryan-White-Planning-Council-of-the-Dallas-Planning-Area-702096959854808/>

<https://www.youtube.com/channel/UCsej0mq91GN6d51VIVlp9ZA>

cc: Philip Huang, MD, MPH, Director
Dallas County Judge's Office
Sonya M. Hughes, Assistant Director
Justin M. Henry, Grants Manager - Programmatic
Wanda Scott, Grants Manager - Fiscal
Glenda Blackmon-Johnson, RWPC Manager
Oscar Salinas, Quality Assurance Administrator
Carla Jackson, Program Monitor
David Kim, Program Monitor
Angela Jones, Quality Assurance Advisor
Regina Waits, Health Advisor
Kofi Bissah, ADAP Liasion
Claudy Jean-Pierre, RWPC Health Planner
Andrea Cokes, RWPC Office of Support
Building Security

NEEDS ASSESSMENT COMMITTEE

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.

AGENDA

February 16, 2021

2:00 p.m.

- | | |
|---|---|
| I. Call to Order | Auntjuan Wiley Chair or John Dornheim, Vice Chair |
| II. Certification of Quorum | Auntjuan Wiley Chair or John Dornheim, Vice Chair |
| III. Introductions/Announcements | Auntjuan Wiley Chair or John Dornheim, Vice Chair |
| IV. Approval of the January 19, 2021 Minutes | Action Item |
| V. Office of Support Report | |
| • RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. LEAP Material Review and Curriculum Recommendations
For Training Program Development | Discussion Item/ Action Item |
| VII. New Business | |
| VIII. Adjournment | Auntjuan Wiley Chair or John Dornheim, Vice Chair |

Due to COVID-19

Until Further Notice

NEXT SCHEDULED MEETING

Tuesday, March 16, 2021, 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

Tuesday, January 19, 2021 Meeting Minutes

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		
Auntjuan Wiley, Chair	John Dornheim, Vice Chair	
Gary Benecke	Hosea Crowell	Miranda Grant
Lionel Hillard	Helen Turner	
MEMBERS ABSENT		
Amanda Evans, MD	Linda Freeman	Kendra Tevis
Donna Wilson		
RWPC STAFF PRESENT		
Glenda Blackmon Johnson	Claudy Jean Pierre	Andrea Cokes
RWPC Office of Support	RWPC Office of Support	RWPC Office of Support
GRANTS MANAGEMENT STAFF PRESENT		
Sonya Hughes, Assistant Director		
OTHERS PRESENT		
Crystal Curtis	Kellie Norcott, PHHS	

- I. **Call to Order:** Auntjuan Wiley, Needs Assessment Chair, opened the meeting at 2:01 p.m.
- II. **Certification of Quorum:** Quorum was established by Auntjuan Wiley and certified by Glenda Blackmon Johnson, RWPC Office of Support.
- III. **Introductions/Announcements:** None
- IV. **Approval of September 15, 2020 Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Helen Turner; seconded by Miranda Grant. 1 abstention. The motion passed.
- V. **Office of Support:** The Needs Assessment Committee membership = 25 seats; 10 members and 11 vacancies; RWPC membership = 33 seats; 20 members and 50% non-aligned members.
- VI. **RWPC Work Plan:** Vice Chair, John Dornheim provided an overview of the work plan for the Needs Assessment Committee. Glenda Blackmon Johnson suggested that the committee review the work plan and create action steps/make further recommendations.
- VII. **L.E.A.P. Committee Review and Curriculum Recommendations:** Chair, Auntjuan Wiley reviewed the L.E.A.P. Course Overview for the RWPC of the Houston Area. Auntjuan opened the floor for recommendations for a L.E.A.P. Curriculum for the RWPC of the Dallas Area. He then delegated roles, to committee members and support staff, to assist with executing a plan to implement the L.E.A.P Curriculum development for the RWPC of the Dallas Area. The committee agreed to add: How to Conduct a Meeting to week 3 of their curriculum. The committee agreed to remove: Introduce Special Project from week 1, Blue Book Jeopardy from week 2, and Word Cloud Review from week 16 of their curriculum. Helen Turner was assigned to Special Project for week 2. Miranda Grant was assigned to come up with a game to replace Blue Book Jeopardy for week 2. Kellie Norcott was assigned to the Robert's Rules of Order and How to Conduct a Meeting (TOMA) for week 3. Stacie McNulty was assigned to the Criminalization of HIV for week 3. Claudy Jean Pierre was assigned to the HIV Epi Profile, Comprehensive Plan & Care Continuum for week 4. Glenda Blackmon Johnson was assigned to the Overview of HIV Care Funds and From HRSA to Council: Overview of the Ryan White Program for week 5. The committee was given a homework assignment to come up with a name for the RWPC of the Dallas Area's edition of the L.E.A.P.

Needs Assessment Committee Meeting

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VIII. New Business: None

IX. Adjournment: Auntjuan Wiley called for a motioned to adjourn. Gary Benecke made the motion. Helen Turner seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:00 p.m.

Submitted by: _____
Andrea Cokes, RWPC Office of Support

Date

Draft Certified by: _____
Glenda Blackmon Johnson, RWPC Office of Support

Date

Final Approval by: _____
Auntjuan Wiley, Chair/ John Dornheim, Vice Chair

Date

Due to COVID-19; until further notice
NEXT SCHEDULED MEETING
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