

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 13, 2021

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, April 20, 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 Monday, April 19, 2021. 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
Vacant, 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

April 20, 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 March 16, 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, May 18, 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, March 16, 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	Linda Freeman
Gary Benecke	Hosea Crowell	Miranda Grant
Lionel Hillard	Helen Turner	Amanda Evans, MD
Shannon Walker		
MEMBERS ABSENT		
Donna Wilson		Kendra Tevis
RWPC STAFF PRESENT		
Glenda Blackmon Johnson	Claudy Jean Pierre	
RWPC Office of Support	RWPC Office of Support	
GRANTS MANAGEMENT STAFF PRESENT		
Wanda Scott, FGM		
OTHERS PRESENT		
Mani Duran	Kellie Norcott, PHHS	
Amanda Burks	Traswell Livingston, ASD	

- I. **Call to Order:** Auntjuan Wiley, Needs Assessment Chair, opened the meeting at 2:02 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:**
 - Helen Turner announced that significant changes with DSHS and the Syndicate may impact the work currently being regarding HIV. The changes are impacted by COVID. The issue is that DSHS is separating the Syndicate from the community. She will advocate and submit concerns.
 - Glenda Blackmon Johnson announced that RWPC Leadership/Standing Committee membership orientation has been scheduled for April 14, 2021 9:00 – 12:00.
- IV. **Approval of January 19, 2021 Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Lionel Hillard; seconded by Helen Turner. The motion passed.
- V. **Office of Support:** The Needs Assessment Committee membership = 25 seats; 11 members and 14 vacancies; RWPC membership = 33 seats; 20 members and 45% non-aligned members. Helen Turner and John Dornheim made a request for the reflectiveness report to be sent with the meeting materials.
- VI. **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 the official name of the project for the RWPC of the Dallas Area. By vote, the committee named the project: “Empower Dallas”. The Committee reviewed the learning topic list and the projected schedule. The chair reviewed the project purpose and asked for input. The committee agreed with the purpose as shown on the draft. The committee discussed goals and objectives to be accomplished as well as tools to be obtained by the individuals who participate with the Empower Dallas training.

The chair reminded the committee that the proposed project schedule would start August 5, 2021 and end in October 2021. The training project would host trainings on Thursday of each week for 10-weeks. The committee discussed the duration of the training. The proposed project would possibly have the

Needs Assessment Committee Meeting

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training for 2 hours in the morning from 10:00-12:00 and for 2-hours in the evening from 5:00 pm-7:00 pm. The committee discussed the possibility of a coordinator for the project.

Further, the chair reviewed the topics list and the members discussed the topics for weeks 1, 2 and 3 with the members. The committee was given a homework assignment to come up with topics for the remainder of the weeks and to assign subject matter expertise to the names on the speakers list. The office of support will forward the updated project schedule and the speaker list to all members for input.

VII. New Business: None

VIII. Adjournment: Auntjuan Wiley called for a motioned to adjourn. Helen Turner made the motion. John Dornheim seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:09 p.m.

Submitted by: _____
Glenda Blackmon Johnson, 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
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