

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: May 11, 2021

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, May 18, 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, May 17, 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

May 18, 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 April 20, 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. Needs Assessment - Determine the needs of- Priority Populations
Size Demographics/Disparities | Discussion Item/ Action Item |
| VIII. New Business | |
| IX. Adjournment | Auntjuan Wiley Chair or John Dornheim, Vice Chair |

Due to COVID-19

Until Further Notice

NEXT SCHEDULED MEETING

Tuesday, June 15, 2021, 2:00 PM

Will be held via TELE-CONFERENCE

Needs Assessment Committee

Tuesday, April 20, 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 Lionel Hillard	John Dornheim, Vice Chair Helen Turner	Miranda Grant Amanda Evans, MD
MEMBERS ABSENT		
Donna Wilson Hosea Crowell	Shannon Walker John Skelton	Linda Freeman
RWPC STAFF PRESENT		
Glenda Blackmon Johnson RWPC Office of Support	Claudy Jean Pierre RWPC Office of Support	
GRANTS MANAGEMENT STAFF PRESENT		
Sonya Hughes, AD	Justin Henry, GPM	
OTHERS PRESENT		
Desmond Kelly, Callie Clinic Amanda Burks, AA	Kellie Norcott, PHHS	Sattie Nyachwaya

- I. **Call to Order:** Auntjuan Wiley, Needs Assessment Chair, opened the meeting at 2:03 p.m.
- II. **Certification of Quorum:** Quorum was established by Auntjuan Wiley and certified by Claudy Jean-Pierre, RWPC Planner.
- III. **Introductions/Announcements:** None
- IV. **Approval of March 16, 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. The members briefly discussed the committee membership status.

L.E.A.P. Committee Review and Curriculum Recommendations: Auntjuan Wiley, Chair, opened the discussion with questions for the members regarding the project “Empower Dallas” for the RWPC of the Dallas Area. The Committee reviewed the learning topic list and speaker list. The chair reviewed moved the discussion to the project coordinator selection process; honorarium for speakers and incentives for the participants.

The financial detail questions were posed to Sonya for a response. Sonya asked if a project coordinator was under consideration. Gil Flores was presented for the assignment. The committee expressed that Gil would be the best candidate. Sonya informed the committee that further review would be needed to ensure there to be no conflict of interest. She mentioned that the office of support could reach out to him and request a formal quote, scope of work, term and hourly rate. She explained how the AA works with consultants. The chair indicated that the proposed project schedule would be for 10 weeks; projected to start August 5, 2021 and end in October 2021 with 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. She mentioned that potentially, other consultants who have worker with the council may be an option. She mentioned putting out a request for bid; contact information can be sent to purchasing to send out to let them know of the bid opportunity. It was recommended that support staff reach out to Gil and if necessary look into the other options mentioned to identify a consultant. Glenda Blackmon Johnson mentioned that the speaker honorarium has been established for 50 dollars and the participation incentive policy has been submitted to the project officer for review and approval. The chair clarified that the incentive would be for participants who completed

Needs Assessment Committee Meeting

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the training. A member requested that information be obtain from other EMAs regarding incentives paid in the aforementioned capacities. The office of support will follow up and report the outcome. A request was made to Sonya to follow up with the feasibility for incentive amounts. She also mentioned that there may be additional funds pending travel restrictions. A question was posed to Sonya as to whether or not face to face meetings would resume any time soon. She indicated that she did not. The committee discussed safety protocols should a face to face option become available for in person meetings.

The continued the discussion regarding the proposed project schedule for week 9 & 10. The committee discussed the dinner and graduation. The dinner may not be an option. Members mentioned potential places to host the dinner. Amanda mentioned that permission should be sought from Dr. Huang as a general precaution. The committee opted to make a decision later.

The committee briefly discussed the protocols and rules be established for participation to include consideration for participation with only one or two sessions.

Amanda asked how are we recruiting for the program? Further, she commented that the one orientation slide made reference a potential recruitment list located on page 17 of the Planning Council Primer. The chair suggested that members reach out to their networks in efforts to recruit participants. He suggested that anything and everyone should be included in the recruitment strategy: social media U-Tube, sub-recipients site visits etc. Also, he suggested going outside of the current listing and to look at other funders and avenues. Miranda commented that university students, LGBTQ organizations would be a ideal for new people. Lionel suggested that consideration be given to timeframes that the trainings are held because students work. The Chair indicated that a he would start the development of recruitment plan.

The chair asked everyone to check their email and attach names to topics based on their subject matter expertise. The matter would be discussed further at the next meeting.

VI. New Business: None

VII. 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 2:58 p.m.

Submitted by: _____
Glenda Blackmon Johnson, RWPC Office of Support Date

Draft Certified by: _____
Claudy Jean Pierre, 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
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