

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 8, 2021

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, June 15, 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, June 14, 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

June 15, 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 May 18, 2021 Minutes | Action Item |
| V. Office of Support Report | |
| • RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. FY 2021 Mini - Needs Assessment Project - Consultant Introduction
Process Strategy/ Priority Populations
Size Demographics/Disparities | Discussion Item/ Action Item |
| VII. Empower Dallas Material Review and Curriculum
Recommendations for Training Program Development | 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, July 20, 2021, 2:00 PM

Will be held via TELE-CONFERENCE

Needs Assessment Committee Tuesday, May 18, 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 Amanda Evans, MD Shannon Walker	Miranda Grant Donna Wilson	Helen Turner Hosea Crowell
MEMBERS ABSENT		
John Dornheim, Vice Chair	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		
Mani Duran Luz Rivera	Kellie Norcott, PHHS	Sattie Nyachwaya

- I. **Call to Order:** Auntjuan Wiley, Needs Assessment Chair, opened the meeting at 2:13 p.m.
- II. **Certification of Quorum:** Quorum was established by Auntjuan Wiley and certified by Claudy Jean-Pierre, RWPC Planner.
- III. **Introductions/Announcements:**
- IV. **Approval of April 20, 2021 Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Helen Turner; seconded by Miranda Grant. 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.
- VI. **L.E.A.P. Committee Review and Curriculum Recommendations:** Auntjuan Wiley, Chair, opened the discussion with the new project “Empower Dallas” for the RWPC of the Dallas Area. He referred to an email that he sent to all the members.

He reviewed the letter sent by the project officer (PO) as follows Gil Flores cannot be a speaker due to conflict of interest. He indicated however a contractor or part-time person could be hired for the project. Additionally, he report that the dinner associated with the project graduation cannot be associated in any way with Dallas County nor the RWPC since the ban of social gatherings in response the COVID-19 has not been lifted. He also report that he has sent a letter to the judge regarding the matter and awaits a response. The PO said the project was a good idea but the project should be moved to another committee that focuses with recruitment and retention.

He deferred to the AA/Support Staff. Glenda Blackmon Johnson informed the committee that the needs assessments are the primary tasks for the committee and encouraged the committee to determine what they needed to do. Sonya asked if there was consideration to start a recruitment committee. Glenda Blackmon Johnson explained that three members from the executive committee agree to take on the recruitment project however those members are no longer with the council. A committee member made a request for the committee’s charge as stated in the bylaws to be read. The chair read the charge from the bylaws. A discussion ensued; the chair said he will not abandon the project and that he would advocate with the PO because the group had done too much work. He volunteered to write the PO about the project. The chair

Needs Assessment Committee Meeting

U:\Coordinator-a\~Needs Assessment\5.18.2021

further indicated that it is possible to work on both projects.

Glenda Blackmon Johnson explained to the members that the primary purpose of the committee is develop needs assessments; assess services gaps; barriers to care and to select the priority populations. The goal would be to complete the committee’s deliverable. The assessment tasks are reportable to the Health Service Delivery Area (HRSA) grant reporting.

The chair reminded members of the origins regarding needs assessment activity chart and how long he has been on this committee. He essentially, indicated that he reached out to the past chair. He reported that the chart was developed form the FY 2019 Needs Assessment. He informed the committee that he would be speaking with the PO about the project.

The discussion ensued, the chair deferred to Sonya for further information. She encouraged members to decide if they want to hire a part-time person or consultant. Either option would add to the timeline. Glenda informed the members that an evaluation has to be synced up with the Empower Dallas Project. The evaluation encompasses feedback from participants which is why she opted to secure the CHATT planning team and a consultant.

VII. Needs Assessment – The chair called everyone’s attention to the numbers on the Needs Assessment Chart. He called for individuals who were involved preciously. The committee discussed number 51-53. The Vision care is couched as a specialty service within the Outpatient Ambulatory category; the members briefly discussed telemedicine and verbalized that many advances are in place as a result of the pandemic. The chair asked to move to the top of chart to discuss areas that need to be improved and/or changed. Name change for EHE lead. The office of support provided a brief overview of the Needs Assessment Action Plan; that the document reflects collaboration between Prevention Program/AA/RWPC. Recommendation/Action/Status. Hosea Crowell provided a brief overview of work activities. Further, he explained that the page numbers on the Chart reflect the detail from the 2019 Needs Assessment Report. The chair requested that the Chart, the 2019 Needs Assessment Report be emailed to everyone.

VIII. New Business: None

IX. Adjournment: Auntjuan Wiley called for a motioned to adjourn. Hosea Crowell made the motion. Amanda Evans 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

June 15, 2021 2:00 PM

Will be held via TELE-CONFERENCE

Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX