

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: July 7, 2021

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, July 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, July 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
Logane Brazile, 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

July 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 June 15, 2021 Minutes | Action Item |
| V. Office of Support Report | |
| • RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. FY 2021 Mini - Needs Assessment Project - Update
Priority Population Focus Groups | 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, August 17, 2021, 2:00 PM

Will be held via TELE-CONFERENCE

Needs Assessment Committee Tuesday, June 15, 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 Helen Turner Lionel Hillard	John Dornheim, Vice Chair Amanda Evans, MD John Skelton	Miranda Grant Hosea Crowell
MEMBERS ABSENT		
Shannon Walker	Donna Wilson	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		
OTHERS PRESENT		
Dr. Susan Wolfe	Kellie Norcott, PHHS	Sattie Nyachwaya

- 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 Claudy Jean-Pierre, RWPC Planner.
- III. **Introductions/Announcements:**
 - Auntjuan Wiley, chair, announced Saturday, June 26, 2021 marked the 10th Anniversary of AIDS Walk South Dallas.
 - Auntjuan Wiley, chair, announced a new initiative to address COVID 19 vaccine hesitancy; AIDS Walk South Dallas will partner with Dallas County to provide vaccines at the AIDS Walk event 7:00a.m until Noon on June 26, 2021. In celebration of HIV Testing Day there will be two test entities conducting testing: HIC, HEP-C, blood pressure testing as well. 200 plus walkers are registered for the event.
 - Kellie Norcott, Parkland representative, announced that the Adult Comprehensive Care and Engagement Support Services, (ACCESS) Clinic opened for business; operations are at 25% capacity Wednesday; operations will be at 50% capacity Friday and Monday; operations will be 75% for the rest of the week; and operations will be at 100% the last Monday of the month. An open house event invitation is forthcoming.
- IV. **Approval of May 18, 2021 Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Helen Turner; seconded by John Dornheim. 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. **FY 2021 Mini-Needs Assessment Project** – Susan Wolfe, consultant, introduced herself and provided a comprehensive overview of the scope of work for the project which included: *Background and Purpose, Evaluation Questions and Methods; Provider Interviews, and Focus Groups with Identified Underserved Populations*. She proposed gathering information through provider and consumer interviews. She discussed questions which would be proposed to key participants and consumer focus groups. The members discussed the questions and made recommendations for modifications to the questions and presented additional questions to be asked to obtain information about provider and consumer experiences during the COVID-19 pandemic.

The committee expressed concerns and agreed with the criterion presented for the project. Susan proposed conducting 2 youth groups. The focus groups are project to last one hour. Members discussed the committee's work chart's incorporation into the mini needs assessment development. Susan discussed as many as 20 providers; and 8-15 people in each of the focus groups.

The committee discussed the timeline for the final report's projected completion to be late August early September. All data will need to be submitted Susan by August 1, 2021. The project completion date was project to be September 1, 2021. Susan recommended all coordination work be completed in June 2021; to start the project's work, July 12-19, 2021. The members discussed the option for evening activities for the consumer focus groups.

The members continued the discussion about the mini-needs assessment project's priority populations. Member's volunteered to assist with solicitation of individuals for participation from the priority group selections: Black MSM, Black Women, Latinx men and women; and recommended community based organization that could assist with the participation solicitation effort.

Members briefly discussed meeting in person. The office of support reiterated that formal approval to meet in person has not been announced by the director; thus we'll need to continue with cautionary measures. Several external entities were mentioned to Susan as potential collaborators on the project.

The committee discussed strategies to maintain opportunity for folk to be anonymous and still participate.

Members discussed the potential need of 84 cards for incentive at 15.00 dollar increments for a total of \$1260.00 was the projection. Susan agreed to put the detail in writing and communicate with members via email.

A request was made for the office of support to email to her committee member contact information.

VII. Empower Dallas Material Review and Curriculum Recommendations for training Progrma Development: Empower Dallas was tabled.

VIII. New Business: None

IX. Adjournment: Auntjuan Wiley called for a motioned to adjourn. Hosea Crowell made the motion. Lionel Hillard seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:10 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

July 20, 2021 2:00 PM

Will be held via TELE-CONFERENCE

Dallas County Health and Human Services Building

2377 N. Stemmons Freeway, Dallas, TX