

Ryan White Planning Council of the Dallas Area  
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment  
Committee

From: RWPC Support Staff

Date: October 12, 2021

Re: Meeting Announcement

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Please note that there will be a:  
Needs Assessment Committee Meeting  
**Tuesday, October 19, 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) 819-1840 or (Logane.Brazile@dallascounty.org), on or before Monday, October 18, 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/>

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  
Vacant, 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

October 19, 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 |
| <b>IV. Approval of the September 21, 2021 Minutes</b> | <b>Action Item</b>                                |
| V. Office of Support Report                           |   |
| • RWPC Membership Representation and Reflectiveness   | Discussion Item                                   |
| VI. Needs Assessment Strategies for Implementation    | Discussion Item                                   |
| VII. Needs Assessment Planning                        | Discussion 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, November 16, 2021, 2:00 PM**

**Will be held via TELE-CONFERENCE**

## Needs Assessment Committee

### Tuesday, September 21, 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 Hosea Crowell, AIN/AHF	John Dornheim, Vice-Chair Amanda S. Evans M.D.	Helen Turner Kevin Chadwin Davis
MEMBERS ABSENT		
Donna Wilson Miranda Grant	Linda Freeman	Lionel Hillard
RWPC STAFF PRESENT		
Glenda Blackmon Johnson RWPC Office of Support	Logane Brazile RWPC Office of Support	
GRANTS MANAGEMENT STAFF PRESENT		
Sonya Hughes, AD	Justin Henry, GFM	Kaitlyn Malec, AA
OTHERS PRESENT		
Dr. Susan Wolfe	Kellie Norcott, PHHS	Kelly Hall, DCHHS

- 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.
- III. **Introductions/Announcements:** Helen Turner announced that the Virtual Texas HIV Medication Partner Meeting will be held on September 29, 2021. The link is now available to register for the event.
- IV. **Approval of August 17, 2021 Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by John Dornheim, Vice-Chair, seconded by Helen Turner. The motion passed.
- V. **Office of Support:** The Needs Assessment Committee membership = 25 seats; 10 members and 15 vacancies; RWPC membership = 33 seats; 17 members and 53% non-aligned members. Members briefly congratulated Kevin Chadwin Davis, the new addition to the committee, and discussed the committee membership status. Helen Turner expressed the importance of members making a continuous effort to recruit those they feel can positively contribute to the Ryan White Planning Council. The council must remain diverse in all areas to reflect equal representation amongst members.
- VI. **FY 2021 Mini-Needs Assessment Final Report:** Dr. Susan Wolfe, Needs Assessment consultant, introduced herself and provided a PowerPoint presentation discussing her findings in the final report. During the presentation, Dr. Wolfe outlined data collection methods, changes since the last needs assessment, COVID-19 and its effect on service delivery, challenges providers/consumers have faced such as shifting practices to virtual, adapted meal programs, etc.; Impact on organization and services; Impact on medication timelines; Intake and recertification; Processes and policy changes; and impact on response to specific groups. Additional consumer challenges were mentioned, such as negative impacts on prevention and care, access to care, medications, and vaccines.  
  
Following Dr. Wolfe's presentation, Helen Turner expressed gratitude for telemedicine and its shift into becoming more inclusive and easy to navigate for users.  
  
Auntjuan Wiley, Chair, called for a motion to approve the FY 2021 Mini-Needs Assessment Report. John Dornheim, Vice-Chair, made the motion. Helen Turner seconded the motion. The motion passed unanimously.
- VII. **Needs Assessment Planning:** The tri-annual Needs Assessment will take place in FY 2022. A timeline will be  
Needs Assessment Committee Meeting  
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developed to establish what the committee wants to accomplish for the next fiscal year. Details for support materials will be forwarded to members as well as included on the meeting agenda. The Needs Assessment request for proposal (RFP) will also be prepared for FY 2022.

**VIII. New Business:** Glenda Blackmon-Johnson, Office of Support, reminded members that upon review of the Mini Needs Assessment, consider which recommendations should become action items from the document in order to ensure optimal efficiency during the next meeting.

**IX. Adjournment:** Auntjuan Wiley, Chair, called for a motion to adjourn. Lionel Hillard made the motion. Helen Turner seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:10 p.m.

*Submitted by:* \_\_\_\_\_  
Logane Brazile, 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  
October 19, 2021 2:00 PM  
Will be held via TELE-CONFERENCE  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX