

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: November 9, 2021

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, November 16, 2021 2:00 p.m.
Please join from your computer, tablet or smartphone.
[Teleconference/gotomeeting.com](https://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, November 15, 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

November 16, 2021

2:00 p.m.

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| 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 October 19, 2021 Minutes | Action Item |
| V. Office of Support Report | |
| • RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. Needs Assessment Planning | Discussion 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, January 18, 2021, 2:00 PM

Will be held via TELE-CONFERENCE

Needs Assessment Committee

Tuesday, October 19, 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 S. Evans M.D.	Helen Turner Kevin Chadwin Davis	Hosea Crowell, AIN/AHF Miranda Grant
MEMBERS ABSENT		
Donna Wilson John Dornheim, Vice-Chair	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	Kaitlyn Malec, AA	
OTHERS PRESENT		
Robert Baxter, EHE	Crystal Curtis, PHHS	Kelly Hall, DCHHS

- I. **Call to Order:** Auntjuan Wiley, Needs Assessment Chair, opened the meeting at 2:00 p.m. and called the meeting to order at 2:08 p.m.

- II. **Certification of Quorum:** Quorum was established by Auntjuan Wiley and certified by Logane Brazile, RWPC Coordinator.

- III. **Introductions/Announcements:** Auntjuan Wiley, Needs Assessment Chair, promptly reminded members that in previous years, committees have chosen to cancel their December meetings due to dates being near the holidays. Members were asked if they would like to meet in December or cancel and resume in January 2022. The majority ruled, members elected to cancel the December meeting and continue in January 2022. Helen E. Turner announced that the Texas Strikeforce meeting would be on October 21, 2021, with Associate Commissioner Imelda Garcia. The Texas Strikeforce discussion will be centered on the struggles consumers are facing regarding their HIV medications. Turner also announced that she has volunteered to be a testing purposes participant for the Take Charge Texas client portal data system. Clients will be provided a webinar/training before participating. There will be a helpline open during system testing so clients can ask questions and get answers as they navigate the system in real-time. On October 25, 2021, the Texas HIV Syndicate Meeting will be from 1:00 p.m.-3:00 p.m. On October 25, 2021, Community Voices 340-B (CV 340-B) will host their regional advocacy group meeting from 10 a.m.-11 a.m. On October 27, 2021, Health Resources and Services Administration (HRSA), along with the Centers for Disease Control (CDC), will be hosting a webinar entitled "Integrated HIV Prevention and Care Plan Guidance." On November 8, the Texas HIV Syndicate affinity group, Black Women's affinity group, and the Social Media affinity group will be hosting their "Did You Know" presentation. More information is forthcoming.

- IV. **Approval of September 21, 2021, Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Helen Turner, seconded by Hosea Crowell. 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.

- VI. Needs Assessment Strategies for Implementation:** Glenda Blackmon-Johnson, RWPC Manager, began the review by displaying the 2022 Comprehensive Needs Assessment timeline through screen share. The timeline included tasks ranging from October 2021- September 2022. She explained that FY 2022 would be the year dedicated to the tri-annual comprehensive Needs Assessment. The timeline's purpose is to provide committee members action items and dates to ensure preparations are made promptly for the FY 2022 Needs Assessment. She informed members that their role in planning is to present recommendations regarding strategies and provide suggestions about integrating said recommendations into specific action items to match the charge of the Assessment.
- She detailed that the Administrative Agency is currently working on the Request for Proposal (RFP) for FY 2022 Criterion for Review. In the coming weeks, committee members are expected to submit question content and any other suggestions they may have for the upcoming Needs Assessment to the Office of Support.
- VII. Needs Assessment Planning:** Glenda Blackmon-Johnson, RWPC Manager, began the review through screen share displaying the FY 2022 Needs Assessment Matrix. The FY 2022 Needs Assessment Matrix identifies critical elements from the FY 2021 Mini Needs Assessment to compare and contrast ideas for the FY 2022 Needs Assessment. From the FY 2021 Mini Needs Assessment, the matrix identified the priority population, incentive amount, question content, and misc. components. To complete the FY 2022 NA Matrix, committee members were asked to add their input regarding what they felt needed to change for the upcoming year. Blackmon-Johnson guided the committee collectively to determine their criterion for the forthcoming Assessment. The committee decided to submit the proposal using Black MSM, Hispanic/Latinx men, Hispanic/Latinx women, transgender men and women, youth living with HIV/AIDS, and youth at risk of contracting HIV/AIDS as their priority populations. The gift card incentive amount increased from \$15 to \$25 for the focus groups and survey takers. With the Dallas Eligible Metropolitan Area (EMA) total being 24,070 people, members chose to operate with a 3% sample size after taking the budget into consideration. The overall cost of incentives is projected to be around \$18,050.
- Per Glenda's request, members will email the Office of Support their recommendations and questions they'd like to be included in the survey. The Office of Support will then include committee member responses into the matrix for increased organization and readability.
- VIII. New Business:** None.
- IX. Adjournment:** Auntjuan Wiley, Chair, called for a motion to adjourn. Helen Turner made the motion. Miranda Grant seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:16 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

November 16, 2021 2:00 p.m.

Will be held via TELE-CONFERENCE
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX