

Ryan White Planning Council of the Dallas Area  
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment  
Committee

From: RWPC Support Staff

Date: August 10, 2021

Re: Meeting Announcement

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Please note that there will be a:  
Needs Assessment Committee Meeting  
**Tuesday, August 17, 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, August 16, 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  
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

August 17, 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 July 20, 2021 Minutes</b>                        | <b>Action Item</b>                                |
| V. Office of Support Report   |   |
| • RWPC Membership Representation and Reflectiveness                     | Discussion Item                                   |
| <b>VI. FY 2021 Mini Needs Assessment Post COVID</b>                     |   |
| <b>Preview of High Level Findings – Presentation by Dr. Susan Wolfe</b> | <b>Discussion Item/Action Item</b>                |
| <b>VII. Empower Dallas Material Review and Curriculum</b>               |   |
| <b>Recommendations for Training Program Development</b>                 | <b>Discussion Item/Action Item</b>                |
| VIII. New Business  |   |
| IX. Adjournment   | Auntjuan Wiley Chair or John Dornheim, Vice Chair |

**Due to COVID-19**

**Until Further Notice**

**NEXT SCHEDULED MEETING**

**Tuesday, September 21, 2021, 2:00 PM**

**Will be held via TELE-CONFERENCE**

## Needs Assessment Committee Tuesday, July 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 Helen Turner Donna Wilson	John Dornheim, Vice Chair Amanda Evans, MD John Skelton	Miranda Grant Hosea Crowell
MEMBERS ABSENT		
Shannon Walker	Lionel Hillard	Linda Freeman
RWPC STAFF PRESENT		
Glenda Blackmon Johnson RWPC Office of Support	Claudy Jean Pierre RWPC Office of Support	Logane Brazile RWPC Office of Support
GRANTS MANAGEMENT STAFF PRESENT		
Sonya Hughes, AD		
OTHERS PRESENT		
Dr. Susan Wolfe Kaitlyn Malec	Justin Henry Tzeggabhan Kidane	Kelly Hall Erin Moore

- I. **Call to Order:** John Dornheim, Needs Assessment Vice Chair, opened the meeting at 2:12 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim and certified by Claudy Jean-Pierre, RWPC Planner.
- III. **Introductions/Announcements:** None
- IV. **Approval of June 15, 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*. Helen Turner added that she has noticed that the response amongst younger focus group participants may increase if given the opportunity to receive communication through SMS text message.

Members briefly discussed meeting in person. The Office of Support disclosed that since the last meeting, approval had been announced by the director for focus groups to meet in person provided all CDC guidelines are followed.

The committee expressed concerns regarding scheduling conflicts involving the upcoming RWPC committee meeting and focus group that is tentatively scheduled for the same day and time. Susan agreed to hold the focus group in person, and create a sign in sheet to resolve future logistical concerns pertaining to the gift cards for participants.

The members continued discussion about the mini-needs assessment project's priority populations. Susan proposed that the Youth Needs Assessment group should involve persons from ages 18-24. Those under 18 years of age are considered to be vulnerable and would require special considerations to speak with. Due to their care being under the direct supervision of their parents/guardians, questions would need to be tailored to parents. Kevin Chadwin Davis, committee member, volunteered to assist with the solicitation of individuals for

Needs Assessment Committee Meeting

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participation for the Youth Needs Assessment focus group.

Amanda S. Evans M.D., committee member, inquired with Susan regarding the solicitation of persons from the high risk uninfected adolescent population through medical providers. Claudy replied that he spoke with Don Johnson's assistant who raised legal concerns pertaining to working with medical providers for this purpose without violating HIPPA regulations.

The committee further discussed strategies for soliciting participants for several other focus groups.

Susan mentioned that as of 7/20/2021, she had completed 7 interviews with key informants with 3 more scheduled. Two people decline participation out of the original 20. There has been a challenge with no responses being received following her initial outreach emails, and as a result Susan lacks confidence that she will finish all 20 interviews.

John proposed that the cause of non-responsiveness could be due to recipients not recognizing her name and organization. He further explained that it may possibly be more efficient for her to forward all communications to Sonya Hughes, HIV Grants Division Manager, and they be sent out through Office of Support. In this, communications may be more trusted and prone to response.

**VII. Empower Dallas Material Review and Curriculum Recommendations for training Program Development:** Anjuaun Wiley, Chair, voiced that Empower Dallas is excited to be moving forward with their project. One of the larger hurdles thus far has been obtaining a project coordinator. Sonya, stated that she is currently waiting to hear confirmation from the project officer in regards to officially appointing a coordinator. Wiley says that their person of interest for the position is Venton Jones.

**VIII. New Business:** None

**IX. Adjournment:** John Dornheim called for a motioned to adjourn. Helen Turner made the motion. Donna Wilson seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:52 p.m.

*Submitted by:* \_\_\_\_\_ 7/21/2021 \_\_\_\_\_  
Logane Brazile, RWPC Office of Support Date

*Draft Certified by:* \_\_\_\_\_ 7/21/2021 \_\_\_\_\_  
Claudy Jean Pierre, RWPC Office of Support Date

*Final Approval by:* \_\_\_\_\_ 7/21/2021 \_\_\_\_\_  
Auntjuan Wiley, Chair/ John Dornheim, Vice Chair Date

Due to COVID-19; until further notice

NEXT SCHEDULED MEETING

August 17, 2021 2:00 PM

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