

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: September 14, 2021

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, September 21, 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, September 20, 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

September 21, 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 August 17, 2021 Minutes | Action Item |
| V. Office of Support Report | |
| • RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. Approval of the FY 2021 Mini Needs Assessment –
Final Report by Dr. Susan Wolfe | Discussion Item/Action 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, October 19, 2021, 2:00 PM

Will be held via TELE-CONFERENCE

Needs Assessment Committee

Tuesday, August 17, 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 Linda Freeman	John Dornheim, Vice Chair Hosea Crowell, AHF Lionel Hillard	Miranda Grant
MEMBERS ABSENT		
Donna Wilson	Amanda Evans, MD	
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 Merline Wilson	Kevin Davis Shelby Cefoldo, HSNT Sattriona Nyachwaya	Kelly Hall Erin Moore Martha Guerrero, PHNTX-SCAETC

- I. **Call to Order:** Auntjuan Wiley, Needs Assessment Chair, opened the meeting at 2:00 p.m.
- II. **Certification of Quorum:** Quorum was established by Auntjuan Wiley and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** None
- IV. **Approval of July 20, 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; 9 members and 16 vacancies; RWPC membership = 33 seats; 17 members and 53% non-aligned members. The members briefly discussed the committee membership status.
- VI. **FY 2021 Mini-Needs Assessment Project** – Dr. Susan Wolfe, consultant, introduced herself and provided a PowerPoint presentation discussing her high-level preliminary findings for both providers as well as consumers. She discussed challenges providers have faced in the wake of COVID-19 such as shifting practices to virtual, safeguards, adapted meal programs, etc.; Impact on Organization and Services; Impact on medication timelines; Intake and recertification; Processes and policies changed; Service delivery lessons; Impact on response to specific groups. Challenges of consumers were also highlighted such as, negative impacts on prevention and care, access to care, medications, and vaccines. In the coming weeks, Dr. Wolfe will be working on a full report, a final presentation, as well as an executive summary to present her findings in more depth.

Following Dr. Wolfe’s presentation, committee members expressed concern regarding public participation with interviews and focus groups. The committee agreed to discuss the next Needs Assessment date in next month’s meeting to avoid delay.
- VII. **Empower Dallas Material Review and Curriculum Recommendations for training Program Development:** Antjuaun Wiley, Chair, voiced that according to the Project Officer, any further progress with Empower Dallas will now be overseen by the Consumer Council Committee.
- VIII. **New Business:** None

IX. Adjournment: Auntjuan Wiley, Chair, called for a motioned to adjourn. Lionel Hillard made the motion. Helen Turner seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:04 p.m.

Submitted by:  _____ Date _____
Logane Brazile, RWPC Office of Support

Draft Certified by: _____ Date _____
Glenda Blackmon-Johnson, RWPC Office of Support

Final Approval by: _____ Date _____
Auntjuan Wiley, Chair/ John Dornheim, Vice Chair

Due to COVID-19; until further notice
NEXT SCHEDULED MEETING
September 21, 2021 2:00 PM
Will be held via TELE-CONFERENCE
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX