

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: January 11, 2022

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, January 18, 2022 2:00 p.m.
Please join from your computer, tablet or smartphone.
[Teleconference/gotomeeting.com](https://www.zoom.us/j/913112096959854808)
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 on or before Monday, January 17, 2022. 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
Jasmine Sanders, 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

January 18, 2022

2:00 p.m.

- | | | |
|--|---|--------------------|
| I. Call to Order | John Dornheim, Chair, or Helen Zimba, RWPC Vice-Chair | |
| II. Certification of Quorum | John Dornheim, Chair, or Helen Zimba, RWPC Vice-Chair | |
| III. Introductions/Announcements | John Dornheim, Chair, or Helen Zimba, RWPC Vice-Chair | |
| IV. Approval of the November 18, 2021 Minutes | | Action Item |
| V. Office of Support Report | | |
| • RWPC Membership Representation and Reflectiveness | | Discussion Item |
| VI. RWPC FY 2022 Work Plan – Outline for Needs Assessment Committee’s Activities | | Discussion Item |
| VII. FY 2022 Needs Assessment Update | | |
| VIII. New Business | | |
| IX. Adjournment | John Dornheim, Chair, or Helen Zimba, RWPC Vice-Chair | |

**Due to COVID-19
Until Further Notice**

NEXT SCHEDULED MEETING

Tuesday, February 15, 2022 2:00 PM

Will be held via TELE-CONFERENCE

Needs Assessment Committee

Tuesday, November 16, 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 Lionel Hillard
MEMBERS ABSENT		
Donna Wilson John Dornheim, Vice-Chair	Linda Freeman	Miranda Grant
RWPC STAFF PRESENT		
Glenda Blackmon Johnson RWPC Office of Support	Logane Brazile RWPC Office of Support	
GRANTS MANAGEMENT STAFF PRESENT		
Sonya Hughes, AD Oscar Salinas, CQM	Kaitlyn Malec, AA	Justin Henry, GPM
OTHERS PRESENT		
Merline Wilson, HSNT Kellie Norcott, PHHS	Marlon Wilson	

- I. **Call to Order:** Auntjuan Wiley, Needs Assessment Chair, opened the meeting at 2:01 p.m. and called the meeting to order at 2:06 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, announced the National Strength Conference, which took place from November 4 - November 7, 2021, was a success. The conference offered a safe space for support, empowerment, and education among men living with HIV. Planning for next year's conference is currently underway.
- IV. **Approval of October 19, 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 Planning:** Logane Brazile, RWPC Coordinator, opened discussion announcing she received a total of two (2) recommendations from Needs Assessment committee members. Recommendations received were taken into account and noted on the FY 2022 Needs Assessment Matrix document. Before the November 18, 2021 meeting, members were sent documentation from the FY 2019 Needs Assessment. This included the provider survey, consumer survey, consumer focus group questions, and informant interview script. Members received these documents as a guide for creating their own recommendations for the FY 2022 Needs Assessment. The Office of Support recognized committee members would likely require additional time to review the new documents. Members are required to submit recommendations to the Office of Support on or before December 6, 2021.
- VII. **New Business:** None.
- VIII. **Adjournment:** The meeting was adjourned at 2:49 p.m.

