

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 11, 2022

Re: Meeting Announcement

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Please note that there will be a:  
Needs Assessment Committee Meeting  
**Tuesday, October 18, 2022, 2:00 p.m.**  
Please join from your computer, tablet or smartphone.  
[Teleconference/gotomeeting.com](https://www.zoom.us/j/9141111111)  
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, October 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  
Anthony Delgiorno, Program Monitor  
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

October 18, 2022

2:00 p.m.

- |   |                         |
|---|-------------------------|
| I. Call to Order  | Helen Zimba, RWPC Chair |
| II. Certification of Quorum   | Helen Zimba, RWPC Chair |
| III. Introductions/Announcements  | Helen Zimba, RWPC Chair |
| <b>IV. Approval of the September 20, 2022, Minutes</b>  | <b>Action Item</b>      |
| V. Office of Support Report <ul style="list-style-type: none"><li>• RWPC Membership Representation and Reflectiveness</li></ul>   | Discussion Item         |
| VI. FY 2022 Needs Assessment Project Planning and Updates<br>NA Survey Distribution<br>Focus Group Concept, Paper Survey Needs, Incentive Cards, Polls, etc...<br>Katrina B & Michael H | Discussion Item         |
| VII. EHE Updates<br>Miranda Grant   | Discussion Item         |
| VIII. New Business  |                         |
| IX. Adjournment   | Helen Zimba, RWPC Chair |

**Due to COVID-19  
Until Further Notice  
NEXT SCHEDULED MEETING  
Tuesday, November 15, 2022, 2:00 p.m.  
Will be held via TELE-CONFERENCE**

## Needs Assessment Committee

### Tuesday, September 20, 2022, 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		
Helen Turner Miranda Grant Chris Walker Lionel Hillard	Dan Nguyen La’Paul Fulsom Sattie Nyachwaya	John Dornheim, Chair Kevin Chadwin Davis Nisa Ortiz
MEMBERS ABSENT		
Donna Wilson Hosea Crowell Linda Freeman	Amanda Evans, M.D. Jonathan Ford	
RWPC STAFF PRESENT		
Logane Brazile Office of Support	Glenda Blackmon-Johnson Office of Support	Jasmine Sanders Office of Support
GRANTS MANAGEMENT STAFF PRESENT		
LeShaun C Murphy, AA	Sonya Hughes, AA	
OTHERS PRESENT		
Chris Adkins, AETC Katrina B, Red Ribbon Consulting Jonathan Gute, PHHS	Oscar Salinas, CQM Michael Hager, Hager Healthcare Piper Duarte, PHHS	

- I. **Call to Order:** John Dornheim, Chair, opened the meeting at 2:00 pm and called the meeting to order at 2:02 pm.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** Helen Turner announced the External Quality Management Team would host its Referral for Healthcare focus group on Thursday, September 22, 2022, from 5 pm-7 pm. Participants will receive a \$30 gift card. Those who have received Referral for Healthcare services are eligible to participate in the focus group. Flyers will be sent to interested parties.
- IV. **Approval of August 16, 2022, Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Helen Turner and seconded by Helen Zimba. The motion passed.
- V. **Office of Support:** The Needs Assessment Committee membership = 25 seats; 15 members and 10 vacancies; RWPC membership = 33 seats; 25 members and 35% non-aligned members.
- VI. **FY 2022 Needs Assessment Project Planning and Updates:** Michael Hager and Katrina Balenkov updated the committee, stating that Katrina would be in Dallas on September 26-27, 2022, to meet those involved with the Needs Assessment formally.  
Hager noted the team would use Form Site to formulate their survey. The survey collection application will allow the team to plan for respondent-driven sampling. The group plans to create an additional section for the survey regarding implicit biases.  
Chris Adkins, AETC, explained the following benefits of a respondent-driven sampling chain:
  - *Increased community trust*
  - *Equilibrium of needs*
  - *Referrals via seed populations*
- VII. **EHE Updates:** Miranda Grant, EHE, announced the Integrated Plan Steering Committee Meeting would be held on Thursday, September 22, 2022.
- VIII. **New Business:** Helen Zimba announced the Afiya Center with its birthing center would host its grand opening on Needs Assessment Committee Meeting  
U:\Coordinator-a\~Needs Assessment~\9.20.2022

Saturday, October 15, 2022. Further information is forthcoming.

- IX. Adjournment:** John Dornheim called for a motion to adjourn. Helen Zimba made the motion. Helen Turner seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:40 pm.

*Submitted by:* \_\_\_\_\_  
Logane Brazile, RWPC Office of Support \_\_\_\_\_ Date \_\_\_\_\_

*Draft Certified by:* \_\_\_\_\_  
Glenda Blackmon-Johnson, RWPC Office of Support \_\_\_\_\_ Date \_\_\_\_\_

*Final Approval by:* \_\_\_\_\_  
John Dornheim, Chair \_\_\_\_\_ Date \_\_\_\_\_

Due to COVID-19; until further notice

NEXT SCHEDULED MEETING

**October 18, 2022, 2:00 p.m.**

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