

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: March 8, 2022

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, March 15, 2022, 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 on or before Monday, March 14, 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

March 15, 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 February 15, 2022, Minutes | Action Item |
| V. Office of Support Report | |
| • RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. FY 2022 Needs Assessment Strategic Planning/ Update | Discussion/ Action Item |
| • Meeting Frequency Discussion | |
| VII. New Business | |
| VIII. Adjournment | John Dornheim, Chair, or Helen Zimba, RWPC Vice-Chair |

Due to COVID-19

Until Further Notice

NEXT SCHEDULED MEETING

Tuesday, April 19, 2022, 2:00 PM

Will be held via TELE-CONFERENCE

Needs Assessment Committee Tuesday, February 15, 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 E. Turner	Dr. Amanda S. Evans	La'Paul Fulsom
Lionel Hillard	Miranda Grant	Jonathan Ford
Hosea Crowell	John Dornheim, Chair	Chris Walker
Kevin Chadwin Davis		
MEMBERS ABSENT		
Donna Wilson		
Linda Freeman		
RWPC STAFF PRESENT		
Glenda Blackmon Johnson	Logane Brazile	Jasmine Sanders
RWPC Office of Support	RWPC Office of Support	RWPC Office of Support
GRANTS MANAGEMENT STAFF PRESENT		
Sonya Hughes, AD	Justin Henry, GM	Nariah Webster, FM
Kofi Bissah, ADAP		
OTHERS PRESENT		
Kelly Hall, Dallas County	AJ Johnson, Dallas County	
Piper Duarte, PHHS	Sattriona Nyachwaya, PHNTX	
Marlon Wilson, Dallas County		

- I. **Call to Order:** John Dornheim, Chair, opened the meeting at 2:00 p.m. and called the meeting to order at 2:01 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** None.
- IV. **Approval of January 18, 2022, Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Helen Turner, seconded by Kevin Chadwin Davis. The motion passed.
- V. **Office of Support:** The Needs Assessment Committee membership = 25 seats; 11 members and 14 vacancies; RWPC membership = 33 seats; 19 members and 53% non-aligned members.
- VI. **FY 2022 Needs Assessment Strategic Planning/Update:** Glenda Blackmon-Johnson, RWPC Office of Support, provided an update regarding the status of the FY 2022 Needs Assessment, stating that as of the February meeting, the request for proposal (RFP) remains in process with the purchasing department. The Office of Support anticipates receipt of an update from purchasing soon.
Committee members were encouraged to review survey questions and formatting from the Needs Assessment projects of other EMA's and the Dallas FY 2019 Needs Assessment. Through screen share, members were asked to review and make recommendations to a series of survey question formats to choose the most suitable one for the FY 2022 Needs Assessment. The committee held a productive discussion regarding wordsmithing and other survey design components. Committee members requested all sections of the survey forms and the Dallas FY 2019 Needs Assessment to further review for the next committee meeting. Findings will be due via email to the Office of Support by March 7, 2022.
- VII. **New Business:** None.
- VIII. **Adjournment:** John Dornheim called for a motion to adjourn. Helen Zimba made the motion. Donna Wilson 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 _____
John Dornheim, Chair

Due to COVID-19; until further notice

NEXT SCHEDULED MEETING

March 15, 2022, 2:00 p.m.

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