

Ryan White Planning Council of the Dallas Area  
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment  
Committee

From: RWPC Support Staff

Date: May 10, 2022

Re: Meeting Announcement

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Please note that there will be a:  
Needs Assessment Committee Meeting  
**Tuesday, May 17, 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, April 18, 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

May 17, 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 |                                |
| <b>IV. Approval of the April 19, 2022, Minutes</b>                      |   | <b>Action Item</b>             |
| V. Office of Support Report   |   |                                |
| • RWPC Membership Representation and Reflectiveness                     |   | Discussion Item                |
| VI. FY 2022 Needs Assessment Strategic Planning/ Survey Question Review |   | Discussion/ <b>Action Item</b> |
| • Timeline Review   |   |                                |
| VII. EHE Updates<br>Miranda Grant                                       |   | Discussion Item                |
| 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, June 21, 2022, 2:00 PM

**Will be held via TELE-CONFERENCE**

# Needs Assessment Committee

Tuesday, April 19, 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

John Dornheim, Chair	Lionel Hillard	Kevin Chadwin Davis
Donna Wilson	Sattie Nyachwaya	Hosea Crowell
Helen Turner		

## MEMBERS ABSENT

Linda Freeman	La'Paul Fulsom	Miranda Grant
Amanda S. Evans, M.D.	Jonathan Ford	Chris Walker

## 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

Jocelyn Rodriguez, PM	Sonya Hughes, AA	Nariah Webster, SFM
Justin Henry, GM		

## OTHERS PRESENT

AJ Johnson, Dallas County	Kofi Bissah, ADAP	Piper Duarte, PHHS
Kelly Hall, Dallas County	Tzegabrhan Kidane, Dallas County	Crystal Curtis, PHHS

- 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:** Helen Turner made the following announcements:
  - There are remaining scholarships for women living with HIV to attend the Grace Project Conference from April 29-31, 2022. Those interested should visit [www.graceproject.org](http://www.graceproject.org) to apply for the scholarship.
  - On Thursday, April 21, 2022, the Texas Strikeforce meets with Imelda Garcia to discuss unresolved issues regarding Take Charge Texas from the previous meeting with the Department of State Health.
  - On Friday, April 22, 2022, there will be a meeting with the ABI media campaign to gather feedback from community voices regarding ending the HIV epidemic.

Donna Wilson, CCC Chair, announced the Afiya Center would be hosting its 9th annual "Get Tested, Grab a Bite" on June 27, 2022, from 11 a.m.-4 p.m. at Glendale Park. The Afiya Center is currently looking for event vendors, volunteers, or donations. Vendor applications can be requested from Donna Wilson.

Jocelyn Rodriguez, Program Monitor, introduced herself to the committee, stating that she is happy to be at Dallas County and looks forward to meeting everyone in the future.
- IV. **Approval of March 15, 2022, Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Sattie Nyachwaya, seconded by Lionel Hillard. The motion passed.
- V. **Office of Support:** The Needs Assessment Committee membership = 25 seats; 13 members and 12 vacancies; RWPC membership = 33 seats; 23 members and 48% non-aligned members.
- VI. **FY 2022 Needs Assessment Strategic Planning/ Survey Question Review:** Logane Brazile, RWPC Coordinator, initiated discussion of the FY 2022 Needs Assessment Question Review. The latest working draft of the Needs Assessment was shared through screen share. This document included the following revisions:
  - *Re-worded questions,*
  - *Added answer choices,*
  - *Minutes for estimated survey completion*
  - *Categorized questions.*

John Dornheim, RWPC Chair, suggested utilizing a Spanish-speaking staff member to translate the survey for inclusiveness.

Next, the committee received an update regarding the current progress of the FY 2022 Needs Assessment. The Planning Needs Assessment Committee Meeting

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Council recently received the Evaluation Committee Composition Form from Purchasing, noting the ten evaluators determined to possess sufficient expertise in the operations of the departments affected by or benefit from using the goods or services to be procured. Vendors can now submit their proposals, and information is being prepared for submission to the chosen vendor at the appropriate time.

- VII. **EHE Updates:** Logane Brazile, RWPC Coordinator, reported on Tuesday, April 12, 2022, the Diagnose Work Group began reviewing a Needs Assessment survey for people not living with HIV that was initially conducted in Arizona. The Arizona survey was chosen as it had previously undergone multiple rounds of community feedback. The group went question by question and collected feedback, recommendations, and notes for the consultant to review once they were on assignment. Forty-eight questions were completed and will continue review in the Prevent Work Group on Wednesday, April 27, 2022, @ 11 a.m.
- VIII. **New Business:** Jasmine Sanders, RWPC Planner, announced that the Planning & Priorities Committee meeting on April 20, 2022, will be a joint meeting with the Consumer Council Committee. There will be a presentation regarding the FY 2022 Priority Ranking Process.
- IX. **Adjournment:** John Dornheim called for a motion to adjourn. Helen Turner made the motion. Lionel Hillard seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:42 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  
**May 17, 2022, 2:00 p.m.**  
Will be held via TELE-CONFERENCE  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX