

Ryan White Planning Council of the Dallas Area  
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment  
Committee

From: RWPC Support Staff

Date: June 14, 2022

Re: Meeting Announcement

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

June 21, 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 May 17, 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     |   | Discussion Item    |
| • Timeline Review                                   |   |                    |
| • Final Questions for Consultant                    |   |                    |
| 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, July 19, 2022, 2:00 PM

Will be held via TELE-CONFERENCE

# Needs Assessment Committee

## Tuesday, May 17, 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

Miranda Grant	John Dornheim, <b>Chair</b>
Amanda S. Evans, M.D.	Nisa Ortiz
Jonathan Ford	La'Paul Fulsom
Kevin Chadwin Davis	Sattie Nyachwaya

### MEMBERS ABSENT

Helen E. Turner	Chris Walker	Hosea Crowell
Lionel Hillard	Dan Nguyen	Linda Freeman
Donna Wilson		

### RWPC STAFF PRESENT

Logane Brazile	Jasmine Sanders
RWPC Office of Support	RWPC Office of Support

### GRANTS MANAGEMENT STAFF PRESENT

### OTHERS PRESENT

Kelly Hall, Dallas County	Chris Adkins, SC AETC
AJ Johnson, Dallas County	
Piper Duarte, PHHS	

- I. **Call to Order:** John Dornheim, Chair, opened the meeting at 2:00 p.m. and called the meeting to order at 2:11 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** John Dornheim, Chair, welcomed the newest member of the Needs Assessment Committee, Nisa Ortiz.
- IV. **Approval of April 19, 2022, Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Sattie Nyachwaya, seconded by Miranda Grant. The motion passed.
- V. **Office of Support:** The Needs Assessment Committee membership = 25 seats; 15 members and 10 vacancies; RWPC membership = 33 seats; 24 members and 46% 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:
  - *Spanish PLWH Needs Assessment version*Next, the committee received an update regarding the current progress of the FY 2022 Needs Assessment. The proposals are currently under evaluation. Evaluators submit evaluation scores on 5/19/22. The tentative evaluation closure is May 2022.
- VII. **EHE Updates:** Miranda Grant, EHE Coordinator, reported that the Diagnose Work Group began reviewing a Needs Assessment survey for people not living with HIV 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. On Thursday, May 19, 2022, there will be another workgroup meeting to discuss key stakeholder interview logistics.
- VIII. **New Business:** None.
- IX. **Adjournment:** John Dornheim called for a motion to adjourn. Sattie Nyachwaya made the motion. Miranda Grant seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:21 p.m.

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

*Draft Certified by:* \_\_\_\_\_ Date \_\_\_\_\_  
Jasmine Sanders, RWPC Office of Support

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

Due to COVID-19; until further notice

NEXT SCHEDULED MEETING

**June 14, 2022, 2:00 p.m.**

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