

Ryan White Planning Council of the Dallas Area  
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment  
Committee

From: RWPC Support Staff

Date: September 13, 2022

Re: Meeting Announcement

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Please note that there will be a:  
Needs Assessment Committee Meeting  
**Tuesday, September 20, 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, September 19, 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**

September 20, 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 August 16, 2022, Minutes</b>                        |   | <b>Action Item</b> |
| V. Office of Support Report  |   |                    |
| • RWPC Membership Representation and Reflectiveness                        |   | Discussion Item    |
| VI. FY 2022 Needs Assessment Project Planning and Updates<br>Michael Hager |   | Discussion Item    |
| 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, October 18, 2022, 2:00 p.m.**

**Will be held via TELE-CONFERENCE**

# Needs Assessment Committee

## Tuesday, August 16, 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	Sattie Nyachwaya	La'Paul Fulsom
Kevin Chadwin Davis	Dan Nguyen, M.D.	Amanda Evans, M.D.
Lionel Hilallard	Nisa Ortiz	
Miranda Grant	Helen Turner	

### MEMBERS ABSENT

Donna Wilson	Jonathan Ford	Linda Freeman
Hosea Crowell	Chris Walker	

### RWPC STAFF PRESENT

Logane Brazile	Jasmine Sanders	Glenda Blackmon-Johnson
RWPC Office of Support	RWPC Office of Support	RWPC Office of Support

### GRANTS MANAGEMENT STAFF PRESENT

Sonya Hughes, AA	Kofi Bissah, ADAP
Justin Henry, GM	Oscar Salinas, CQM

### OTHERS PRESENT

Chris Adkins	Joni Wysocki, AHF/AIN
AJ Johnson, EHE	Katrina Balovlenkov, Red Ribbon Consulting
Jonathan Gute, PHHS	Michael Hager, Hager Healthcare

- 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 made the following announcements:
  - Helen Turner expressed gratitude for those who assisted with the external CQM work to solicit consumer input. The following survey session will be held on Thursday, August 19, 2022, on Dental Health from 5-7 pm. Participants will have had to receive services from Dallas County to be eligible for the survey. Those participating for the entire 2 hours will be offered a \$30 gift card for their time. Next Thursday, August 26, 2022, will be on Outreach. For more information, please contact the Office of Support.
  - For more information regarding the Monkey Pox vaccine, should visit [www.dallascounty.org](http://www.dallascounty.org)
- IV. **Approval of July 19, 2022, Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Helen Turner and seconded by Sattie Nyachwaya. The motion passed.
- V. **Office of Support:** The Needs Assessment Committee membership = 25 seats; 15 members and 10 vacancies; RWPC membership = 33 seats; 26 members and 35% non-aligned members.
- VI. **FY 2022 Needs Assessment Material Review:** Glenda Blackmon-Johnson introduced the session by explaining that Commissioner's Court met on Tuesday, August 16, 2022, and approved the FY 2022 Needs Assessment vendor contract. She explained the purpose of this meeting segment is to introduce Michael Hager, Hager Healthcare, and Katrina Balovlenkov, Red Ribbon Consulting, to the Needs Assessment committee and acclimate them with the survey material curated by the Needs Assessment Committee to be reflective of the community. Katrina Balovlenkov introduced herself and re-iterated the importance of capturing the community voice in the survey assessment. She shared the following with the committee:
  - *Process planning*
  - *Qualitative vs. quantitative technique*
  - *Personnel & Team-member qualifications*
  - *Interview planning (community liaisons)*
  - *Focus groups (Spanish/ English)*
  - *Response driven interviews*

Needs Assessment Committee Meeting

U:\Coordinator-a\~Needs Assessment~\8.16.2022

- *Timeline*
- *The distinction between status neutral and PLWH surveys*

Michael and Katrina’s goal is to be able to identify service gaps and develop a clear plan to help bridge the gaps.

**VII. EHE Updates:** Miranda reported the Status Neutral draft survey had been shared with the consultants and emphasized the main focus of the EHE team is to remain informed about specific processes and be sure not to duplicate efforts.

**VIII. New Business:** None.

**IX. Adjournment:** John Dornheim called for a motion to adjourn. Sattie Nyachwaya made the motion. Kevin Chadwin Davis seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:45 pm.

*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

**September 20, 2022, 2:00 p.m.**

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