

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: February 8, 2022

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, February 15, 2022 2:00 p.m.
Please join from your computer, tablet or smartphone.
[Teleconference/gotomeeting.com](https://www.zoom.us/j/9101123456)
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, February 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

February 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 January 18, 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 Item |
| 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, March 15, 2022 2:00 PM
Will be held via TELE-CONFERENCE**

Needs Assessment Committee

Tuesday, January 18, 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	Hosea Crowell	Donna Wilson
La'Paul Fulsom	Jonathan Ford	Miranda Grant
Kevin Chadwin Davis	John Dornheim, Chair	
MEMBERS ABSENT		
Lionel Hillard	Linda Freeman	
Amanda S. Evans		
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	Kaitlyn Malec, AA	
Kofi Bissah, ADAP		
OTHERS PRESENT		
Jaiden Lake, EHE	Sattriona Nyachwaya, PHNTX	
Miranda Grant, EHE	Merline Wilson, HSNTX	
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:
 - The Texas HIV Advisory Committee will be meeting on January 28, 2022.
 - The Texas Executive Health Commissioner appointed Ms. Turner, the first HIV + black woman, to the Texas HIV Advisory Committee. She has begun collaborations and is delighted to be in her new role
 - Voter registration for the state of Texas ends on January 31, 2022.
 John Dornheim, Chair, congratulated La'Paul Fulsom and Jonathan Ford on their new membership to the Needs Assessment Committee.
- IV. **Approval of November 16, 2021, Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Helen Turner, seconded by Donna Wilson. 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. **RWPC FY 2022 Work Plan- Outline for Needs Assessment Committee's Activities:** Glenda Blackmon Johnson, Office of Support, explained the RFP process and overviewed the Work Plan objectives citing its purpose being to provide members a baseline for what should be accomplished throughout the program year in order to maintain satisfactory progress. She then shared the updated FY 2022 Needs Assessment timeline with detailed action plans for each month from October 2021-September 2022.
- VII. **FY 2022 Needs Assessment Update:** Miranda Grant, EHE, provided an update regarding the Ending the Epidemic program and its involvement in the FY 2022 Needs Assessment. She introduced members to the Status Neutral Approach. The EHE team is hoping to be granted funding for this project, which will mean that in addition to the federally mandated RWPC Needs Assessment, EHE will conduct focus groups and surveys for groups of those **not** living with HIV explore gaps in access to care for that group.

Glenda Blackmon Johnson, Office of Support, shared the Status Neutral document reviewing terminology and acronyms, key elements of the program, status neutral at the individual and community level, coordination examples, and success linkage.

Sonya Hughes, AA, explained the vetting process of consultants applying for the RFP.

Office of Support explained that once the project is posted for bid, consultants may navigate to the purchasing page on the Dallas County website to apply to become a registered supplier with Dallas County to conduct business.

VIII. New Business: None.

IX. 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 2:51 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

February 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