

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: April 12, 2022

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, April 19, 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

April 19, 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 March 15, 2022, Minutes | | Action Item |
| V. Office of Support Report | | |
| • RWPC Membership Representation and Reflectiveness | | Discussion Item |
| VI. FY 2022 Needs Assessment Strategic Planning/ Survey Question Review | | Discussion/ Action Item |
| • Timeline Review | | |
| VII. EHE Updates
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, May 17, 2022, 2:00 PM

Will be held via TELE-CONFERENCE

Needs Assessment Committee Tuesday, March 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

Chris Walker	Sattie Nyachwaya	Donna Wilson
Hosea Crowell	Helen Turner	Jonathan Ford
Kevin Chadwin Davis	John Dornheim, Chair	
Lionel Hillard	La'Paul Fulsom	
Miranda Grant		

MEMBERS ABSENT

Linda Freeman	Amanda S. Evans, M.D.
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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	Oscar Salinas, CQM	

OTHERS PRESENT

AJ Johnson, EHE	Kellie Norcott, PHHS	Nisa Ortiz, Legal Hospice
Dwight Harry, AIDS Dallas	Marlon Wilson, Dallas County	
Jonathan Gute, PHHS	Vinnetya Cooper, PHNTX	
Josh Cogan, SBPAN		

- I. **Call to Order:** John Dornheim, Chair, opened the meeting at 2:00 p.m. and called the meeting to order at 2:02 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** Jasmine Sanders, RWPC Office of Support, announced the Ryan White Leadership Orientation, open for members only, will be held virtually on April 13 from 9 a.m. – 12 p.m.
Helen Turner made the following announcements:
 - The Grace Project Conference will be held from April 29, 2022, to May 1, 2022. Those interested in attending should visit LegacyGraceProject.org for registration details.
 - The volunteer committee continues to work out issues with the Take Charge Texas portal.
 - South Central AETC recently held an event on the topic of treatment. This event is held each Tuesday and Friday. Contact Helen Turner for meeting details.
- IV. **Approval of February 15, 2022, Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Lionel Hillard, seconded by Kevin Chadwin Davis. 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/Update:** Glenda Blackmon-Johnson, RWPC Office of Support, provided an update regarding the purchasing department's Request for Proposal/ Qualifications Procurement Timeline.

Proposed Time Line:

Advertising Dates: 3/10/2022 & 3/17/2022
Pre- Solicitation Conference Date/Time: 3/23/2022 10:30 A.M.
Pre- Solicitation Conference Location: Via Microsoft Teams
Note: *the following dates are subject to change*
Solicitation Due Date: 4/21/2022
Solicitation Available to Pick-Up: 4/28/2022
Solicitation Evaluations: from 4/28/2022 to 5/19/2022
Recommendation from Procurement: 5/26/2022
Negotiations and Contract: 6/16/2022
Contract signed by vendor: 6/23/2022

If the following bulleted items are received by 5/26/2022, then the tentative Commissioners Court date is 7/12/2022:

Logane Brazile, RWPC Office of Support, initiated discussion of the FY 2022 Needs Assessment working draft via screen share. The latest version of the draft, inspired by the FY 2019 Tarrant County Needs Assessment, included a shorter length survey, questions regarding sexual orientation, incarceration, and drug use. Elements from the "sample #2 survey" committee members chose during the February meeting were included in the latest working draft. Features include easier question readability, answer checkboxes, and more appealing graphical answer choices.

Committee members made the following revision requests upon review of the draft:

Improved language use

Categorical question placement,

Estimated time of survey completion

Technology access questions

Additional answer choices on select questions (i.e., additional gender identity options)

Other Needs Assessment Strategic Planning Recommendations Included:

Paper copies of the FY 2022 Needs Assessment Survey

Establish agreements with the Providers to have copies available at Provider site

Save the date notification send-out

Spanish version

QR codes

Flyer development

The listed suggestions will be either implemented into the working or draft or noted for the review of the selected project contractor.

Glenda Blackmon-Johnson, RWPC Office of Support, explained to committee members that this year's Needs Assessment would be running parallel with the EHE Status Neutral Needs Assessment. Due to EHE matching the Planning Council's funding, the initiative will cost approximately \$140,000 (\$70,000- RWPC/ \$70,000 EHE) to be completed effectively. She also initiated discussion of the flyer for the Needs Assessment stating that if committee members had any ideas to reach out to the Office of Support so that the design process can be a collaborative effort.

Miranda Grant, EHE Coordinator, explained that the Status Neutral survey creation effort would be mainly carried out through the HIV Task Force group. She confirmed that the Needs Assessment Committee would be kept in the loop and be provided updates regarding their overall progress.

VII. New Business: None.

VIII. Adjournment: John Dornheim called for a motion to adjourn. Lionel Hillard made the motion. Helen Zimba seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:08 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

April 19, 2022, 2:00 p.m.

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