

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: January 10, 2023

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, January 17, 2023, 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, January 11, 2023. 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
Vacant, 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

January 17, 2023

2:00 p.m.

- | | |
|---|-------------------------|
| I. Call to Order | Helen Zimba, RWPC Chair |
| II. Certification of Quorum | Helen Zimba, RWPC Chair |
| III. Introductions/Announcements | Helen Zimba, RWPC Chair |
| IV. Approval of the November 15, 2022, Minutes | Action Item |
| V. Office of Support Report | |
| • RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. FY 2022 Needs Assessment Project Planning and Updates | Discussion Item |
| Projected numbers | |
| Appx distributed surveys | |
| Challenges | |
| VII. EHE/ Taskforce Updates | Discussion Item |
| Miranda Grant | |
| VIII. New Business | |
| IX. Adjournment | Helen Zimba, RWPC Chair |

Due to COVID-19

Until Further Notice

NEXT SCHEDULED MEETING

Tuesday, February 21, 2023, 2:00 p.m.

Will be held via TELE-CONFERENCE

Needs Assessment Committee

Tuesday, November 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		
Helen Turner Sattie Nyachwaya Miranda Grant Jonathan Ford	Chris Walker Helen Zimba, Chair Amanda S. Evans, M.D. La'Paul Fulsom	John Dornheim Kevin Chadwin Davis Dan Nguyen Nisa Ortiz
MEMBERS ABSENT		
Lionel Hillard Donna Wilson	Linda Freeman	Hosea Crowell
RWPC STAFF PRESENT		
Logane Brazile Office of Support	Glenda Blackmon-Johnson Office of Support	Jasmine Sanders Office of Support
GRANTS MANAGEMENT STAFF PRESENT		
Geovanny Velasquez, AA Justin Henry, GM	Kofi Bissah, ADAP	Sonya Hughes, AA
OTHERS PRESENT		
Chris Adkins, AETC Katrina B, NA Consultant	Jonathan Gute, PHHS Piper Duarte, PHHS Shonda McGraw Michael H, NA Consultant	Sylvester Mayes, HSNT Zachariah Skariah

- I. **Call to Order:** John Dornheim opened the meeting at 2:00 pm and called the meeting to order at 2:06 pm.
- II. **Certification of Quorum:** Quorum was established by Helen Zimba, Chair, and certified by Glenda Blackmon-Johnson, RWPC Office of Support.
- III. **Introductions/Announcements:** Glenda Blackmon-Johnson, Office of Support, announced a World AIDS Day event at Dallas County Health and Human Services building on December 1, 2022. Participants can contribute a design for the World AIDS Day quilt that will hang inside the building.
Sonya Hughes, AA, announced the CQM has been working on a poster symposium to showcase the sub-recipient's Return to Care project outcomes. The Office of Support, alongside the Administrative Agency, will be hosting a quilting activity on December 1, 2022, in honor of World AIDS Day. Due to the concerns brought forth regarding catering decisions, the controversial entity will be excluded from the event.
- IV. **Approval of October 18, 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; 16 members and 9 vacancies; RWPC membership = 33 seats; 25 members and 33% non-aligned members.
- VI. **FY 2022 Needs Assessment Project Planning and Updates:** Michael Hager, Needs Assessment Consultant, updated the committee, referencing his most recent Planning Council update. He noted that an issue with incentive card distribution has delayed the survey initiation; however, the team is working on a solution. The review and finalization of the Spanish translation are taking longer than expected. All key informants are ready and have identified their initial seed sources. Katrina Balenkov, Needs Assessment Consultant, reported the need to identify assistants who are also community members of limited access areas.
Chris Adkins reviewed the potential Dallas seed sites for the Needs Assessment survey, including FQHC or behavioral health service providers.
The following was discussed:
 - *Incentive timeline*
 - *Michael's availability for his visit to Dallas*
 Needs Assessment Committee Meeting
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- Paper surveys
- Survey skip logic
- Data mapping
- Transmission networks
- COVID-19 population migration

VII. EHE Updates: Miranda Grant, EHE, made the following announcements:

- ▢ The Integrated Plan Workshop input meetings are taking place this month; those who need an invitation should email Miranda Grant at Miranda.Grant@dallascounty.org
- ▢ Responses to the Integrated Plan are due November 15, 2022. Community Solutions will compile these recommendations and have a final document on December 1, 2022.
- ▢ EHE is currently working on a "Tell Your Story" video campaign. Information regarding location and date is forthcoming.
- ▢ A regular schedule for updating the Integrated Plan + monitoring/ implementation will be established once the Needs Assessment concludes.
- ▢ HRSA will be conducting a site visit on the EHE program. The Zoom meeting link for the community meeting on November 30, 3033, will be sent in the coming days.

VIII. New Business: None.

- IX. Adjournment:** John Dornheim called for a motion to adjourn. Helen Turner made the motion. Helen Zimba, Chair, seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:44 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 _____
 Helen Zimba, Chair

Due to COVID-19; until further notice
NEXT SCHEDULED MEETING
December 13, 2022, 2:00 pm.
 Will be held via TELE-CONFERENCE
 Dallas County Health and Human Services Building
 2377 N. Stemmons Freeway, Dallas, TX