

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 14, 2023

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, February 21, 2023, 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, February 20, 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.dallascounty.org/departments/rwpc/>

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
Marlen Rivera, Fiscal
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 21, 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 January 17, 2023, Minutes | Action Item |
| V. Office of Support Report <ul style="list-style-type: none">• RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. FY 2022 Needs Assessment Project Planning and Updates <ul style="list-style-type: none">• Presenting draft document | Discussion Item |
| VII. EHE/ Taskforce Updates
Miranda Grant | Discussion Item |
| VIII. New Business | |
| IX. Adjournment | Helen zimba, RWPC Chair |

**Due to COVID-19
Until Further Notice**

NEXT SCHEDULED MEETING

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

Will be held via TELE-CONFERENCE

Needs Assessment Committee

Tuesday, January 17, 2023, 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 John Dornheim Lionel Hillard Jonathan Ford	Dan Nguyen La'Paul Fulsom Hosea Crowell Nisa Ortiz	Helen Zimba Miranda Grant Amanda S. Evans M.D. Sattie Nyachwaya
MEMBERS ABSENT		
Linda Freeman Chris Walker	Donna Wilson	
RWPC STAFF PRESENT		
Logane Brazile Office of Support	Glenda Blackmon-Johnson Office of Support	Jasmine Sanders Office of Support
GRANTS MANAGEMENT STAFF PRESENT		
Justin Henry, GM	Sonya Hughes, AA	Barbara Kakembo, PM
OTHERS PRESENT		
Jonathan Gute, PHHS Piper Duarte, PHHS	Katrina B, Needs Assessment consultant Kofi Bissah, ADAP	Joni Wysocki, AHF/AIN Sylvester Mayes

- I. **Call to Order:** Helen Zimba, Chair, opened the meeting at 2:00 pm and called the meeting to order at 2:04 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, made the following announcements:
 - HRSA will be conducting a departmental site visit in April 2023.
 - The Office of Support will transition to a new office building location in Spring 2023, further details are forthcoming.

Lionel Hillard and Helen Turner announced THMP met on January 13, 2023. Due to budget increases, updates will be held annually, and essential medications for people living with HIV, once removed from the formulary, have been added back.
- IV. **Approval of November 15, 2022, Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Helen Turner and seconded by Lionel Hillard. The motion passed.
- V. **Office of Support:** The Needs Assessment Committee membership = 25 seats; 15 members and 10 vacancies; RWPC membership = 33 seats; 27 members and 29% non-aligned members.
- VI. **FY 2022 Needs Assessment Project Planning and Updates:** Katrina Balenkov, Needs Assessment consultant, announced the following Needs Assessment survey progression updates:
 - 850/1400 reached
 - Underrepresented populations: Young Adults, Individuals of trans experience
 - The highest group of PLWH are Black MSM and Latino MSM
 - The team has been collaborating with PRISM and is looking to continue outreach with PRISM Pharmacy & Oak Lawn Pharmacy to encourage the distribution
 - Currently recruiting for focus groups

- Looking to seed CCC committee members for maximum representation
- Challenges have included: Referral incentivization, hard-to-reach populations/areas

The team will host focus groups (English and Spanish) comprised of consumers and providers to gauge frustrations and positive feedback.

Katrina utilized the original FY 2022 Needs Assessment RFP to summarize the updates.

VII. EHE Updates: Miranda Grant, EHE, announced the Integrated Plan has been completed; however, performance measures will continue to be worked on with projected completion in the coming months.

VIII. New Business: None.

IX. Adjournment: Helen Zimba, Chair, called for a motion to adjourn. Lionel Hillard seconded the motion. The meeting was adjourned at 2:28 pm.

Submitted by: _____
Logane Brazile, RWPC Office of Support Date _____

Draft Certified by: _____
Glenda Blackmon-Johnson, RWPC Office of Support Date _____

Final Approval by: _____
Helen Zimba, Chair Date _____

Due to COVID-19; until further notice

NEXT SCHEDULED MEETING

February 21, 2022, 2:00 pm.

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