

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: March 14, 2023

Re: Meeting Announcement

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

March 21, 2023

2:00 p.m.

- | | |
|--|-----------------------|
| I. Call to Order | Lionel Hillard, Chair |
| II. Certification of Quorum | Lionel Hillard, Chair |
| III. Introductions/Announcements | Lionel Hillard, Chair |
| IV. Approval of the February 21, 2023, Minutes | Action Item |
| V. Office of Support Report | |
| • RWPC Membership Representation and Reflectiveness | Discussion Item |
| VI. FY 2022 Needs Assessment Project Planning and Implementation | Discussion Item |
| VII. EHE/ Taskforce/ Integrated Plan Updates
Miranda Grant | Discussion Item |
| VIII. New Business | |
| IX. Adjournment | Lionel Hillard, Chair |

Due to COVID-19

Until Further Notice

NEXT SCHEDULED MEETING

Tuesday, April 18, 2023, 2:00 p.m.

Will be held via TELE-CONFERENCE

Needs Assessment Committee

Tuesday, February 21, 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		
Dr. Amanda Evans Donna Wilson Hosea Crowell	LaPaul Fulsom Helen Turner Nisa Ortiz	John Dornheim Miranda Grant Dan Nguyen
MEMBERS ABSENT		
Lionel Hillard Jonathan Ford	Helen Zimba, Chair Sattie Nyachwaya	Chris Walker
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	LeShaun Murphy, AA	Nariah Webster, SFM
OTHERS PRESENT		
Katrina B, NA Consultant	Piper Duarte, PHHS	Chris Adkins, Consultant

- I. **Call to Order:** Helen Zimba, Chair, opened the meeting at 2:00 pm and called the meeting to order at 2:20 pm.
- II. **Certification of Quorum:** Quorum was established by John Dornheim and certified by Logane Brazile, RWPC Office of Support.
- III. **Introductions/Announcements:** N/A
- IV. **Approval of January 17, 2023, Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Helen Turner and seconded by Donna Wilson, CCC Chair. The motion passed.
- V. **Office of Support:** The Needs Assessment Committee membership = 25 seats; 14 members and 11 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, presented the Dallas EMA/HSDA FY 2022 Status-Neutral Needs Assessment draft to the committee. The draft included the following:
 - ❖ *Status Neutral Needs Assessment steps (i.e., Survey, focus groups, stakeholder interviews)*
 - ❖ *Survey components (survey questions/initial findings)*
 - ❖ *2046 survey respondents*
 - ❖ *Demographics*
 - ❖ *Focus Group process (demographics, participation, questions, special populations)*
 - ❖ *Key Stakeholder Interview Components*
- VII. **EHE Updates:** N/A
- VIII. **New Business:** N/A
- IX. **Adjournment:** John Dornheim called for a motion to adjourn. Donna Wilson, CCC Chair, seconded the motion. The meeting was adjourned at 2:32 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

March 21, 2022, 2:00 pm.

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