

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment
Committee

From: RWPC Support Staff

Date: July 11, 2023

Re: Meeting Announcement

Please note that there will be a:
Needs Assessment Committee Meeting
Tuesday, July 18, 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, July 17, 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
Melody Lee, Fiscal
Tyreece Stephens, Fiscal
Marlen Rivera, Fiscal
Kofi Bissah, ADAP Liaison
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

July 18, 2023

2:00 p.m.

- | | |
|---|--|
| I. Call to Order | Lionel Hillard, Chair or John Dornheim, Vice-Chair or RWPC Chair |
| II. Certification of Quorum | Lionel Hillard, Chair or John Dornheim, Vice-Chair or RWPC Chair |
| III. Introductions/Announcements | Lionel Hillard, Chair or John Dornheim, Vice-Chair or RWPC Chair |
| IV. Approval of the June 20, 2023, Minutes | Action Item |
| V. Office of Support Report | |
| • RWPC Membership Representation and Reflectiveness | Office of Support |
| VI. EHE/ Taskforce/ Integrated Plan Updates | Miranda Grant, EHE |
| VII. FY 2022 Needs Assessment | Discussion Item/ Action Item |
| Recommendations for Suggested Actionable Items | |
| - Updated Agencies List | |
| - CDC HRSA Statement Update | |
| VIII. New Business | |
| o Next Steps | |
| IX. Adjournment | Lionel Hillard, Chair or John Dornheim, Vice-Chair or RWPC Chair |

Due to COVID-19

Until Further Notice

NEXT SCHEDULED MEETING

Tuesday, August 15, 2023, 2:00 p.m.

Will be held via TELE-CONFERENCE

Needs Assessment Committee Tuesday, June 20, 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. Regina Williams Helen Turner Lionel Hillard, Chair	Miranda Grant Dan Nguyen Hosea Crowell	Sattie Nyachwaya Nathaniel Holley
MEMBERS ABSENT		
Donna Wilson Chris Walker Helen Zimba, RWPC Chair	Amanda Evans M.D. Nisa Ortiz John Dornheim, RWPC Vice-Chair	La'Paul Fulsom Jonathan Ford
RWPC STAFF PRESENT		
Logane Brazile Office of Support	Glenda Blackmon-Johnson Office of Support	Jasmine Sanders Office of Support
GRANTS MANAGEMENT STAFF PRESENT		
LeShaun Murphy, AA	Geovanny Velasquez, AA	Justin Henry, AA
OTHERS PRESENT		
Kevin Chadwin Davis	Michelle Moos, PHS	

- I. **Call to Order:** Lionel Hillard, Chair, opened the meeting at 2:00 pm and called the meeting to order at 2:11 pm.
- II. **Certification of Quorum:** Quorum was established by Lionel Hillard and certified by Logane Brazile, RWPC Office of Support.
- III. **Introductions/Announcements:** Logane Brazile, Office of Support, made the following announcements:
 - The 10th annual "Get Tested, Grab a Bite" event will be hosted on June 24, 2023, at Glendale Park from 11a-3p. Those who want to attend, or volunteer should contact Helen Zimba or Donna Wilson.
 - Dallas County will host an LGBTQIA Resource Fair on Wednesday, June 28, 2023, on the first floor of the Records Building. Those serving on the Planning Council are welcome to participate in the event. The Planning Council will have its table set up with freebies and information about the program.
 Lionel Hillard, Chair, announced the Resource Center would host an event celebrating National HIV Testing Day on Saturday, June 24, 2023, from 1p-4p. Following this, there will be a block party from 5p until.
- IV. **Approval of May 16, 2023, 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; 15 members and 10 vacancies; RWPC membership = 33 seats; 28 members and 32% non-aligned members.
Dr. Regina Williams briefly introduced herself to the Committee. Dr. Williams was appointed to the Needs Assessment Committee during the June Executive Meeting.
- VI. **EHE/ Taskforce/ Integrated Plan Updates:** Miranda Grant, EHE, reported Community Solutions was asked to provide a proposal for planning and implementation. This proposal should be completed by the July Taskforce meeting and will be discussed during the July Needs Assessment meeting. The next Taskforce meeting will be held on Thursday, July 13, 2023.
- VII. **FY 2022 Needs Assessment Recommendations for Suggested Actionable Items:** Lionel Hillard, Chair, opened discussion regarding actionable next steps (forum, town hall meeting, etc.) Committee members were asked which Needs Assessment Committee Meeting
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demographic they would like to focus on to begin the efforts (transgender, youth, MSM, Black women). These groups should be identified separately; however, the goal is to reach them all to gauge their experiences and gaps in care. The Committee engaged in a robust conversation mentioning contacts and organizations to use as reference points to gather information from target populations (DSQO, STAR+, AIN, etc.) The Committee agreed to create a working document with contacts and organizations to update periodically for the organization.

VIII. New Business: HRSA-CDC Summary Statement: Jasmine Sanders, Office of Support, presented the CDC Summary Statement. Due to the partially met requirements, there's an opportunity to add additional feedback/strategies to help meet the minimum criteria. The Needs Assessment Committee reviewed the document and understood that efforts were not well documented in the summary statement and should be added. There is no specification regarding timelines; however, HRSA would like to know how the Committee will engage with the planning, updating, and implementation processes.

IX. Adjournment: Helen Turner called for a motion to adjourn. Miranda Grant seconded the motion. The meeting was adjourned at 3:02 pm.

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

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

Final Approval by: _____
Lionel Hillard, Chair, or John Dornheim, RWPC Vice- Chair Date _____

Due to COVID-19; until further notice
NEXT SCHEDULED MEETING
Tuesday, July 18, 2023, 2:00 pm.
Will be held via TELE-CONFERENCE
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX