

Ryan White Planning Council of the Dallas Area  
Office of Support

Memorandum

To: Members and Liaisons, Needs Assessment  
Committee

From: RWPC Support Staff

Date: October 8, 2024

Re: Meeting Announcement

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Please note that there will be a:  
Needs Assessment Committee Meeting  
**Tuesday, October 15, 2024, 2:00 p.m.**  
Please join from your computer, tablet or smartphone.  
[Teleconference/gotomeeting.com](https://www.dallascounty.org/departments/rwpc/teleconference/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) 819-1857 on or before Monday, October 14, 2024. 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  
Nariah Webster, 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  
Vacant, 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

October 15, 2024

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 |
| <b>IV. Approval of the July 16, 2024, Minutes &amp; Adopt September 17, 2024, Work Group Meeting Notes</b> | <b>Action Item</b>   |
| V. FY 2025 Needs Assessment Matrix   | Discussion Item  |
| VI. CQM Updates  | Oscar Salinas  |
| VII. EHE/ Taskforce/ Integrated Plan Updates   | Miranda Grant, EHE   |
| VIII. Office of Support Report   |  |
| • RWPC Membership Representation and Reflectiveness  | Office of Support  |
| IX. New Business   |  |
| X. Adjournment   | Lionel Hillard, Chair or John Dornheim, Vice-Chair or RWPC Chair |

**Due to COVID-19**

**Until Further Notice**

**NEXT SCHEDULED MEETING**

**Tuesday, November 19, 2024, 2:00 p.m.**

**Will be held via TELE-CONFERENCE**

## Needs Assessment Committee

### Tuesday, July 16, 2024, 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		
Diane Granberry Dr. Regina Williams Gary Benecke Miranda Grant, EHE	John Dornheim, Vice-Chair Shariyun Holmes Helen Turner Nisa Ortiz	Lionel Hillard, Chair Antwon Penny La'Paul Fulsom
MEMBERS ABSENT		
Donna Wilson Nathaniel Holley Amanda Evans	Jonathan Ford Chris Walker	Yolonda Bell Kristy Halyburton Helen Zimba
RWPC STAFF PRESENT		
Glenda Blackmon-Johnson Office of Support	Jasmine Sanders Office of Support	
GRANTS MANAGEMENT STAFF PRESENT		
Oscar Salinas, CQM Marlen Rivera, AA	Cabria Ridgnal Sonya Hughes, AA	
OTHERS PRESENT		
Joni Wysoki Kristin Woods, Parkland		

- I. **Call to Order:** Lionel Hillard, Chair, opened the meeting at 2:04 pm and called the meeting to order at 2:06 pm.
- II. **Certification of Quorum:** Quorum was established by Lionel Hillard and certified by the RWPC Office of Support.
- III. **Introductions/Announcements:** Helen Turner announced to the Committee that DSHS will be hosting a meeting for the Texas HIV Syndicate meeting on July 22, 2024, and July 17<sup>th</sup> is the deadline to register for the meeting.
- IV. **Approval of March 19, 2024, Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Helen Turner and seconded by Dian Granberry. The motion passed unanimously.
- V. **Focus Group Report:** Lionel Hillard, Chair, provided a robust update regarding Needs Assessment activities which included focus groups and needs assessment surveys for priority populations and get their input. Mr. Hillard spoke about the medical mistrust that the community has and being able to bring them to the table. Mr. Hillard reported the upcoming activities and mentioned forming a workgroup to go through needs assessment activities and results. Mr. Hillard reported collaborating with EHE, Abounding Prosperity, and the Resource Center on needs assessment projects. Mr. Hillard stated that he would send out a letter reporting what activities have been taking place and mentioned creating a workgroup.
- VI. **CQM Updates:** Gave updates regarding the stakeholder experience survey. Oscar reported rolling out the stakeholder experience survey for providers in July and moving away from the client satisfaction survey due to biases.
- VII. **EHE/Taskforce/Integrated Plan Updates:** Miranda Grant, reported on focus group collaboration with Abounding Prosperity and the completion of that project.

- VIII. **Administrative Agency:** Sonya Hughes, Assistant Director reported that the AA is working on the Part A NOFO due October 1<sup>st</sup> and the fiscal team will be working with the planning council on the budget.
- IX. **Office of Support:** The Needs Assessment Committee membership = 25 seats; 19 members and 5 vacancies; RWPC membership = 33 seats; 26 members and 31% non-aligned members.
- X. **New Business:** Lionel Hillard, Chair opened the floor for discussion regarding meeting days for the Needs Assessment Committee. The Committee had a robust discussion regarding the needs assessment committee meeting every other month verses every month and gave the committee members an option to meet every other month.
- XI. **Adjournment:** Lionel Hillard, Chair, called for a motion to adjourn. Gary Beneke made a motion and Helen Turner seconded the motion. The meeting was adjourned at 2:34 pm.

*Submitted by:* \_\_\_\_\_  
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, August 20, 2024, 2:00 pm.  
Will be held via TELE-CONFERENCE  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX

## Needs Assessment Committee

### Tuesday, September 17, 2024, Work Group Notes

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		
Diane Granberry Dr. Regina Williams Miranda Grant, EHE	John Dornheim, Vice-Chair Nisa Ortiz Dr. Amanda Evans Gary Benecke	Nathaniel Holley La’Paul Fulsom Charlot Mai
MEMBERS ABSENT		
Donna Wilson Shariyun Holmes Antwon Penny	Jonathan Ford Chris Walker Lionel Hillard, Chair Helen Turner	Yolonda Bell Kristy Halyburton Helen Zimba
RWPC STAFF PRESENT		
Glenda Blackmon-Johnson Office of Support		
GRANTS MANAGEMENT STAFF PRESENT		
Sonya Hughes, AA Marlen Rivera, AA	Nariah Webster Melody Lee, AA	Kevin Chadwin Davis Oscar Salinas, CQM
OTHERS PRESENT		
Joni Wysoki T’Andria Tucker, PHHS	Devodyana Venugopal-Callie Clinic	Kristin Woods, Parkland

- I. **Call to Order:** John Dornheim Vice Chair, opened the meeting at 2:04 pm.
- II. **Certification of Quorum:** Quorum was not established and certified however the committee’s work group conducted discussion by consensus.
- III. **Introductions/Announcements:** NA.
- IV. **Approval of July 16 2024, Meeting Minutes:** Tabled until the next meeting.
- V. **Workgroup:** NA
  - Meeting Dates and Times - NA
  - Decide on Workgroup Chair - NA
- VI. **CQM Updates:** NA
- VII. **EHE/Taskforce/Integrated Plan Updates:** NA
- VIII. **Administrative Agency:**
- IX. **Office of Support:** The Needs Assessment Committee Membership = 25 seats; 20 members and 5 vacancies; RWPC Membership = 33 seats; 25 members and 32% non-aligned members.
- X. **New Business:** John Dornheim, vice chair open the discussion regarding the tasks to be completed by the committee as it relates to the FY 2025 Needs Assessment Matrix Draft. He discussed the Priority Population from the previous project (FY 2022 Status Neutral Needs Assessment). Essentially, Every 3-years a comprehensive needs assessment must be conducted for the people living with HIV within the eligible metropolitan area. The previous project was a collaboration with the EHE program. This collaboration called for an assessment of people living with and with HIV. The Needs Assessment committee’s criterion selection included Priority Popoulation, Incentive Amount and survey question criteria and general and overall deliverables. The Matrix shown includes the budget for the project, the detail from the initial project to be
 

Needs Assessment Committee Meeting  
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modified and general and specific criteria. The task for members was to discuss the details and to determine the criteria updates for the *FY 2025 Project for the Matrix*. A robust discussion got underway which included a myriad of concerns and general comments, explanation, and questions regarding the criteria. By consensus the members agreed on the priority population, the incentive amount, criteria for the survey and focus group, the percentage of 26,829 PLWHA and the number of participants. The draft was forwarded to Miranda to forward to the Purchasing team for the project.

**XI. Adjournment:** John Dornheim, Vice Chair, dismissed everyone from the call.

*Submitted by:* \_\_\_\_\_  
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, October 15, 2024, 2:00 pm.

Will be held via TELE-CONFERENCE

Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX