

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 9, 2024

Re: Meeting Announcement

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Please note that there will be a:  
Needs Assessment Committee Meeting  
**Tuesday, July 16, 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) 819-1840 on or before Monday, July 15, 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  
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  
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 16, 2024

2:00 p.m.

### Committee Action/Discussion Items

- |                                                                                                                                                          |                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| I. Call to Order<br>Chair                                                                                                                                | Lionel Hillard, Chair, or John Dornheim, Vice-Chair or RWPC |
| II. Certification of Quorum<br>RWPC Chair                                                                                                                | Lionel Hillard, Chair or John Dornheim, Vice-Chair or       |
| III. Introductions/Announcements<br>RWPC Chair                                                                                                           | Lionel Hillard, Chair or John Dornheim, Vice-Chair or       |
| IV. <b>Approval of the March 19, 2024, Minutes</b>                                                                                                       | <b>Action Item</b>                                          |
| V. Focus Group Report <ul style="list-style-type: none"><li>• Ballroom</li><li>• Marty's</li><li>• Bad Habits</li><li>• Translation in Spanish</li></ul> |                                                             |
| VI. CQM updates                                                                                                                                          | Lionel Hillard, Chair<br>Oscar Salinas<br>Michael Hager     |
| VII. EHE/ Taskforce/ Integrated Plan Updates                                                                                                             | Miranda Grant, EHE                                          |
| VIII. Administrative Agency                                                                                                                              | Sonya Hughes                                                |
| IX. Office of Support Report <ul style="list-style-type: none"><li>• RWPC Membership Representation and Reflectiveness</li></ul>                         | Office of Support                                           |
| X. New Business                                                                                                                                          |                                                             |
| XI. Adjournment<br>RWPC Chair                                                                                                                            | Lionel Hillard, Chair or John Dornheim, Vice Chair or       |

**Due to COVID-19**

**Until Further Notice**

**NEXT SCHEDULED MEETING**

Tuesday, August 20, 2024, 2:00 p.m.

**Will be held via TELE-CONFERENCE**

## Needs Assessment Committee

### Tuesday, March 19, 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 Nathaniel Holley	John Dornheim, Vice-Chair Shariyun Holmes Helen Turner	Lionel Hillard, Chair Antwon Penny La'Paul Fulsom
MEMBERS ABSENT		
Donna Wilson Hosea Crowell Amanda Evans	Miranda Grant Jonathan Ford Chris Walker	Yolonda Bell Nisa Ortiz Helen Zimba Kristy Halyburton
RWPC STAFF PRESENT		
Logane Brazile Office of Support	Glenda Blackmon-Johnson Office of Support	Jasmine Sanders Office of Support
GRANTS MANAGEMENT STAFF PRESENT		
Kevin Chadwin Davis, CQM Oscar Salinas, CQM Marlen Rivera, AA	Regina Waits, CQM Justin Henry, AA Nariah Webster, AA	Tyreece Stephens, AA LeShaun Murphy, AA Wanda Scott, AA
OTHERS PRESENT		
Corey Strickland Kristin Woods, Parkland	Jamie Taylor Jonathan Gute, PHHS	Michael Hager, Consultant T'Andria Tucker, Parkland

- I. **Call to Order:** Lionel Hillard, Chair, opened the meeting at 2:04 pm and called the meeting to order at 2:33 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 attendance is a concern and should be addressed by the Chair.  
Jasmine Sanders, Office of Support, announced the Ryan White Planning Council Orientation will be held virtually on April 10, 2024, from 9a-12p.  
John made the following announcements:
  - The Grace Project will be held on May 17-19, 2024.
  - The Youth Health Awareness Fair will be held at the Nash Davis Rec Center on April 6, 2024.
  - The Mask on the Mancave: Trans Day of Visibility event will be held on March 30, 2024, from 2p-6p. The event will include a focus group, free food, games, and fun.
- IV. **Approval of July 18, 2024, Meeting Minutes:** The motion to approve the Needs Assessment Committee minutes was made by Helen Turner and seconded by John Dornheim, Vice-Chair. The motion passed unanimously.
- V. **Focus Group/Survey Discussion:** Lionel Hillard, Chair, announced a series of focus groups held for priority populations with approximately 40 participants at each meeting. The first will be held on April 1, 2024, from 10a-12p. Black Cis-gender Women will receive a \$30 gift card for their participation.

The Committee proceeded to review the following focus group questions:

**What is your care status – are you currently receiving regular HIV-related medical care?**

- Are you currently receiving HIV-related medical care?

Needs Assessment Committee Meeting

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- Are you on anti-retroviral drugs? If you are not currently in care, have you received HIV care in the past? If yes, when did you enter care?
- How long were you out of care?
- How long has it been since you entered or got back into care?

**If you are now in care or have been in care, where have you received your HIV-related medical care? Where do you or did you go to receive care?**

- At a clinic or health center? Which one?
- At an HIV clinic?
- From a private doctor?

**Are you receiving or have you received other HIV-related services?**

- Have you received services like case management, or transportation assistance, oral health/dental, mental health, support groups, or substance use treatment? Food banks or home-delivered meals? Emergency financial assistance? HIV-related housing assistance?

**When you first found out you had HIV, what did you do?**

- How did you react?
- How did you learn about the disease?
- Did you have someone who helped you deal with the diagnosis?
- Did another person with HIV give you advice?

**Right after you were diagnosed, did someone at the testing place try to help you get linked to care?**

- Where were you tested? Did someone associated with the testing site encourage you to go to a doctor immediately?
- What did they offer?
- What information did they provide?
- Did they provide a referral or offer to go with you to enroll?
- How helpful were they and why?

**Did you try to get care right after you found out you have HIV, or did you wait? What did you do and why?**

- If you didn't immediately get care, tell us why. We'd like to understand your personal reasons. *For example, other health issues, a difficult personal situation, being in jail or in prison, worrying about stigma, or not feeling ready to deal with the disease?*
- Understand program-related reasons– things about the clinic or system of care that made it hard to you.
- Did you know that free or low-cost services were available if you couldn't pay?
- Did you know about the importance of taking antiretroviral medication as soon as possible, to stay healthy?

**Some of you were in care, then dropped out – or have been in and out of care several times – or you may know other people who have had that experience. Why does this happen? What is the single most important reason you personally delayed entering care or dropped out of care?**

- Did you have bad experiences at a service agency?
- What could be done to keep people from leaving care?
- How important are access issues, like transportation and hours of operation?

**How important is stigma or concern about having people know your HIV status – to what extent does it keep people out of care?**

- Do you know people who don't seek care because of worries about having people know their HIV status?
- Would you hesitate to get care if it meant lots of people would know your HIV status?

**At the time you were diagnosed with HIV, did you have a “medical home” – a regular doctor or a clinic where you received your medical care?**

- Did you get regular physical examinations? Flu or other vaccines?
- Where did you go when you got sick– to a regular provider? An emergency room?

**What leads people to come back into care? If you were out of care but recently returned to care, what led you to do that?**

- Were you feeling sick? Did someone convince you to return to care? Did something important change in your life?

**What difference would it make to people who are newly diagnosed if there was a peer to help them get ready for HIV-related care and get medical care for the first time?**

- This would be a person with HIV who is receiving regular medical care – someone who could help you learn about available care, provide information about HIV disease, go with you to your first few appointments, and help you find your way through the care system.

**How useful would it be to have a peer who could help you stay in care or get back into care?**

- Could a peer be helpful with improving adherence to medications?
- Making sure people get to their medical appointments, providing information
- and encouragement?
- Maybe doing with you to an appointment, or helping people fill out intake forms?

**If you could make one change to make it easier for people to get into HIV-related medical care, what would you do?**

**Is there anything else we should understand to help ensure that people are tested for HIV and get into care as quickly as possible, and that they stay in care?**

The Committee entered a robust discussion regarding the focus group flyer.

- VI. See + Stigma Presentation:** Kevin Chadwin Davis, CQM, shared a brief presentation regarding the CQM Stakeholder Experience Evaluation survey. All nine sub-recipients were surveyed, and the survey was disseminated to PLWH, which accesses their RW services. The presentation included the following:

- ✓ *Objectives, Goals, Benefits*
- ✓ *Partners*
- ✓ *Domains (Linkage to HIV Care, HIV Care Navigation, HIV Stigma, COVID-19)*
- ✓ *Demographics*
- ✓ *Linkage to Care*
- ✓ *HIV Stigma*

The presentation will be continued during the April Needs Assessment Committee meeting for additional details.

- VII. CQM Updates:** *N/A*

- VIII. EHE/Taskforce/Integrated Plan Updates:** *N/A*

- IX. Office of Support:** The Needs Assessment Committee membership = 25 seats; 20 members and 5 vacancies; RWPC membership = 33 seats; 26 members and 31% non-aligned members.

- X. New Business:**

- XI. Adjournment:** Lionel Hillard, Chair, called for a motion to adjourn. Helen Turner seconded the motion. The meeting was adjourned at 3:06 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, April 16, 2024, 2:00 pm.

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