

**EXECUTIVE COMMITTEE MEETING
February 7, 2018**

Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.

MEMBERS PRESENT

Auntjuan Wiley, RWPC Vice Chair, CCC Chair	Gary Benecke, Evaluation Chair
Yolanda Jones, Allocations Chair	John Dornheim, Planning & Priorities, Vice Chair
Evany Turk, RWPC Vice Chair	

MEMBERS ABSENT

Del Wilson, Evaluation Vice Chair	Lionel Hillard, RWPC Vice Chair, Allocations Vice Chair
Stacie McNulty, Planning & Priorities Chair	Donna Wilson, CCC Vice Chair

RWPC STAFF PRESENT

Justin M. Henry, RWPC Health Planner	Annie Sawyer-Williams, RWPC Coordinator
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GRANTS MANAGEMENT STAFF PRESENT

Lynn Smith-Clay, GMO	Glenda Blackmon-Johnson, Program Monitor	Wanda Scott, Program Monitor
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OTHERS PRESENT

Kyle Talkington, RWPC

- I. Call to Order:** Vice Chair Auntjuan Wiley called the meeting to order at 2:03 PM.
- II. Certification of Quorum:** Quorum was established by Justin Henry, RWPC Health Planner, and certified by Auntjuan Wiley.
- III. Introductions/Announcements:**
 - a. Mr. Wiley welcomed all the new leadership and members and announced the leadership for 2018.

<u>Position</u>	<u>Appointments</u>
RWPC Chair	Lionel Hillard
RWPC Vice Chair	Auntjuan Wiley
RWPC Vice Chair	Evany Turk
Allocations Chair	Yolanda Jones
Allocations Vice Chair	Lionel Hillard
Evaluation Chair	Gary Benecke
Evaluation Vice Chair	Del Wilson
PP Chair	Stacie McNulty
PP Vice Chair	John Dornheim
CCC Chair	Auntjuan Wiley
CCC Vice Chair	Donna Wilson

- b. He also announced that today is National Black HIV/AIDS Awareness Day. This is an event hosted by the Chris Howell Foundation at the Park South YMCA from 11-5PM. He noted the HIV & Faith Based forum was in collaboration with the Moving Faith Forward in observance of National Black HIV/AIDS Awareness Day focusing on how HIV and Faith Based intersect. The event was a great success with a huge turnout.

IV. **Approval of December 6, 2017 Minutes:** *Gary Benecke motioned to accept the minutes as written. Yolanda Jones seconded the motion. The motion passed two abstentions.*

V. **Approval of December 20, 2017 Minutes:** *Gary Benecke motioned to accept the minutes as written. Yolanda Jones seconded the motion. The motion passed unanimously.*

VI. **Office of Support Report:** Annie Sawyer, RWPC Coordinator reviewed and discussed a couple of activities tasked to the Executive Committee for approval or discussion.

- Signature forms: She asked the committee to review and approve the signature forms to be completed by members. If there are any changes, please contact the Office of Support.
- Memorandum of Understanding (MOU): the committee members received a copy of the last MOU on file. She asked the committee to review for discussion at the next month's meeting.
- Bylaws: The FY2018 bylaws revisions will not be on the Commissioners Court Docket. She reviewed an email stating the bylaws will be put on the February 20th court date.
- Attendance Report: the committee reviewed the attendance report. Mrs. Sawyer-Williams announced two members with attendance challenges. The committee agreed to remove both members from the Ryan White Planning Council due to non-participation. A letter of removal will go out to both members.
- Annual Planning Calendar: the committee received a yearly training calendar for training to members. She suggests adding training for the Integrated Prevention and Care Plan to be done at a RWPC meeting.
- Moving RWPC meeting date: Mrs. Sawyer Williams announced the Health Resources and Services Administration (HRSA) Project Officer Frances Hodge will be conducting a site visit for the Dallas EMA and while she is here, she would like to be a guest at the RWPC meeting. Mrs. Sawyer-Williams asked the committee to consider changing the RWPC meeting from March 14th to March 21st, in order for Ms. Hodge and her staff to attend. The committee asked if there would be time for a question and answer session. Ms. Smith-Clay noted the committee can submit any question(s) in writing and she will forward them to Ms. Hodge. The committee agreed to change the RWPC meeting to March 21, 2018 at 9:00AM.
- Open House/Retreat: Mr. Wiley announced that the RWPC Chair would like to host an Open House in an attempt to reach the non-RWPC community. The committee discussed hosting the Open House outside Health and Human Services. He also discussed the retreat focusing on the vision for the RWPC. It was suggested that a speaker come in to give new ideas. Mr. Wiley suggested putting ideas into writing to be submitted to Mrs. Sawyer-Williams.
- Mrs. Sawyer-Williams announced two upcoming webinars. A two-part webinar series on Building Strong Planning Councils/Planning Bodies will be particularly beneficial to new members, Planning Council support staff, and recipient staff.
Building Strong Planning Councils/Planning Bodies Part I: Roles and Responsibilities (February 21, 2018) and Building Strong Planning Councils/Planning Bodies Part II: Tools and Strategies for Building and Maintaining Strong Relationships (February 28, 2018).
- Mr. Wiley announced it was suggested to add "new business" to the agenda giving members a chance to discuss any business left off the agenda. The committee agreed to add new business to the agenda.
- Mr. Henry gave some feedback from the Ending the Epidemic Steering committee meeting. They are still working on the plan, but should have a draft in May in time for the HIV Syndicate meeting.
- He noted some changes regarding updates in **Ryan White HIV/AIDS Program Part A Funding**

The Ryan White HIV/AIDS Program Part A Program has been operating under a series of continuing resolutions (CRs) that funds the U.S. government. Under the CRs, only a prorated amount of grant funding has been made available for the Part A program. Without a full-year appropriation, HRSA is not able to fully fund the fiscal year 2018 awards.

HRSA will issue a funding memo to all 52 Part A jurisdictions with a partial award based on the FY17 Part A formula and Minority AIDS Initiative award levels. This partial award will be made by February 1, 2018 for the new budget period start date of March 1, 2018. The partial formula award will be 31.5% of the FY17 formula award and the Minority AIDS Initiative award will be 20.6% of the FY17 Minority

AIDS Initiative award. Given the HAB DMHAP approach to budget submission and review for the FY18 award year, this partial notice of funding award will indicate the review/approval of your full year proposed budget and any applicable program terms/resubmission requirements. HRSA will issue further FY 2018 notice of funding awards as soon as additional funds become available.

Ms. Smith-Clay stated the Administrative Agency received the Notice of Grant Award (NGA) and it was based on a small percentage from last year. The committee briefly discussed what would happen if funding is lower than last year and considered looking at a contingency plan for those funds. Mr. Wiley charged the Planning & Priorities and Allocations Committees to get together and have this discussion.

VII. Leadership Report: No report.

VIII. Committee Reports

- a. **Planning & Priorities:** John Dornheim reported the committee met on January 17th, and quorum was established. The committee reviewed and discussed developing a work plan for the Integrated Prevention and Care Plan. They agreed to collaborate with the Needs Assessment Committee and propose any ideas and strategies moving forward. The committee also reviewed the Priority Setting Guide to give staff an idea as to what is useful within guide. The next meeting will be on February 21st.
- b. **Allocations Committee:** Yolanda Jones, Allocations committee chair, reported the committee did not meet in the month of January, will met on February 26, 2018 at 5:15PM.

Consumer Council Committee: Auntjuan Wiley, Consumer Council Committee chair, reported the committee met on December 25th and quorum was established. The committee received announcements and committee reports. The bulk of the meeting was forum planning. The committee agreed to co-host their first forum HIV & Faith Based with Moving Faith Forward in observance of National Black HIV/AIDS Awareness Day focusing on how HIV and Faith intersect. The event was hosted by St. Paul African Methodist Episcopal Church located at 2300 Metropolitan Avenue Dallas, Texas 75215 HIV & Faith-Based Forum that the committee join in a collaborative effort with Gilead, AIDS Walk South Dallas, AIDS Health Care Foundation, and Regional Resource Network Program Region VI.

The committee scheduled tentative dates and speakers for the next forums:

- HIV & Faith Based- February 6th, 6-8 PM
- HIV& STD Coinfection – March 1st, 2-4 PM
- HIV & Insecurity April 5th, 2-4 PM

The evaluation from the HIV & Nutrition forum was reviewed. They discussed community involve and the next tabling event will be AIDS Walk South Dallas.

- c. **Evaluation Committee:** Gary Benecke, Evaluation Committee chair, reported the committee met on January 23rd and quorum was established. The committee reviewed and discussed two Standards of Care (SOC) Universal Standards (which are the new Standards) and Outpatient/Ambulatory Health Services. They had no comments to report. The committee also discussed the 2017 Evaluation of the Administrative Mechanism for which there are a few questions left that require a timeline. Staff will follow up to receive this information for next month's meeting. A concern was posed regarding a survey for the RWPC. They discussed administering a survey for the Ryan White Planning Council.
- d. **Needs Assessment Ad Hoc Committee:** John Dornheim, Needs Assessment Ad Hoc Committee reported the committee met on January 16th and quorum was established. A new member was recognized, Donna Wilson, as

the CCC liaison. The committee reviewed and discussed the logic model suggesting other venues for advertisement. They put together a tentative timeline to have the Needs Assessment Survey done by February 2020 and also discussed hosting a focus group for all the priority populations. Additionally, the committee discussed the possibility of completing the Needs Assessment Survey in house. The committee would like to see non-Ryan White agencies make contact.

Mr. Wiley also announced that a letter of resignation was received by Skylar Lange and Crystal Bigley. Mr. Wiley stated he spoke with Mr. Lange and he had concerns that were not being met. The committee discussed interest from other members for the Chair and Vice Chair positions of the committee. It was agreed Mr. John Dornheim will be the new Chair of the Needs Assessment Ad Hoc Committee. His application will be forwarded to the Judge's Office for nomination.

Mr. Kyle Talkington mentioned that the judge received the resignation letter and gave an overview of the judge's office perspective regarding the RWPC bylaws and application for Chair and Vice Chair nomination of the Needs Assessment.

- e. **Care Coordination Ad Hoc Committee:** Auntjuan Wiley, Care Coordination Ad Hoc Committee Chair reported that the committee met on January 11th and quorum was established. The committee discussed the components of the current Care Coordination System. They also discussed referrals made by Part D Case Managers. They discussed duplication of effort and what services can be duplicated. They discussed strategies for the prevention of service duplication. Mr. Thomas Reed will present at the next Care Coordination meeting regarding ARIES.

IX. Approval of the February 14, 2018 RWPC Agenda: *Auntjuan Wiley made a motion to approve the December 13, 2017 RWPC meeting agenda with corrections. Yolanda Jones seconded the motion. The motion passed unanimously.*

X. Adjournment: *Gary Benecke motioned to adjourn. Yolanda Jones seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:33 PM.

Submitted by:

Annie Sawyer-Williams, RWPC Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

Lionel Hillard, Chair
Auntjuan Wiley, Vice Chair
Evany Turk, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, March 7, 2018 @ 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX