

EXECUTIVE COMMITTEE MEETING

March 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

Lionel Hillard, RWPC Vice Chair, Allocations Vice Chair

Evany Turk, RWPC Vice Chair

MEMBERS ABSENT

Del Wilson, Evaluation Vice Chair

Lynn Smith-Clay, GMO

Stacie McNulty, Planning & Priorities Chair

Donna Wilson, CCC Vice Chair

Kyle Talkington, Judges Representative

RWPC STAFF PRESENT

Glenda Blackmon-Johnson, RWPC Manager

Justin M. Henry, RWPC Health Planner

Annie Sawyer-Williams, RWPC Coordinator

GRANTS MANAGEMENT STAFF PRESENT

Wanda Scott, Program Monitor

OTHERS PRESENT

Crystal Curtis, PHHS

Sonia Contreras, PHHS

I. Call to Order: Vice Chair Auntjuan Wiley called the meeting to order at 2:05 PM.

II. Certification of Quorum: Quorum was established by Justin M. Henry, RWPC Health Planner, and certified by Lionel Hillard.

III. Introductions/Announcements:

a. Mr. Hillard announced Glenda Blackmon-Johnson as the new RWPC Manager.

b. Gary Benecke announced the Resource Center Insurance Assistance Program has reopened to new clients.

IV. Approval of December 20, 2017 Minutes: *John Dornheim motioned to accept the minutes as written. Gary Benecke seconded the motion. The motion passed two abstentions.*

V. Approval of February 7, 2018 Minutes: *Gary Benecke motioned to accept the minutes as written. John Dornheim seconded the motion. The motion passed unanimously.*

VI. Call for Executive Session: In adherence to the Texas Open Meetings Handbook 2014 Section 551, the Committee deliberated potential appointee(s) and member(s). Executive Session was called at 2:10 PM for the purpose of reviewing council and committee vacancies, interviewing, and reviewing applications.

VII. Reconvene: The committee reconvened at 2:29 PM.

VIII. Recommendations for Appointments: The Executive Committee interviewed one candidate.

John Dornheim motioned to nominate Christopher Webb to be seated on the Planning & Priorities Committee and forward a recommendation to the Judge's Office for RWPC appointment. Gary Benecke seconded the motion. The motion passed unanimously.

IX. Office of Support (Integrated Prevention and Care Plan): Ms. Blackmon-Johnson reviewed the Planning Council's accomplishments from activities implemented in 2017 from Integrated HIV Prevention and Care Plan. The checklist outlines:

- Time Frame
- Responsible Parties
- RWPC Committee
- Activity
- Target Population (Individuals Living with HIV - ILWH)
- Data Indicator
- Completed as of 2017
- Status

She suggested that the Executive Committee identify a standing committee to coordinate a mini needs assessment for 2018. They will follow the outline on the checklist. She asked committee chairs to review the materials and identify activities that their committee can complete. The committee discussed that the RWPC has completed activities within the integrated plan, but it was never documented. Ms. Blackmon-Johnson noted the key things to look for are the activities, target population, and data indicators. A question was posed if we will be receiving prevention data for the plan. The Office of Support has been working with the prevention department at Dallas County.

X. Leadership Report: The committee received a draft copy of the Memorandum of Understanding (MOU). Mr. Hillard asked the committee to review the draft and if there were any questions to contact the Office of Support. Ms. Jones asked if a separate MOU can be completed for non-Ryan White agencies, because they serve some Ryan White clients. Ms. Blackmon-Johnson asked if there was specific information they would like to see in the MOU. Mr. Benecke gave an example of having a confidential clause, statistical data, and having the opportunity to speak with clients regarding services.

Retreat/Open House- Mr. Hillard asked the chairs to have a conversation with their committees regarding what topics of discussion should appear on the agenda. The scheduled date for the RWPC Retreat is April 6, 2018 from 9AM-4PM at the Meadows Conference Center. A question was asked: Would Planning Council members be able to get a copy of the committee's timeline from last year to identify what goals have been accomplished?

Ms. Blackmon-Johnson asked Mr. Benecke if the Evaluation of the Administrative Mechanism (EAM) document will follow the Notice of Grant Award (NGA) or each Allocations/Reallocations? Mr. Benecke stated the document will follow the NGA, because the survey asked for the NGA dates and that it will be completed once a year with the initial NGA. Mr. Hillard asked the committee to put a plan in place in case the entire grant award is not received. The committee had a brief discussion, but did not discuss details for an action plan.

Training Calendar: Mr. Hillard asked the chairs to get feedback from their committee members as to what training they would like to have presented within their standing committee meetings.

XI. Committee Reports

- a. **Planning & Priorities:** Justin M. Henry reported the committee met on March 7th, and quorum was established. The committee reviewed and approved the *How Best to Meet the Need* document. They also reviewed and discussed developing a work plan for the Integrated Prevention and Care Plan. Mr. Henry reviewed the Priority Setting guide which includes the process for priority voting, priority data, and conducting a joint session with the Consumer Council committee to complete the priority setting process.
- b. **Allocations Committee:** Yolanda Jones, Allocations Committee Chair, reported the committee met on February 26th and quorum was established. The committee reviewed and discussed the Part A & MAI Expenditure Report and Part B/State Services Expenditure Report for FY 2017-2018. They also reviewed the Notice of Grant Award for FY2018.

- c. **Consumer Council Committee:** Auntjuan Wiley, Consumer Council Committee Chair, reported the committee did not meet.
- d. **Evaluation Committee:** Gary Benecke, Evaluation Committee Chair, reported the committee met on February 27th and quorum was established. The committee reviewed and discussed two Standards of Care (SOC): Oral Health Care and Medical Transportation. They had no comments to report. There was a lengthy discussion regarding changes. For the clients who utilize the food bank and hot meals programs, there is an eligibility requirement to apply for the Supplemental Nutrition Assistance Program (SNAP). Clients will have to show proof that they have applied for SNAP benefits which may be an issue for undocumented clients. The food bank provider reported that there will be a SNAP representative available for comments while the food pantry is open. *Mr. Benecke stated while the monitoring tool requires a letter of approval or denial the SOC states that food cannot be denied.* It will be noted in the client file whether or not the client is eligible to apply without identifying their demographics. If the SNAP application is not on file, the client has one week to apply for benefits or they may be denied food pantry or hot meals service.
Ms. Scott suggested the Food Bank provider arrange a meeting with the Administrative Agency to discuss the monitoring tool. She communicated that the tool indicates that there needs to be an application verifying approval or denial of the service. The committee had a brief discussion regarding the Food Bank monitoring tool.

They discussed the final changes and completed survey for the Evaluation of the Administrative Mechanism matrix.

- e. **Needs Assessment Committee:** John Dornheim, Needs Assessment Committee Chair, reported the committee did not meet.
- f. **Care Coordination Ad Hoc Committee:** Auntjuan Wiley, Care Coordination Ad Hoc Committee Chair reported that the committee met on March 8th and quorum was established. Thomas Reed presented some changes within the AIDS Regional Information and Evaluation System (ARIES). There are some changes in the appearance of the screen and a new document uploader will be added which allows for documents to be uploaded into ARIES. The committee addressed a major concern regarding duplication of services and how they can be better identified in ARIES. The committee also discussed eligibility and proof of residency and will have some housing providers at the next meeting to speak on the topic. They discussed the 30 day referral system and Ms. Blackmon-Johnson will discuss the 30 day rule in the contract.

- XII. **Approval of the March 21, 2018 RWPC Agenda:** *John Dornheim made a motion to approve the March 21, 2018 RWPC meeting agenda with corrections (How Best to Meet the Need). Yolanda Jones seconded the motion. The motion passed unanimously.*
- XIII. **New Business:** *John Dornheim made a motion to accept the How Best to Meet the Need document. Auntjuan Wiley seconded the motion. The motion passed unanimously.*
- XIV. **Adjournment:**
John Dornheim motioned to adjourn. Gary Benecke seconded the motion. The motion passed unanimously.

The meeting was adjourned at 3:38 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, April 4, 2018 @ 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX