

**EXECUTIVE COMMITTEE MEETING**

**April 4, 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  
John Dornheim, Needs Assessment, Chair  
Lionel Hillard, RWPC Vice Chair, Allocations Vice Chair  
Lynn Smith-Clay, GMO

Gary Benecke, Evaluation Chair  
Kyle Talkington, Judges Representative  
Del Wilson, Evaluation Vice Chair

**MEMBERS ABSENT**

Stacie McNulty, Planning & Priorities Chair  
Yolanda Jones, Allocations Chair

Donna Wilson, CCC Vice Chair  
Evany Turk, RWPC Vice Chair

**RWPC STAFF PRESENT**

Glenda Blackmon-Johnson, RWPC Manager  
Annie Sawyer-Williams, RWPC Coordinator

Justin M. Henry, RWPC Health Planner

**GRANTS MANAGEMENT STAFF PRESENT**

Sonia Contreras, Health Advisor

**OTHERS PRESENT**

Skylar Lange, AIN

Tracy Bissett, AIN

- I. **Call to Order:** Lionel Hillard, RWPC Chair called the meeting to order at 2:03 PM.
- II. **Certification of Quorum:** Quorum was established by Glenda Blackmon-Johnson, RWPC Program Manager, and certified by Lionel Hillard.
- III. **Introductions/Announcements:** N/A
- IV. **Approval of March 7, 2018 Minutes:** *John Dornheim motioned to accept the minutes as written. Auntjuan Wiley seconded the motion. The motion passed unanimously.*
- V. **Office of Support:** Ms. Blackmon-Johnson gave an overview of the Planning Council Representation: Membership by Category. She asked members to help recruit in the areas where needed and reminded members when recruiting to be mindful of the number of representatives from Community Based Organization. A question was posed “*Is there a limit per organization*”. Ms. Blackmon-Johnson replied she will research the number of providers per organization.  
  
Mr. Christopher Webb has been appointed to the Ryan White Planning Council by the Judge’s Office. The committee nominated Rickey Tyler to the Needs Assessment committee and a recommendation was sent to Judge Clay for membership to the Ryan White Planning Council.  
  
**Motion:** *John Dornheim motioned to nominate Rickey Tyler to be seated on the Needs Assessment Committee and forward a recommendation to the Judge’s Office for RWPC appointment. Gary Benecke seconded the motion. The motion passed unanimously.*  
  
Mrs. Sawyer-Williams reviewed the attendance report stating no one is having attendance challenges at this point, but she will check on the status of a member who has been sick.
- VI. **Leadership Report:** Mr. Hillard reminded members of the RWPC retreat on April 6<sup>th</sup> from 9AM-4PM. The committee received the goal worksheet template for their review to be used for strategic planning in the breakout sessions at the retreat. The members reviewed the binder designed for the retreat which consists of:

- *DALLAS ELIGIBLE METROPOLITAN AREA INTEGRATED HIV PREVENTION AND CARE PLAN*
- *CONTINUUM OF CARE*
- *STANDARDS OF CARE Policy Clarification Number (PCN-1602)*
- *2016 COMPREHENSIVE NEEDS ASSESSMENT*
- *EVALUATIVE MECHANISM*

**ADDENDUMS:**

- *RYAN WHITE PART A PLANNING COUNCIL PRIMER*
- *DEFINITIONS AND DESCRIPTIONS OF TERMS RELATED TO*
- *EPIDEMIOLOGICAL DATA*
- *PLANNING COUNCIL REFLECTIVENESS*

The grant application is reported to be released around June; therefore the committee project timeline will change. The timeline will be reviewed and discussed per committee at the retreat.

The Memorandum of Understanding (MOU) was resent to the Executive Committee member for a final review. If there are no changes the committee will move forward with approvals. The committee is working to obtain other MOU's between RWPC, providers, and non-RW providers. The MOU will include permission and activities associated with Forums, Focus Groups, Surveys and data regarding target populations.

**VII. Committee Reports**

- a. **Planning & Priorities:** Mr. Dornheim, Planning & Priorities Committee Vice Chair reported the committee met on March 7<sup>th</sup>, and quorum was established. The committee reviewed and discussed the Integrated Prevention and Care Plan check list and goals, objective and strategies were identified. The care continuum has given and overview of the target population and it was suggested to the committee to complete a needs assessment survey as directed from the activity identified. Mrs. McNulty stated that some of the activities are reoccurring with different objectives and strategies so how can we make it more robust to fit with the Integrated Plan.

**Action Items:**

- *Revisit the FY 2016 Needs Assessment questions.*
- *Identified specific community based partners to incorporate in the process/non-Ryan White providers.*

- b. **Allocations Committee:** Lionel Hillard, Allocations Committee Chair, reported the committee met on March 26<sup>th</sup> 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.

Mr. Hillard announced the FY 2018-2018 NGA has been received. He reviewed the FY 2018 Part A & MAI Allocations (*Initial- Contingency Plan*) line by line.

Currently, the FY 2017 Part A/MAI grants are in the 12<sup>th</sup> month of the billing cycle so the expended year to date (YTD) percentage per service category should be around 100.00% to be on target. As of 02/28/18, Part A has expended 77.09% of funds. MAI has expended 94.80% of funds.

Approximately \$684,448 are still being processed for the last month of the grant. This would make the total estimated funds expended \$12,095,687 (81.71%). Because this is the 12<sup>th</sup> month of the grant, we expect to receive more billings and should be close to 100% when all the processing is completed.

The Department of State Health Services (DSHS) Ryan White Part B grants are in the 11<sup>th</sup> month of the billing cycle. The expended YTD percentage per service category should be around 91.67% to be on target. As of 02/28/18, Part B has expended 73.80% of funds.

The DSHS grants are in the 6<sup>th</sup> month of the 12 month contract and the billing cycle; the expended YTD % per service category should be around 41.67% to be on target.

As of 02/28/2018 State Services, Rebate & ADAP funds have expended 22.53% of funds.

Ms. Blackmon-Johnson gave an overview of the Integrated Prevention and Care Plan checklist. She highlighted the National HIV/AIDS Strategy (NHAS) goals, objectives, strategies and specific target populations. She also pointed out activities and accomplished in 2017.

Ms. Blackmon-Johnson asked members have they heard the term Early Identification of Individuals with HIV/AIDS (EIIHA).

**Purpose of the EIIHA Strategy:**

Describe the strategy, plan, and data associated with ensuring that individuals who are unaware of their HIV status are identified, informed of their status, referred to supportive services, and linked to medical care if HIV positive. The overarching goal of the EIIHA Plan is to reduce the number of undiagnosed and late diagnosed individuals and to ensure they are accessing HIV care and treatment by:

- 1) Increasing the number of individuals who are aware of their HIV status,
- 2) Increasing the number of HIV positive individuals who are in medical care, and
- 3) Increasing the number of HIV negative individuals referred to services that contribute to keeping them HIV negative. (HRSA-16-02) EIIHS is the next plan for intergration.

- c. **Consumer Council Committee:** Auntjuan Wiley, Consumer Council Committee Chair, reported the committee met on March 22th and quorum was established. The office of support presented on the Integrated Prevention and Care Plan and highlighted the accomplishments from 2017. It was announced what the RWPC Matrix is under-represented in Youth and Transgender categories. Mr. Wiley asked everyone when they are in the community recruiting try to approach youths and transgender population. Support staff announced the RWPC website has been update and there is link is to the dallascounty.org website. Ms. Blackmon-Johnson stated she does not have a completion date, because Dallas County is integrating the entire website. The information on the website is current. For the RWPC it will be updated accordingly.

Mr. Wiley announced the upcoming forum HIV & Insecurity on April 5<sup>th</sup>, from 2-4PM at the Meadows Conference Center.

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

- *Aging Gracefully with Health Challenges- May 9<sup>th</sup>, 2-4 PM (Prism North Texas)*
- *How to get the HIV Community More Involved (advocating RW 101) CCC community*

**The upcoming community events are:**

*AIDS Walk South Dallas on March 24<sup>th</sup>, (A great success)*

*Legacy Counseling Grace Project on April 20-22, 2018,*

*National Alliance on Mental Illness (NAMI) has an event on May 5<sup>th</sup> at Dr. Pepper Ballpark - Home of the Frisco Roughriders,*

*The Afya Center Get Tested Grab a Bite testing event is on June 27<sup>th</sup> in observance of National HIV Testing Day.*

The committee had a brief discussion regarding how the RWPC defines youth; 13-24 years of age. They also discussed collaborating with other community based organization to recruit youths for representation on and survey feedback.

- d. **Evaluation Committee:** Gary Benecke, Evaluation Committee Chair, reported the committee met on March 27<sup>th</sup> and quorum was established. The committee reviewed and discussed two Standards of Care (SOC): Early Intervention Services and Referral for Health Care and Support Service.

Mr. Lange stated at the HIV Case Management training in Austin, TX. The Referral for Health Care and

Support standard was discussed. He stated it was directed by the Texas Department of State Health Services (DSHS), if a client comes in who does not need case management. Dallas current system is that you have to have a case manager in order to be referred. In AIDS Regional Information and Evaluation System (ARIES) when billing in case management category just for referrals it looks like the client is being case managed, but are not. Clients who do not need case management or an active case manager and just need a referral or linkage to care should be billed under the Referral for Health Care and Support Service category. In the Dallas area the service category is not a funded category. He suggested funding this category will make it simple in ARIES (not to bill under case management), and clients could asset services without barriers. Mr. Benecke stated discussion has been on the table regarding referring clients who does not need case management. He asked that this be forwarded to the Planning & Priorities and Allocations Committees for recommendation for prioritizing and funding. Ms. Smith-Clay noted under Part A this is an activity under Case Management, Medical Case Management and Outpatient; therefore it would have to be a clear distinction for the different parts. She also noted she has asked for clarity from HRSA and DSHS on how they are interpreting the definition. There were no comments from the committee.

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

***Motion: Gary Benecke motioned to adopt the Evaluation of the Administrative Mechanism matrix. Del Wilson seconded the motion. The motion passed unanimously.***

- e. **Needs Assessment Committee:** John Dornheim reported the committee met on March 20<sup>th</sup>, and quorum was established. Mr. Henry reviewed the timeline for the needs assessment process. They discussed the priority populations for which focus groups: Hispanic men who sleep with men (MSM), transgender individuals, and the youth populations. Ideally, the survey will consist of 8-10 questions. Currently, the committee is recruiting members to sit on the Needs Assessment Committee.
- f. **Care Coordination Ad Hoc Committee:** Auntjuan Wiley, Care Coordination Ad Hoc Committee Chair reported that the committee met on March 8<sup>th</sup> and quorum was established. Ms. Blackmon-Johnson submitted clarification regarding the 30 day rule for referral. Recommendations were made to change the rule to 60 days and if that recommendation was not doable, a request was made to change it to 30 business days. The committee invited housing providers (AIDS Services of Dallas, Legacy Counseling, and Housing Opportunities for People with AIDS) out to discuss their Housing Program eligibility processes. Different documents for eligibility are required among the various providers with a photo ID, proof of residency, letter of diagnosis, and proof of income being the four most important documents.

A question was posed regarding recertification: *If no information has changed for the client, will the case manager have to provide additional documentation for the recertification?* No, the recertification has to be within a year of the initial submission date, but if the date has changed, then support documentation will need to be submitted.

Ms. Blackmon-Johnson gave an overview of the Integrated Prevention and Care Plan checklist. She highlighted the National HIV/AIDS Strategy (NHAS) goals, objectives, strategies and specific target populations.

The committee discussed coordinating a consumer focus group to allow them to provide feedback to the committee about the current care coordination system. To include the sample questions as follows:

*What is working for you in this coordination system?*

*What is not working?*

*What would an ideal system look like?*

**VIII. Approval of the April 11, 2018 RWPC Agenda: Gary Benecke made a motion to approve the April 11, 2018 RWPC meeting agenda with corrections (FY 2018 Evaluation of the Administrative Mechanism Tool). John**

*Dornheim seconded the motion. The motion passed unanimously.*

**IX. New Business: N/A.**

**X. Adjournment:**

*John Dornheim motioned to adjourn. Auntjuan Wiley seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:14 PM.

Submitted by:

\_\_\_\_\_  
Annie Sawyer-Williams, RWPC Coordinator

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Date

Draft Certified by:

\_\_\_\_\_  
Justin M. Henry, RWPC Health Planner

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Date

Final Approval by:

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

\_\_\_\_\_  
Date

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