

EXECUTIVE COMMITTEE MEETING

May 2, 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

Lionel Hillard, RWPC Vice Chair, Allocations Vice Chair
John Dornheim, Needs Assessment, Chair
Yolanda Jones, Allocations Chair

Gary Benecke, Evaluation Chair
Del Wilson, Evaluation Vice Chair

MEMBERS ABSENT

Kyle Talkington, Judges Representative
Stacie McNulty, Planning & Priorities Chair
Evany Turk, RWPC Vice Chair

Lynn Smith-Clay, GMO
Donna Wilson, CCC Vice Chair
Auntjuan Wiley, RWPC Vice Chair, CCC Chair

RWPC STAFF PRESENT

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

Justin M. Henry, RWPC Health Planner

GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

- I. Call to Order:** Lionel Hillard, RWPC Chair called the meeting to order at 2:01 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 April 4, 2018 Minutes:** *John Dornheim motioned to accept the minutes as written. Del Wilson seconded the motion. The motion passed unanimously.*
- V. Call for Executive Session:** In adherence to the Texas Open Meetings Handbook 2014 Section 551, the Committee deliberated potential appointee(s) and member(s). The Executive Session was called at 2:10 PM for the purpose of reviewing council and committee vacancies, interviewing, and reviewing applications.
- VI. Reconvene:** The committee reconvened at 2:33 PM.
- VII. Recommendations for Appointments:** The Executive Committee interviewed two candidates for appointments to the Ryan White Planning Council and Needs Assessment Committee.

Gary Benecke motioned to nominate Norma Piel-Brown to be seated on the Needs Assessment Committee and forward a recommendation to the Judge's Office for RWPC appointment. Yolanda Jones seconded the motion. The motion passed unanimously.

John Dornheim motioned to nominate Brad Walsh to be seated on the Needs Assessment Committee for membership. Del Wilson seconded the motion. The motion passed unanimously.
- VIII. Office of Support:** Ms. Blackmon-Johnson announced the office of support has been working on the FY 2018

Core Medical Service Waiver application process. She's in the process of gathering the documents to be submitted to the Health Resources and Services Administration (HRSA) for approval. Ms. Blackmon-Johnson gave an overview of the contingency plan. The FY 2018 Contingency Allocation Plan is what was utilized to allocate funding for FY 2018 and as the process moves forward, the allocations for Core Medical Services will be 70.56% and the allocations for Support Services 29.44%. The new expenditure report for FY 2017 showing the Emergency Financial Assistance (EFA) that 7.3% was expended. Mr. Hillard noted the EFA service category can only be used for medication.

Mrs. Sawyer-Williams announced she spoke with a member who was having attendance challenges and due to his medical issues, he will have to resign from the Allocations and RWPC committees.

IX. Leadership Report: Mr. Hillard announced the Memorandum of Understanding (MOU) has been forwarded to the Administrative Agency's (AA) office for feedback and that is was forwarded to the Project Officer (Francis Hodge), for her review. Upon receiving the MOU from HRSA Mr. Hillard and Ms. Smith-Clay will sign off on it.

X. Committee Reports

- a. **Planning & Priorities:** Mr. Dornheim, Planning & Priorities Committee Vice Chair, reported the committee met on April 18th, and quorum was established. The committee had combined meeting with the Consumer Council Committee (CCC) to review the Priority Setting Guide. The committees receive a list of the service categories for their review. Mr. Henry gave an overview of the FY 2019 Priority Setting Guide. The guide included the following: *Priority Setting Process, Description of the Dallas Planning Area (DPA), Epidemiological Data, CY 2015-2017 Unduplicated Client Utilization Data, FY 2017 Expenditure Data, 2016 Comprehensive Needs Assessment Data, the Needs, Use, and Accessibility table, MAI Information, FY 2018-2018 Service Category Rankings, FY 2019 Priority Setting Ranking Ballots, and the 2016 Dallas EMA Treatment Cascade.* The priority populations that the needs assessment will focus on are Black/African-American men and women, Hispanic/Latinos, MSM, transgender individuals, and youth (13-24 years of age).
- b. **Allocations Committee:** Yolanda Jones, Allocations Committee Chair, reported the committee met on April 23rd and quorum was established. The committee reviewed and discussed the FY 2017 Part A/MAI Expenditure Report and FY2017 Part B/ State Services Expenditures. The committee made a recommendation to apply for the Core Medical Services Waiver for FY 2018.

Motion: *Yolanda Jones motioned that the Allocations Committee recommends that the Ryan White Planning Council of the Dallas Area apply for a waiver of the Ryan White HIV/AIDS Program Core Medical Services Requirement. John Dornheim seconded the motion. The motion passed unanimously.*

Ms. Jones stated the committee also agreed to keep the current allocation plan in place for the FY 2018 Contingency Plan.

- c. **Consumer Council Committee:** Annie Sawyer-Williams, Consumer Council Committee Support Staff, reported the committee met on April 18th and quorum was established at 9:15AM. The CCC had a combined meeting with the Planning & Priorities Committee to review the Priority Setting Guide. Mr. Henry gave an overview of the FY 2019 Priority Setting Guide. The guide included the following: *Priority Setting Process, Description of the Dallas Planning Area (DPA), Epidemiological Data, CY 2015-2017 Unduplicated Client Utilization Data, FY 2017 Expenditure Data, 2016 Comprehensive Needs Assessment Data, the Needs, Use, and Accessibility table, MAI Information, FY 2018-2018 Service Category Rankings, FY 2019 Priority Setting Ranking Ballots and the 2016 Dallas EMA Treatment Cascade.* The priority

populations that the needs assessment will focus on are Black/African-American men and women, Hispanic/Latinos, MSM, transgender individuals, and youth (13-24 years of age).

- d. **Evaluation Committee:** Gary Benecke, Evaluation Committee Chair, reported the committee met on April 24th and quorum was established. The FY 2017 Evaluation of the Administrative Mechanism report was not available for the committee to vote on. They agreed to table the discussion for the next committee meeting. The committee also discussed evaluating the Ryan White Planning Council and its ability to carry out its intended responsibilities. It was suggested that the committee review the Part A Planning Council Primer for clarity on the responsibilities of the RWPC. Mr. Henry presented the committee with excerpts from a document about member responsibilities from another planning council.
- e. **Needs Assessment Committee:** John Dornheim reported the committee met on April 17th, and quorum was established. The committee discussed focus groups and creating a survey to obtain more information on the health needs of the transgender population. They reviewed the 2014 LGBT Colorado Transgender Health Survey as a guide. It was suggested for the survey to consist of at least 8-10, but no more than 15, questions. The committee discussed the possibility of collaborating with other agencies regarding distributing surveys and organizing focus groups at their facilities.

The committee also discussed coordinating with the Care Coordination Ad Hoc committee to provide questions for the focus group about the current care coordination system. The proposed questions are as follows:

- *What is working for you in this Care Coordination system?*
- *What is not working for you in the Care Coordination System?*
- *What does an idea Care Coordination System look like?*

- f. **Care Coordination Ad Hoc Committee:** Yolanda Jones, Care Coordination Ad Hoc Committee Vice Chair, reported that the committee met on April 12th and quorum was established. They discussed focus group planning, identifying survey questions, sample size, location and setting a date. The committee agreed focusing on the transgender population for the focus group and potentially collaborating with the Needs Assessment Committee. The committee will keep the language of *what is the Care Coordination System* that was defined in the first committee meeting.

XI. **Approval of the May 9, 2018 RWPC Agenda:** *John Dornheim made a motion to approve the May 9, 2018 RWPC meeting agenda with corrections (Presentation and Action Item). Gary Benecke seconded the motion. The motion passed unanimously.*

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

XIII. **Adjournment:** *John Dornheim motioned to adjourn. Gary Benecke seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:11 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, June 6, 2018 @ 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207