

EXECUTIVE COMMITTEE MEETING

June 6, 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

Gary Benecke, Evaluation Chair	John Dornheim, Needs Assessment, Chair
Del Wilson, Evaluation Vice Chair	Kyle Talkington, Judges Representative
Yolanda Jones, Allocations Chair	Lynn Smith-Clay, GMO
Auntjuan Wiley, RWPC Vice Chair, CCC Chair	

MEMBERS ABSENT

Lionel Hillard, RWPC Vice Chair, Allocations Vice Chair	Evany Turk, RWPC Vice Chair
Stacie McNulty, Planning & Priorities Chair	Donna Wilson, CCC Vice Chair

RWPC STAFF PRESENT

Glenda Blackmon-Johnson, RWPC Manager	Justin M. Henry, RWPC Health Planner
Annie Sawyer-Williams, RWPC Coordinator	

GRANTS MANAGEMENT STAFF PRESENT

Kima S.E. Letcher, Program Manager	Carla Jackson, Program Monitor
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OTHERS PRESENT

Skylar Lange, AIN

- I. **Call to Order:** Auntjuan Wiley, RWPC Vice Chair called the meeting to order at 2:02 PM.
- II. **Certification of Quorum:** Quorum was established by Auntjuan Wiley, RWPC Program Manager, and certified by Glenda Blackmon-Johnson.
- III. **Introductions/Announcements:**
 - a. Auntjuan Wiley announced the Wellness Roundtable will host a Community Forum entitled Life Workshop Exploring in Life Transition on Tuesday, June 12th, from 6:30-8:30PM at the Embassy Suite Market Center.
- IV. **Approval of May 2, 2018 Minutes:** *Gary Benecke motioned to accept the minutes as written. John Dornheim 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 2:04 PM for the purpose of reviewing council and committee vacancies, interviewing, and reviewing applications.
- VI. **Reconvene:** The committee reconvened at 2:25 PM.
- VII. **Recommendations for Appointments:** The Executive Committee interviewed one candidate for appointment to the Needs Assessment Committee.

Motion: John Dornheim motioned to nominate Kendra Tevis to be seated on the Needs Assessment Committee. Kyle Talkington seconded the motion. The motion passed unanimously.
- VIII. **Office of Support:** Mr. Justin M. Henry announced he attended the HIV Syndicate in Austin, TX they have been working on the End the Epidemic Plan. The Syndicate committee received a draft of the plan and the co-chairs on the steering committee were asked to review the plan. There has been a push to reengage those who were

involved in the plan as well to invite those who are not traditionally involved in the HIV field to have a seat at the table. He reported the DFW Syndicate is working in collaboration with Fort Worth. The Resource Center Dallas is organizing a task force meeting, along with staff from the Department of State Health Services, next Wednesday, from 10-12PM.

Mr. Henry stated that he spoke with Candice Moore at Parkland Hospital regarding the organization of the Transgender Community forum. Ms. Moore stated, she has over 300 individuals on her client list; and she would be willing to assist, and is willing to help administer the survey.

Mrs. Sawyer-Williams announced Mr. Edgar Carmona will be dropped from the Care Coordination Ad Hoc committee rolls due to lack of attendance. He is no longer with the agency associated with the email address, and the support staff does not have current contact information for him. Also, Johnathan Thorne would like to become a member of the Needs Assessment and Consumer Council Committees; and Donna Wilson would like to become the vice chair for the Needs Assessment Committee. The committee had a brief discussion regarding Ms. Wilson commitments to other committees. Mr. Wiley asked to speak with Ms. Wilson before a decision is made.

Motion: John Dornheim motioned to nominate Johnathan Thorne to be seated on the Needs Assessment Committee for membership. Gary Benecke seconded the motion. The motion passed unanimously.

Motion: John Dornheim motioned to nominate Johnathan Thorne to be seated on the Consumer Council Committee for membership. Gary Benecke seconded the motion. The motion passed unanimously.

The committee discussed and agreed to change the date of the meeting to Tuesday, July 3rd.

The committee reviewed and discussed the consent form to be signed by clients. The form would become standard consent form for standing committees to use when conducting surveys and focus group interviews. The committee agreed to accept the consent form as a standard document with the edits mention.

Motion: John Dornheim motioned to accept the Informed Consent for Individual Interview to sign. Gary Benecke seconded the motion. The motion passed unanimously with corrections.

Ms. Blackmon-Johnson announced that staff is continuing updates to the RWPC website. She encouraged members to review the site for new information about the focus groups in June 2018.

Also that the FY 2018 75/25 Core Medical Services Request Documentation has been submitted to the Health Resources and Services Administration (HRSA).

IX. Leadership Report: The committee reviewed the Memorandum of Understanding (MOU) between the Ryan White Planning Council of the Dallas Area and the External Entities, Ryan White and Non-Ryan White Agencies.

Ms. Blackmon-Johnson noted the MOU between the RWPC/AA has been submitted to the Judge's Office and comments were made for edits. Also to the AA, and forwarded to the Project Officer (Francis Hodge), for her review. The committee discussed not having received or approving before it went out for review. They requested staff resend a copy of the MOU to the Executive Committee member for questions or comments.

Mr. Wiley asked members to forward any corrections to the MOU between the Ryan White Planning Council of the Dallas Area and the External Entities, Ryan White and Non-Ryan White Agencies to the office of support.

X. Committee Reports

- a. **Planning & Priorities:** John Dornheim, Planning & Priorities Committee Vice Chair, reported the committee met on May 24th, and quorum was established. The committee had a combined meeting with the Consumer Council Committee (CCC) to vote on the Priority Service Categories.

He stated that the Referral for Health Care and Support Service Category was brought up under new business and the committee will discussed the service category at their next committee meeting on June 20th.

- b. **Allocations Committee:** Yolanda Jones, Allocations Committee Chair, reported the committee met on May 21st and quorum was established. The committee reviewed and discussed the FY 2017 Part A/MAI Expenditure Report and FY 2017 Part B/State Services Expenditures and voted on the reallocations for State Services, State Services Rebate, and ADAP Eligibility. The committee reviewed the service categories and recommendations submitted from the AA. The committee reviewed the requests for funding increase (RFI) for each service categories. They had a lengthy discussion regarding recommendations and they made changes to the allocations based on additional information.

Motion: *Yolanda Jones motioned to accept the FY 2017 Reallocations for State Services, State Services Rebate, ad AIDS Drug Assistance Program (ADAP) Eligibility. Gary Benecke seconded the motion. The motion passed unanimously.*

- c. **Consumer Council Committee:** Auntjuan Wiley, Consumer Council Committee Chair, reported the committee met on May 24th, and quorum was established. The committee agreed to table forum planning until July. The CCC had a combined meeting with the Planning & Priorities Committee to vote on the Priority Service Categories. The CCC prioritized and approved their FY2019 Priority ranking.

Core Medical Services: Parts A, B, State Services 2019 Ranking

Oral Health Care	1
Ambulatory/Outpatient Medical Care	2(t)
Mental Health	2(t)
Medical Case Management	4
AIDS Pharmaceutical Assistance	5(t)
Substance Abuse	5(t)
Early Intervention Services	7
Health Insurance and Cost Sharing Assistance	8
Home Community Based Health Care	9
Medical Nutrition Therapy	10(t)
Hospice	10(t)
Home Health Care	12

Support Services: Parts A, B, State Services

Food Bank	1
Outreach-Lost to Care	2
Case Management (Non-medical)	3
Medical Transportation	4
Congregate Housing	5(t)
Emergency Financial Assistance	5(t)
Housing-Based Case Management	7
Day Respite Care for Children/Youths/Adolescents	8
Health Education/Risk Reduction	9
Legal Services	10
Child Care- Services	11

Respite Care for Adults	12
Linguistic Services	13
Home Delivered Meals	14

Core Services Minority AIDS Initiative (MAI)

Oral Health Care	1
Ambulatory/Outpatient Medical Care	2
AIDS Pharmaceutical Assistance	3
Medical Case Management	4
Substance Abuse	5

Supportive Services

Food Bank	1
Medical Transportation	2
Non-Medical Case Management	3

- d. **Evaluation Committee:** Gary Benecke, Evaluation Committee Chair, reported the committee met on May 22nd and quorum was established. Mr. Henry presented the Evaluation of the Administrative Mechanism EAM reported and reviewed the FY 2017 findings. They agreed to take the document home to review the EAM results and the committee would determine the appropriate recommendation to be voted on at the next committee meeting and forwarded to the Executive Committee for approval. Mr. Benecke referenced the new Planning Council Primer, identified roles and responsibilities of the Evaluation Committee. There was a lengthy discussion regarding the Evaluation of the Ryan White Planning Council and agreed to continue the discussion at next month's committee meeting.
- e. **Needs Assessment Committee:** John Dornheim, Needs Assessment Committee Chair, reported the committee met on May 21st and quorum was not established. In the absence of quorum, the committee reviewed and discussed finalizing the survey questions, for the 2018 Transgender Health Survey. The committee also compiled a list of organizations they would like to contact to assist to administer the survey. They agreed on a sample size of 100-250 for the transgender community survey.
- f. **Care Coordination Ad Hoc Committee:** Auntjuan Wiley, Care Coordination Ad Hoc Committee Vice Chair, reported that the committee met on May 10th and quorum was established. The committee discussed the recommendations to be submitted on June 6th to the AA. Mr. Wiley stated after the committee receives the responses from the AA they will start to work on their action plan to modify the Care Coordination System.

The Executive Committee briefly discussed the Federal Poverty Level (FPL). Mr. Wilson stated a comment was made from the AA that recommendations can be made on several things: Service category should have co-pay, what is the sliding scale fee for the area should be, recommendations regarding the FPL and Current Cap on Health Insurance. Mr. Wilson was asked to put his concerns for recommendations into writing to be submitted to the Care Coordination Ah Hoc Committee for review and to be included in the next set of recommendations to be forwarded to the AA.

Mr. Wiley noted the question regarding the Federal Poverty Level (FPL), will not be included in the recommendation submitted to the AA.

The Care Coordination Ad Hoc committee discussed the upcoming Transgender focus group on June 12th at the Daire Center from 2-4PM and the Black Women focus group on June 18th at Prism Health North Texas from 2-4PM. They agreed on a sample size of 6-7 individuals however the focus group will proceed with 3-4 participants. There are five focus groups to complete with an August 4th deadline. The next meeting will be Thursday, June 14th from 2-4PM.

XI. Approval of the June 13, 2018 RWPC Agenda: John Dornheim made a motion to approve the June 13, 2018 RWPC meeting agenda with corrections (Consent Form). Yolanda Jones seconded the motion. The motion passed unanimously.

XII. New Business: Mr. Benecke announced a letter had been received from the AA regarding the standard of care and monitoring. Ms. Letcher stated the SOC went in to effect April 1, 2018 and monitoring for the FY 2018-2019 contract period will apply to those standards. Mr. Wilson noted for the year we are currently in will go with the 2015 eligibility. Everything that was acceptable with the 2015 eligibility with the updated HIV testing information is current.

Mr. Benecke mentioned he spoke with DSHS representative April Marek regarding the Food Pantry letter that was sent out by the Ryan White Planning Council. He was told a letter regarding questions on the Supplemental Nutrition Assistance Program (SNAP) requirements would be released soon. Ms. Letcher reported that she received an email from DSHS representative April Marek requesting that she poll sub-recipients to see what concerns they have regarding SNAP benefits and how it relates to Ryan White. Ms. Letcher will forward the email to sub-recipients for a response. Mr. Benecke stated the main concern is the SNAP benefits requirement disqualifies undocumented clients. Ms. Letcher asked him to forward that information in writing.

XIII. Adjournment: John Dornheim motioned to adjourn. Kyle Talkington 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
Tuesday, July 3, 2018 @ 2:00 PM

Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207