

EXECUTIVE COMMITTEE MEETING

November 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
John Dornheim, Needs Assessment, Chair
Lynn Smith-Clay, GMO
Yolanda Jones, Allocations Chair
Lionel Hillard, RWPC Vice Chair, Allocations Vice Chair

Gary Benecke, Evaluation Chair
Kyle Talkington, Judges Representative
Stacie McNulty, Planning & Priorities Chair
Del Wilson, Evaluation Vice Chair

MEMBERS ABSENT

Donna Wilson, CCC Vice Chair

Evany Turk, RWPC Vice Chair

RWPC STAFF PRESENT

Glenda Blackmon-Johnson, RWPC Manager

Annie Sawyer-Williams, RWPC Coordinator

GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

- I. **Call to Order:** Lionel Hillard, Chair called the meeting to order at 2:06 p.m.
- II. **Certification of Quorum:** Quorum was established by Lionel Hillard, and certified by Glenda Blackmon-Johnson, RWPC Program Manager.
- III. **Introductions/Announcements:**
 - a. Annie Sawyer-Williams, RWPC Coordinator, announced the AIDSWatch scholarship application deadline is November 16th. AIDSWatch will be held on April 1 & 2, 2019 in Washington, DC. AIDSWatch is presented by The Elizabeth Taylor AIDS Foundation; it is the nation's largest annual constituent-based national HIV/AIDS advocacy event.
 - b. Del Wilson announced the Resource Center Health Campus at 2701 Reagan Street will host their community Thanksgiving lunch on November 21st, from 11:00a.m-1:30p.m. All are welcome. Please RSVP at the Front Desk or call 214-528-0144 by Friday, November 16th. There will be a turkey give away for clients of the Resource Center.
 - c. Auntjuan Wiley announced the Wellness Roundtable has been moved up a week to November 8, 2018 from 11:00a.m.-1:00p.m. at the Meadow Conference Center.
 - d. Glenda Blackmon-Johnson, RWPC Program Manager, announced support staff hosted a new member's orientation training/refresher on October 26th. It was a great turn out and Judge Jenkins gave words of encouragement.
- IV. **Approval of October 3, 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 p.m.
- VI. **Reconvene:** The committee reconvened at 2:48 p.m.
- VII. **Recommendations for Appointments:** The Executive Committee interviewed two candidates for appointments.
Gary Benecke motioned to nominate Alexander Deets to be seated on the Consumer Council Committee and

forward a recommendation to the Judge's Office for RWPC appointment. John Dornheim seconded the motion. The motion passed unanimously.

Auntjuan Wiley motioned to nominate Kellie Norcott to be seated on the Evaluation Committee and forward a recommendation to the Judge's Office for RWPC appointment. Del Wilson seconded the motion. The motion passed with one abstention.

VIII. Office of Support: Mrs. Sawyer-Williams announced there were no major issues with member's attendance, but the standing committees have had challenges establishing quorum. The committee discussed reviewing the excused absents and having a procedure for those who have consecutive excused absences. Mr. Wiley stated he would like to explore the excused absences. After a brief discussion, the committee agreed to add a clause stating the following: After three consecutive absences within a six month period or at a 50% excused absent rate, a letter of concern will be sent to the member and the committee will await the member response within 7-10 days to be discussed.

RWPC membership reflectiveness:

Planning Council (33 seats): 26 members

- **With 58% Non-Aligned Consumers (HRSA requires 33% Non-Aligned Consumers)*

- *Vacant Mandatory Seat Categories:*

- *State Medicaid Agency*

- *Members of a Federally recognized Indian tribe as represented in the population*

- *Formerly Incarcerated*

Mrs. Blackmon-Johnson announced four candidates have applied for the membership with the RWPC. Those memberships await approval. The members were appointed to a committee.

IX. Leadership Report (*Distribution list of Materials to be reviewed & discussed at November's Executive Meeting*):

- **Leadership Application Renewal:** Mrs. Sawyer-Williams reminded members to submit their leadership application to be forwarded to the Judge's Office for approval.
- **Review Training Calendar per Committee:** The committee reviewed and discussed the training calendar and had no concerns or changes.
- **Review Bylaws:** The committee agreed there were no changes to the RWPC Bylaws.
- **Retreat Materials:** The committee agreed the materials from the RWPC Retreat were very comprehensive and needed no changes.

X. Committee Reports

a. **Planning & Priorities:** Mr. Dornheim, Planning & Priorities Committee Vice Chair, reported the committee met on October 17th, and quorum was established. They discussed the FY2019 Financial Eligibility Based on the Federal Poverty Level (FPL).

The committee agreed to percentage increases in financial eligibility in several service categories and monitors the categories for one year and adjusts if needed:

Service Categories	FY 2019 Percentage Increases in financial eligibility
AIDS Pharmaceutical Assistance	500%
Health Insurance Premium & Cost	400%

Sharing Assistance	
Outpatient/Ambulatory Medical Care	400%
Medical Case Management	400%

It was reported to the committee that funds are available and the increase would not affect those who are at 300% or below the FPL.

Motion: *John Dornheim motioned that the Planning & Priorities Committee recommends that the Ryan White Planning Council of the Dallas Area approve the Federal Poverty Level increase for the four Core Medical Service Categories. Gary Benecke seconded the motion. The motion passed with two abstentions.*

- b. **Allocations Committee:** Lionel Hillard, Allocations Committee Vice Chair, reported the committee met on October 22nd, and quorum was established. The committee reviewed the Request for Funding Increase (RFI) forms. Mr. Hillard stated there were more funds available than requested. After discussion, the committee made a recommendation to fund all the requested Service Categories and give the Administrative Agency discretion to reallocate unspent funds for FY 2018-2019 for Part A and Minority AIDS Initiative (MAI) with justification of expenditures reported to the Allocation Committee.

FY 2018-2019 Part A Reallocations

Service Category (Core Services)	Reallocated Funds
Outpatient/Ambulatory Medical Care	\$440,000
Oral Health Care	\$50,000
Medical Case Management	\$88,000
AIDS Pharmaceutical Assistance	\$131,065
Mental Health Services	\$58,500
Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals	\$201,000
Substance Abuse Services	\$40,000

Service Categories (Supportive Services)	Reallocated Funds
Non-Medical Case Management	\$187,500
Medical Transportation	\$44,004

Motion: *Lionel Hillard motioned to recommended that the Ryan White Planning Council of the Dallas Area gives the Administrative Agency discretion to reallocate unspent funds for FY 2018-2019 for MAI with justification of how the funds are spent. John Dornheim seconded the motion. The motion passed with two abstentions.*

Motion: *Lionel Hillard motioned the Allocations Committee recommends that the Ryan White Planning Council of the Dallas Area reallocates FY 2018 Part A funds. John Dornheim seconded the motion. The motion passed with three abstentions.*

- c. **Consumer Council Committee:** Committee did not meet.
- d. **Evaluation Committee:** Committee did not meet.
- e. **Needs Assessment Committee:** John Dornheim, Needs Assessment Committee Chair, reported the committee met on October 16th, and quorum was not established. The committee reviewed and discussed the design for the 2019 Needs Assessment. The timeline included: Epidemiologic report, surveys, focus groups and questionnaire.

The committee reviewed a questionnaire for Hispanic/Latino population survey.

- f. **Care Coordination Ad Hoc Committee:** Auntjuan Wiley, Care Coordination Ad hoc Committee Chair, reported the committee met on October 11th, and quorum was established. The committee discussed: the focus group evaluation and report, defined the needed service categories, defined eligibility requirements, and service duplication reduction recommendations.

They discussed the recommendation submitted to the AA.

Recommendation by consensus:

- *The current 30-day life of case management referral in the Dallas EMA be extended to 60-days.*

Justification by consensus:

- *Sixty 60-days provide structure that allows clients to access services and case managers enough time to follow up and determine an outcome.*
- *It's responsive to the express desires of clients from the focus groups*
- *Allows enough time to successfully link clients into services*
- *Reduces redundancy of the case manager to make additional referrals*
- *Eases the burden of clients going back and forth to get a referral from the case manager.*

The committee decided that next month's meeting they will review the existing Care Coordination document and upon review, begin crafting a new document.

Motion: *Auntjuan Wiley motioned the Care Coordination Ad hoc Committee recommends that the Ryan White Planning Council of the Dallas Area approve the current 30-day life of case management referral in the Dallas EMA will be extended to 60-days. Del Wilson seconded the motion. The motion passed with one abstention.*

- XI. **Approval of the November 14, 2018 RWPC Agenda:** *Auntjuan Wiley made a motion to approve the November 14, 2018 RWPC meeting agenda with corrections. Gary Benecke seconded the motion. The motion passed unanimously.*
- XII. **New Business:** The committee discussed moving the Allocations and Evaluation Committee meetings due to the 2018 Texas HIV-STD Conference.
- The committee discussed the New Trend/Emerging Needs Regarding Programming and Services Within our Community. It was suggested to start the process and implement the share information in January 2019.
- They had a brief discussion on a letter issued by the Health Resources and Services Administrative (HRSA) regarding viral suppression.
- XIII. **Adjournment:** *John Dornheim motioned to adjourn. Gary Benecke seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:55 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
Monday, December 3, 2018 @ 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207