

EXECUTIVE COMMITTEE MEETING

April 3, 2019

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 Chair
Del Wilson, Evaluation Vice Chair
Robert Lynn, P&P Vice Chair

Kyle Talkington, Judges Representative
Yolanda Jones, Allocations Chair
Christopher Webb, Needs Assessment Vice Chair

MEMBERS ABSENT

Auntjuan Wiley, RWPC Vice Chair, CCC Chair
Donna Wilson, CCC Vice Chair

John Dornheim, Needs Assessment, Chair
James Wright, Allocations Vice Chair

RWPC STAFF PRESENT

Glenda Blackmon-Johnson, RWPC Manager
Justin M. Henry, RWPC Planner

Annie Sawyer-Williams, RWPC Coordinator

GRANTS MANAGEMENT STAFF PRESENT

Sonya Hughes, Assistant Director

OTHERS PRESENT

- I. **Call to Order:** Lionel Hillard, Chair called the meeting to order at 2:05 p.m.
- II. **Certification of Quorum:** Quorum was established by Lionel Hillard, and certified by Glenda Blackmon-Johnson, RWPC Program Manager.
- III. **Introductions/Announcements:** N/A
- IV. **March 6, 2019 Minutes:** *Kyle Talkington motioned to accept the minutes as written. Robert Lynn seconded the motion. The motion passed with one abstention.*
- 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 2:08 p.m.
- VI. **Reconvene:** The committee reconvened at 3:53 p.m.
- VII. **Recommendations for Appointments:** The Executive Committee interviewed four candidates for appointment to the Ryan White Planning Council, Planning & Priorities, and Consumer Council Committee.

Del Wilson motioned to nominate David C. Becker to be seated on the Consumer Council Committee. Robert Lynn seconded the motion. The motion passed unanimously.

Robert Lynn motioned to nominate Pamela J. Green to be seated on the Evaluation Committee and/or Planning & Priorities Committees and forward a recommendation to the Judge's Office for RWPC appointment. Yolanda Jones seconded the motion. The motion passed unanimously.

Christopher Webb motioned to nominate Korey Willis to be seated on the Planning & Priorities and/or Needs Assessment Committees and forward a recommendation to the Judge's Office for RWPC appointment. Yolanda Jones seconded the motion. The motion passed unanimously.

Del Wilson motioned to nominate Sattriona Nyachwaya to be seated on the Consumer Council Committee and forward a recommendation to the Judge's Office for RWPC appointment. Christopher Webb seconded the motion. The motion passed unanimously.

VIII. **Administrative Agency Report:** Mrs. Hughes reported the consultant Charles Henley observed the grants department and provided the first report with recommendations. Mrs. Hughes shared the RWPC recommendations with the committee.

- To look at how the system is structure
- To look at funding streams and/or bundling some service categories
- To consider relocating RWPC staff to another space within the DCHHS building
- To increase Technical Assistance training for RWPC members

IX. **Office of Support:** Mrs. Blackmon-Johnson discussed some of the RWPC and committee reporting requirements to the Project Officer; regarding the progress with the *Ending the HIV Epidemic- Country plan, Achieving Together-State plan, Integrated Care and Prevention Plan-local plan, Early Identification of Individuals with HIV/AIDS-Government plan*. Mrs. Blackmon-Johnson encouraged the chairs and vice chairs members to start the dialogue in their individual committee meetings regarding the processes.

The Needs Assessment Committee is organizing a focus group and will need help from the Administrative Agency to contact sub-recipients for their assistance.

The Planning & Priorities Committee will focus on mapping service category directives for the 2020 Request for Proposal (RFP). A template was distributed to the Executive Committee to explain the Health Resources and Services Administration (HRSA) definition and how the EIIHA service support unmet need in the continuum of care and other details and questions change for considerations.

The committee had a brief discussion regarding the Service Delivery Guidelines document. The committee also discussed the service category Financial Eligibility increase based on the Federal Poverty Level. Support Staff is currently revising the document to include the comments from the AA.

Motion: *Yolanda Jones motioned to forward the Service Delivery Guidelines document to the Ryan White Planning Council with the updated information from the Administrative Agency. Darius Ahmadi seconded the motion. The motion passed with one abstention.*

X. **Leadership Report:** N/A.

XI. **Committee Reports**

a. **Planning & Priorities:** Robert Lynn, Vice Chair reported the committee met on March 20th and established quorum. Mr. Henry gave a review of the Priority Setting Planning Guide to give members opportunity to ask questions. The criteria were as follows:

- 2016 Comprehensive HIV Needs Assessment
- Client utilization data from ARIES
- FY 2018 expenditure data
- A prioritization table containing needs, use, and accessibility scores for each service category

A report was given from the Needs Assessment Committee meeting regarding the completion of the survey pilot and focus group. The Spanish translation of the consumer survey was also completed. The committee discussed the Service Delivery Guidelines for the FY 2019 Program Year.

Mr. Henry introduced a draft of the 2020 How Best to Meet the Need Justification for each Service Category document.

- b. **Allocations Committee:** Committee did not meet.
- c. **Consumer Council Committee:** Committee did not meet.
- d. **Evaluation Committee:** Committee did not meet.
- e. **Needs Assessment Committee:** Christopher Webb, Vice Chair reported the committee met on March 19th, and established quorum. An overview of the Focus Group/Survey was given with questions ranging from:
 - Not in-care status
 - Alcohol consumption
 - Employment status
 - Insurance status
 - Inform HIV status to partners
 - Services most needed

Mr. Henry reviewed the 2019 Needs Assessment timeline. Mr. Walsh suggested having another pilot survey once the tablets are available.

- f. **Care Coordination Ad Hoc Committee:** Committee did not meet.

XII. Approval of the April 10, 2019 RWPC Agenda: *Kyle Talkington made a motion to approve the April 10, 2019 RWPC meeting agenda with additions (Committee did not meet and Action Item). Del Wilson seconded the motion. The motion passed unanimously.*

XIII. New Business: Sonya Hughes discussed the letter from the Texas Department of State Health Services (DSHS), regarding Ryan White HIV/AIDS Part B Program Service Category Allocations. DSHS has decided to immediately exclude State Rebate fund from the planning council priorities and allocations process so that the Dallas County Administrative Agency can make decisions and fund services. This will allow for new service categories to be funded such as referral for healthcare. This will ensure clients needing assistance with eligibility. The AIDS Drug Assistance Program (ADAP) application and referrals can be served in the event non-medical and medical case management services (as required by the standard) are not needed.

XIV. Adjournment: *Robert Lynn motioned to adjourn. Kyle Talkington seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 4:44 p.m.

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
John Dornheim, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, May 1, 2019 @ 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207