

**EXECUTIVE COMMITTEE MEETING**

**June 5, 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

John Dornheim, P&P, Needs Assessment, Chair  
Christopher Webb, Needs Assessment Vice Chair

**MEMBERS ABSENT**

Donna Wilson, CCC Vice Chair  
Auntjuan Wiley, RWPC Vice Chair, CCC Chair  
Yolanda Jones, Allocations Chair

Sonya Hughes, Assistant Director  
James Wright, Allocations Vice Chair  
Kyle Talkington, Judges Representative

**RWPC STAFF PRESENT**

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

Annie Sawyer-Williams, RWPC Coordinator

**GRANTS MANAGEMENT STAFF PRESENT**

**OTHERS PRESENT**

Gail Lockwood, AIN

Joni Wysocki, AIN

Crystal Curtis, PHHS

- I. **Call to Order:** Lionel Hillard, Chair called the meeting to order at 2:03 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. Del Wilson announced the Resource's Center Health Campus is opening an Outpatient Medical Clinic on July 10<sup>th</sup>. The clinic is structured for LGBT Wellness and HIV care. Appointments are being scheduled. The clinic will be open from 2:00 p.m.-6:00 p.m. Monday-Friday.
  - b. Joni Wysocki introduced Gail Lockwood a new intern at AIN.
- IV. **May 1, 2019 Minutes:** *Robert Lynn motioned to accept the minutes as written. Del Wilson seconded the motion. The motion passed with three abstentions.*
- V. **Administrative Agency Report:** N/A
- VI. **Office of Support:** Glenda Blackmon-Johnson reported as of May 31<sup>st</sup> Louvenia Freeman's term ended with the Ryan White Planning Council. Ms. Freeman referred someone from her division to apply.  
  
The committee received an update regarding the RWPC Membership Reflectiveness.  
  
The committee received the 2018 Year End Report; which has been posted on RWPC website.
- VII. **Leadership Report:** N/A.
- VIII. **Committee Reports**
  - a. **Planning & Priorities:** Robert Lynn, Vice Chair reported the committee met on May 15<sup>th</sup> and established

quorum. This was a joint meeting with the Consumer Council Committee (CCC). Mr. Justin M. Henry gave an overview of the FY 2020 Priority Setting Guide. The guide includes information about the Priority Setting Process, Description of the Dallas Planning Area (DPA), Epidemiological Data, 2016-2018 CY Unduplicated Client Utilization Data, FY 2018 Expenditure Data for all Grant Program, 2016 Comprehensive Needs Assessment Data, the Needs, Use, and Accessibility table, MAI Information, FY 2016-2019 Service Category Rankings, FY 2020 Priority Setting Ranking Ballots and 2017 Dallas EMA Treatment Cascade. The Priority Setting trends over three years were reviewed the committee had a lengthy discussion.

Robert Lynn, Vice Chair reported the committee’s second meeting occurred on May 23<sup>th</sup> quorum was established. This was the second joint meeting with CCC. Mr. Henry provided the guide overview solicited for questions regarding the guide, and the process. The committees ranked and voted on the service categories and adjourned the meetings.

**Core Medical Services: Parts A, B, State Services 2020 Ranking**

Ambulatory/Outpatient Medical Care	1
Oral Health Care	2
Medical Case Management	3
Mental Health	4
AIDS Pharmaceutical Assistance	5
Early Intervention Services	6
Health Insurance and Cost Sharing Assistance	7
Substance Abuse Outpatient Care	8
Home Community Based Health Care	9
Home Health Care	10
Medical Nutrition Therapy	11
Hospice Services	12

**Support Services: Parts A, B, State Services**

Food Bank	1
Non-Medical Case Management Services	2
Medical Transportation	3
Outreach Services	4
Housing-Based Case Management	5
Emergency Financial Assistance	6
Congregate Housing	7
Home Delivered Meals	8
Other Professional Services	9
Health Education/Risk Reduction	10
Day Respite Care- Children/Youths/Adults	11
Respite Care for Adults	12
Child Care- Services	13
Linguistic Services	14

**Core Services Minority AIDS Initiative (MAI)**

Ambulatory/Outpatient Medical Care	1
Oral Health 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

***Motion:*** Robert Lynn motioned to forward the Planning and Priorities committee recommendations of the FY 2020 Priority Rankings for the Dallas Planning Area to the Planning Council for approval. Christopher Webb seconded the motion. The motion passed with unanimously.

- b. **Allocations Committee:** Lionel Hillard, reported the committee met on May 20<sup>th</sup> and established quorum. Opened the floor for announcements. The committee reviewed and discussed the following Allocations Expenditure Report:

**Discussion Item:**

- FY 2018 Part A Formula and Part A Supplemental
- FY 2019 Part A Formula and Part A Supplemental
- FY 2018 MAI
- FY 2019 MAI
- FY 2019 Part B and Part B Supplemental
- FY 2019 State Services
- FY 2019 State Rebate and ADAP

**Programmatic Expenditure Update:**

- The Administrative Agency completed the Allocations for FY 2019-2020 for Part A Formula, Part A Supplemental, MAI awards, and Part B Formula/Supplemental.
- The Administrative Agency re-allocated State Services and State Rebate funds.

Joe Thekkekara, Grant Manger gave the committee an overview of expenditure report.

**Presentation: PSRA Allocation Model:**

- A presentation was given regarding the Priority Setting and Resource Allocations Model by Charles Henley, consultant for the Administrative Agency.

- c. **Consumer Council Committee:** Annie Sawyer-Williams, RWPC Coordinator, reported the committee met on May 23<sup>rd</sup> and established quorum. The committee had a joint meeting with the Planning & Priorities Committee to review and discuss the FY 2020 Priority Setting Guide. The committees ranked and voted on the service categories.

The committee reviewed the RWPC Retreat Strategic Plan and discussed the CCC's 2019 Community Outreach for Emergency Rooms. They compiled a list of Emergency Room (ER) locations and CCC members assigned to make contacts with the Directors.

By consensus the executive committee approved the HIV & Mental Health forum flyer.

- d. **Evaluation Committee:** Del Wilson, Vice Chair, reported the committee met on May 28<sup>th</sup> and established quorum. The floor was opened for announcements and Office of Support reports. They discussed Director Huang's Fast Track Cities initiative and the meeting scheduled on June 21<sup>st</sup>.

The committee has been discussing the lack of a cost effectiveness process with the services currently being funded. The committee agreed that the AIDS Regional Information and Evaluation System (ARIES's) data is

not consistent enough; therefore they will not be able to create a cost effectiveness evaluation at the moment. They discussed partnering with the Clinical Quality Management (CQM) committee to offer assistance. The committee asked staff to continue to research cost effectiveness in other EMA's. A request was made for the CQM department to be invited to the next Evaluation Committee to give an overview of their process.

- e. **Needs Assessment Committee:** Christopher Webb, Vice Chair, reported the committee met on May 21<sup>st</sup>, quorum was not established. The floor was opened for announcements. The committee discussed the 2019 Comprehensive HIV Needs Assessment Timeline. They reviewed and discussed the accomplishments the committee has made e.g., revising a draft of the Epidemiological report and consumer pilot surveys. They discussed submitting the paper surveys until the system is ready for online surveys access. It was suggested that Ryan White and non-Ryan White sub-recipients be utilized for distribution via formal request to the Administrative Agency.

The committee discussed training for the survey administration and agreed to schedule the survey administration training for June 18<sup>th</sup> starting at 1:00 p.m. and to schedule a backup training if needed at a later date.

The committee discussed presenting a written letter to provider seeking assistance to administer the committee's surveys at their location.

The committee discussed the process for distributing incentives during the survey process.

The committee discussed the profile questions for Ryan White Funded Sub-recipient capacity survey; also who should receive the survey for completion.

The committee agreed to continue to review to re-title the document "Profile of Dallas Area HIV", service providers and include questions regarding Ryan White funding.

The committee discussed and reviewed the Epidemiologic Summary; and by consensus agreed to move forward with the document.

The committee agreed to conduct a focus group in the Sherman-Denison. Support staff will contact someone at the Callie Clinic for coordination. Ms. Blackmon-Johnson gave reported the focus group is scheduled to be held on June 14<sup>th</sup> from 10:00 a.m.-2:00 p.m.

- f. **Care Coordination Ad Hoc Committee:** Del Wilson reported the committee met on May 9<sup>th</sup> and established quorum. The floor was open for announcements. Fernie Sanchez gave a presentation on the 2014 Care Coordination Ad Hoc Committee. The committee discussed the work that has been completed until now and recommendations were made to the Administrative Agency.

Mrs. Sawyer-Williams recommended a member for appointment to the Care Coordination Ad Hoc Committee. Mr. Hillard stated the committee is in the process of consideration to disband.

- IX. **Approval of the June 12, 2019 RWPC Agenda:** *John Dornheim made a motion to approve the June 12, 2019 RWPC meeting agenda. Robert Lynn seconded the motion. The motion passed unanimously.*

- X. **New Business:** Robert Lynn welcomed John Dornheim back. Mr. Dornheim thanked Mr. Lynn and Mr. Webb for their help in his absence.

- XI. **Adjournment:** *John Dornheim motioned to adjourn. Christopher Webb seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 2:42 p.m.

Submitted by:

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Annie Sawyer-Williams, RWPC Coordinator

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Date

Draft Certified by:

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Justin M. Henry, RWPC Health Planner

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Date

Final Approval by:

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Lionel Hillard, Chair  
Auntjuan Wiley, Vice Chair  
John Dornheim, Vice Chair

\_\_\_\_\_  
Date

NEXT SCHEDULED MEETING  
Wednesday, July 3, 2019 @ 2:00 PM  
Hickman Conference Room, 2nd floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207