

**EXECUTIVE COMMITTEE MEETING**

**August 7, 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	John Dornheim, P&P, Needs Assessment, Chair
Del Wilson, Evaluation Vice Chair	Sonya Hughes, Assistant Director
Donna Wilson, CCC Vice Chair	Darius Ahmadi, Evaluation Chair
Kyle Talkington, Judges Representative	

**MEMBERS ABSENT**

Christopher Webb, Needs Assessment Vice Chair	Auntjuan Wiley, RWPC Vice Chair, CCC Chair
James Wright, Allocations Vice Chair	Robert Lynn, P&P Vice Chair
Yolanda Jones, Allocations Chair	

**RWPC STAFF PRESENT**

Glenda Blackmon-Johnson, RWPC Manager	Annie Sawyer-Williams, RWPC Coordinator
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**GRANTS MANAGEMENT STAFF PRESENT**

Wanda Scott, Program Monitor	Charles Henley, AA Consultant
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**OTHERS PRESENT**

Helen E. Turner, CCC	Gail Lockwood, AIN	Angelica Gallegos, AIN
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- I. **Call to Order:** Lionel Hillard, Chair called the meeting to order at 2:00 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. Helen E. Turner announced the RWPC CCC will host an Achieving Together: Community Engagement Strategy for Ending HIV as an Epidemic forum on August 29<sup>th</sup> at Dallas County Health & Human Services 2377 N. Stemmons Freeway, 6<sup>th</sup> floor room 627 from 12-2 p.m.
  - b. Angelica Gallegos announced Access Information Network (AIN) Daire Center 2600 Stemmons, Suite 160 will host a dinner and presentation on August 21<sup>st</sup> starting at 6:00 p.m.
- IV. **July 9, 2019 Minutes:** *John Dornheim motioned to accept the minutes as written. Donna Wilson seconded the motion. The motion passed with three abstentions.*
- V. **Administrative Agency Report:** Sonya Hughes reported that the Universal RFP has been approved by the Commissioners Court yesterday. The RFP will be released soon by the Purchasing Department.
- VI. **Office of Support:** The Executive members discussed the RWPC Membership Reflectiveness.
- VII. **Leadership Report:** Mr. Hillard announced representatives from the Texas Department of State Health Services will be attending the RWPC meeting on August 14<sup>th</sup>. Ms. Blackmon-Johnson asked for assistance in formulating the questions for the State representatives so that they might be prepare for the anticipated questions. Committee members gave feedback from the last Planning Council meeting conversation.
- VIII. **Committee Reports**

- a. **Planning & Priorities:** Mr. Dornheim reported the committee met on July 17<sup>th</sup>, 24<sup>th</sup>, and 31<sup>st</sup> and established quorum.

July 17<sup>th</sup> the committee had a lengthy discussion regarding revisiting the FY 2015 Dallas County standards to develop local standards for FY 2020 versus the DSHS standards. They discussed the FY 2020 Service Delivery Guide (How Best to Meet the Need) and recommendations from the Care Coordination Ad Hoc Committee regarding the Service Category Financial Eligibility Percentages.

July 24<sup>th</sup> and July 31<sup>st</sup> the committee reviewed and discussed the following documents and made recommendations for the FY 2020 Standards of Care.

- FY 2015 Standards of Care
- FY 2019-2020 Dallas Planning Area Service Delivery Guidelines
- DSHS Universal Standards
- Workgroup Recommendations
- DSHS Service Category Specific Standards
- Service Category Financial Eligibility Percentages
- Care Coordination Ad-Hoc Committee recommendations

The Executive Committee members had a lengthy discussion regarding the Dallas Area Standards of Care. They discussion conversation with the Health Resources and Services Administration (HRSA) Project Officer (PO) Kristina Barney stating the RWPC needs to establish local Standards of Care. The Planning & Priorities committee has been meeting to revise the SOC. Members and guest shared their concerns about the SOC being revised by the Planning & Priorities Committee instead of the Evaluation Committee.

As the conversation ensued, comments were made regarding the Bylaws, sub-committee charge requirements for meetings stated within the RWPC Dallas Area Bylaws, Texas Open Meeting Act, and presentation of information. They discussed alternate resolution regarding project to be presented to the Executive Committee. The consultant Charles Henley added basic ground rules for committee meetings, and compliance indicating conflicted members.

Sonya Hughes reported on the conversation with the PO. There was a question regarding the Service Standards that were implemented in the area, the PO asked where sub-recipients and clients can go to obtain guidance? The PO was made aware that Dallas EMA had adopted DSHS SOC for many different reasons. The PO was fine with the adoption, but stated Dallas EMA needs to develop their own local SOC which can include all of DSHS provisions.

- b. **Allocations Committee:** The committee did not meet.
- c. **Consumer Council Committee:** The committee did not meet.
- d. **Evaluation Committee:** Mr. Ahmadi reported the committee met on July 23<sup>rd</sup> the committee discussed the SOC being revised by the Planning & Priorities and the conversation the Office of Support had with the PO.

The office of support gave an overview of the FY 2018 Evaluation of the Administrative Mechanism (EAM) report and asked committee members to review the document for discussion at next month's committee meeting.

- e. **Needs Assessment Committee:** Mr. Dornheim reported the committee met on July 16<sup>th</sup> and quorum was established. The committee discussed the feedback received from the Latino focus group regarding the skip patterns within the survey and made changes to the Spanish survey.

Support staff will meet with Susan Wolfe has been chosen for the Needs Assessment Project. Brad Walsh the lead on the Needs Assessment project has resigned from the committee.

f. **Care Coordination Ad Hoc Committee:** Lionel Hillard reported that an appreciation lunch was held on July 19<sup>th</sup> and members were given certificates.

IX. **Approval of the August 14, 2019 RWPC Agenda:** *John Dornheim made a motion to approve the August 14, 2019 RWPC meeting agenda. Darius Ahmadi seconded the motion. The motion passed unanimously.*

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

XI. **Adjournment:** *Kyle Talkington motioned to adjourn. Del Wilson seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:28 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

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Date

NEXT SCHEDULED MEETING  
Wednesday, September 4, 2019 @ 2:00 PM  
Hickman Conference Room, 2nd floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207