

**Ryan White Planning Council of the Dallas Area
Office of Support**

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: July 30, 2020

Re: Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, August 5, 2020 at 2:00 PM

2377 N. Stemmons Freeway, Hickman Conference Room, Second Floor
Dallas County Health and Human Services Building
Dallas, Texas 75207

Attached, please find meeting materials for your review.

If you are unable to attend this meeting, please notify the RWPC Office of Support at (214) 819-1840 by Tuesday, August 5, 2020. Otherwise, we look forward to seeing you at the next meeting.

cc: Philip Huang, MD, MPH, Director
Dallas County Judge's Office
Sonya M. Hughes, Assistant Director
Grants Management Officer - Vacant
Wanda Scott, Grants Manager
Glenda Blackmon-Johnson, RWPC Manager
Oscar Salinas, Quality Assurance Administrator
Angela Jones, Quality Assurance Advisor
Regina Waits, Health Advisor
Carla Jackson, Program Monitor
David Kim, Program Monitor
Justin M. Henry, RWPC Health Planner
RWPC Coordinator- Vacant
Building Security

2377 N. Stemmons Freeway, Suite 200, Dallas, Texas 75207
214 819-1840 telephone; 214 819-6023 fax

EXECUTIVE COMMITTEE

It is our vision to promote the improvement of health and quality of life for all clients.

The RWPC of the Dallas Area is a caring community of consumers, volunteers and providers who responsibly plan to address the evolving needs of the HIV/AIDS community.

AGENDA

Wednesday, August 5, 2020

2:00 p.m.

Executive Committee Meeting

- | | |
|--|---|
| I. Call to Order | John Dornheim or Auntjuan Wiley |
| II. Certification of Quorum | John Dornheim or Auntjuan Wiley |
| III. Introductions/Announcements | John Dornheim or Auntjuan Wiley |
| IV. Approval of the July 1, 2020 Minutes | Action Item |
| V. Office of Support Report <ul style="list-style-type: none">• RWPC Membership Representation and Reflectiveness | RWPC Support Staff |
| VI. Leadership Report | John Dornheim or Auntjuan Wiley |
| VII. Administrative Agency Report | Representative from the AA |
| VIII. Committee Reports and FY 2020 Deliverables: <ul style="list-style-type: none">A. Needs Assessment CommitteeB. Planning and Priorities Committee<ul style="list-style-type: none">• Approval of the 2021 Priority Ranking RecommendationC. Allocations Committee<ul style="list-style-type: none">• Approval of the Recommendation to Endorse FY 20-21 Part A/MAI Part B/State Services/Rebate Services Allocations based on Actual AwardD. Evaluation CommitteeE. Consumer Council Committee | Christopher Webb or Karin Petties
Robert Lynn
Action Item
Kelly Richter or James Wright
Action Item
Pamela Green or Del Wilson
Auntjuan Wiley or Donna Wilson |
| IX. Approval of the August 12, 2020, RWPC Agenda | Action Item |
| X. New Business | |
| XI. Adjournment | John Dornheim or Auntjuan Wiley |

Action Items:

Approval of the July 1, 2020 Minutes

Approval of the 2021 Priority Ranking Recommendation

Approval of the Recommendation to Endorse FY 20-21 Part A/MAI

Part B/State Services/Rebate Services Allocations based on Actual Award

Approval of the August 12, 2020 RWPC Agenda

**Due to COVID-19
Until Further Notice**

NEXT SCHEDULED MEETING

Wednesday, September 2, 2020 2:00 PM

Will be held via TELE-CONFERENCE

Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207

EXECUTIVE COMMITTEE MEETING

July 1, 2020

Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.

MEMBERS PRESENT

Robert Lynn, P&P Chair
Pamela Green, RN, Evaluation Chair
Auntjuan Wiley, RWPC Vice-Chair, CCC Chair

Karin Petties, Needs Assessment, Vice Chair
Christopher Webb, Needs Assessment, Chair
James Wright, Allocations Vice-Chair

MEMBERS ABSENT

Donna Wilson, CCC Vice-Chair
Del Wilson, Evaluation Vice-Chair

Kelly Richter, Allocations Chair
John Dornheim, RWPC, Chair

RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator
Glenda Blackmon-Johnson, RWPC Manager

Justin M. Henry, RWPC Planner

GRANTS MANAGEMENT STAFF PRESENT

Sonya Hughes, Grants Director

OTHERS PRESENT

Hosea Crowell, AIN Inc. Joni Wysocki, AIN Inc. Miranda Grant, AIN Inc. Crystal Curtis, PHHS

- I. **Call to Order:** John Dornheim, Chair called the meeting to order at 2:08 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, and certified by Annie Sawyer-Williams, RWPC Coordinator.
- III. **Introductions/Announcements:** Christopher Webb announced the Dallas County Emergency Housing Assistance Program (EHAP) for those needing assistance with mortgage, rental, and utility bill due to COVID-19. Candidates must reside outside the city of Dallas but within Dallas County. Interested candidates may apply at www.dallascounty.org/ehap.
- IV. **Approval of June 3, 2020 Minutes:** *Robert Lynn motioned to accept the minutes as written. Karen Petties seconded the motion. The motion passed with one abstention.*
- V. **Office of Support:** Annie Sawyer-Williams reported the RWPC seats 24 members currently; that 50% or non-aligned.

Mrs. Sawyer-Williams announced the office of support will have rescheduled interviews for the two potential candidates for the second time and still there was no response. The committee had a brief discussion regarding the candidates.
- VI. **Leadership Report:** N/A.
- VII. **Administrative Agency Report:** Sonya Hughes announced the COVID-19 amendments have been scheduled for a briefing on July 7th, and each agency will be notified of the approval, and budgets will be requested. The new contractors meeting is scheduled for Friday, July 19th at 1 p.m.
- VIII. **Committee Reports:**
 - a. **Planning & Priorities:** Robert Lynn, Chair, reported the committee met twice in June and established quorum. The floor was opened for announcements and the Office of Support reports. The committee

received an update regarding the HIV Dallas Task Force and Fast Track Cities meetings. The committee was given a presentation by Mr. Henry to discuss the Priority Setting Process and reviewed the Core Medical and Supportive Services and reviewed the datasheets. The committee discussed having an additional meeting to complete the process.

The executive members discussed different ways to reach members to participate in the PRSA process.

b. **Allocations Committee:** Committee did not meet.

c. **Consumer Council Committee:** Auntjuan Wiley, Chair, reported the committee met on June 25th, and established quorum. The floor was opened for announcements. The committee received a presentation from Justin M. Henry, RWPC Planner regarding the Core and Supportive Services for the PRSA process.

d. **Evaluation Committee:** Pamela Green RN, Chair, reported the committee met on June 23rd, and established quorum. The floor was opened for announcements and Office of Support reports. The committee process and was presented the committee discussed the evaluation model and agreed to proceed with a consumer questionnaire. The committee members agreed at the next committee meeting they will discuss questions from several agencies client surveys. The committee goal is to have the questionnaire completed by September or October.

e. **Needs Assessment Committee:** Committee did not meet.

IX. **Approval of the July 8, 2020, RWPC Agenda:** *Pam Green, Rn made a motion to approve the July 8, 2020 RWPC meeting agenda. Karin Petties seconded the motion. The motion passed with one abstention.*

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

XI. **Adjournment:** *Karin Petties made a motion to adjourn. Pam Green, RN the motion. The motion passed unanimously.*

The meeting was adjourned at 2:53 p.m.

Submitted by:

Annie Sawyer-Williams, RWPC Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

John Dornheim, Chair
Auntjuan Wiley, Vice Chair
Vacant, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, August 5, 2020 @ 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207

FY 2021 Priority Setting Process Final Rankings
RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA
PLANNING AND PRIORITIES COMMITTEE
2021 PRIORITY SETTING AND RESOURCE ALLOCATION
RYAN WHITE EXECUTIVE COMMITTEE

1. Background

According to Health Resource and Services Administration (HRSA) guidance from the Title I Manual and Priority Setting and Resource Allocation Technical Assistance Manual, a documented decision-making process for priority setting is essential.

Members of the Planning and Priorities Committee and Consumer Council Committee were provided with a presentation on the methodology for ranking priorities, as well as the annual priority-setting process guide that contained information on the most recent epidemiology data, needs assessment, service utilization, expenditures, Continuum of Care, past rankings, and the ballots.

2. Rationale

The Planning & Priorities Committee decided to use the Nominal Group Process Method in setting the priorities for FY 2021. The decision-making process will consist of the Planning & Priorities Committee & the Consumer Council Committee members assimilating the data in the Priority Setting Process Guide and individually assigning each service category a number for Part A, Part B, State Services, and State Rebate (1-14 for core medical services, 1-14 for support services) and Minority AIDS Initiative (MAI) (1-5 for core medical services, 1-3 for support services) which will represent their individual rankings of the service categories.

The Consumer Council Committee and the Planning & Priorities Committee met in a joint meeting in July 2020 and submitted their ballots electronically. The Consumer Council Committee aggregated their individual scores into a single score/ballot which was included in the Planning & Priorities Committee submissions. The Planning and Priorities Committee submitted their individual ballots to arrive at a final average of all the rankings for each of the service categories.

3. Recommendation

Ryan White Planning Council approves the attached FY 2021 priority rankings for the Dallas Planning Area (DPA).

Planning & Priorities Committee

Chair, Robert Lynn

Date

Executive Committee

Chair, John Dornheim, or Vice-Chair, Auntjuan Wiley

Date

Ryan Planning Council

Chair, John Dornheim, or Vice-Chair, Auntjuan Wiley

Date

Statement of Conflict: (Planning Council) Conflicted members are those providing service in the following categories: **All ranked services.**

FY 2021 Priority Setting Process Final Rankings

Core Medical Services - Parts A, B, State Services, State Rebate FY 2021 Priority Setting Process Final Rankings	Rank 1 - 14
Service Category	FY 2021 Rank
Outpatient Ambulatory/Health Services	1
Oral Health Care	3
Mental Health	2
Medical Case Management	5
AIDS Pharmaceutical Assistance	4
Substance Abuse	7
Health Insurance and Cost Sharing Assistance	8
Early Intervention Services	6
Home and Community Based Health Care	12
Home Health Care	11
Medical Nutrition Therapy	13
Hospice Care	14
Referral for Health Care and Support Services	10
AIDS Drug Assistance Program	9

Planning & Priorities Committee
 Chair, Robert Lynn

 Date

Executive Committee
 Chair, John Dornheim, or Vice-Chair, Auntjuan Wiley

 Date

Ryan Planning Council
 Chair, John Dornheim, or Vice-Chair, Auntjuan Wiley

 Date

Statement of Conflict: (Planning Council) Conflicted members are those providing service in the following categories: **All ranked services.**

FY 2021 Priority Setting Process Final Rankings

Support Services - Parts A, B, State Services, State Rebate FY 2021 Priority Setting Process Final Rankings	Rank 1 - 14
Service Category	FY 2021 Rank
Food Bank	1
Case Management	2
Medical Transportation	3
Housing-Based Case Management	4
Emergency Financial Assistance	6(t)
Outreach – Lost to Care	8
Congregate Housing	5
Other Professional Services (Legal Services)	9
Home Delivered Meals	6(t)
Health Education/Risk Reduction	14
Respite Care for Adults	10
Day Respite Care for Children/Youth/Adults	13
Child Care Services	11
Linguistic Services	12

Planning & Priorities Committee
 Chair, Robert Lynn

 Date

Executive Committee
 Chair, John Dornheim, or Vice-Chair, Auntjuan Wiley

 Date

Ryan Planning Council
 Chair, John Dornheim, or Vice-Chair, Auntjuan Wiley

 Date

Statement of Conflict: (Planning Council) Conflicted members are those providing service in the following categories: **All ranked services.**

FY 2021 Priority Setting Process Final Rankings

Minority AIDS Initiative (MAI) FY 2021 Priority Setting Process Final Rankings	Rank 1 -5
Core Medical Services	FY 2021 Rank
Outpatient Ambulatory/Health Services	1
Oral Health Care	2
AIDS Pharmaceutical Assistance	3
Medical Case Management	4
Substance Abuse	5
	Rank 1 - 3
Support Services	FY 2021 Rank
Food Bank	1
Non-Medical Case Management	3
Medical Transportation	2

Planning & Priorities Committee
 Chair, Robert Lynn

 Date

Executive Committee
 Chair, John Dornheim, or Vice-Chair, Auntjuan Wiley

 Date

Ryan Planning Council
 Chair, John Dornheim, or Vice-Chair, Auntjuan Wiley

 Date

Statement of Conflict: (Planning Council) Conflicted members are those providing service in the following categories: **All ranked services.**

ALLOCATION WORKSHEET - PLANNING COUNCIL

By Service Categories

ALLOCATION BASED ON ACTUAL FY 2020-2021 AWARDS

DATE: July 27, 2020

Service Category	RWA				MAI			
	ACTUAL 3/1/20-2/29/21	% Distribution	PROJECTED 7/10/2019	VARIANCE	ACTUAL 3/1/20-2/28/21	% Distribution	PROJECTED 7/10/2019	VARIANCE
Outpatient/Ambulatory Health	4,743,695.00	32.72	4,890,687.00	(146,992.00)	641,068.00	48.41	591,149.00	49,919.00
Local Pharmaceutical Assistance	1,448,546	9.99	1,496,192.00	(47,646.00)	133,749.00	10.10	123,334.00	10,415.00
Medical Case Management	1,673,051	11.54	1,724,880.00	(51,829.00)	133,484.00	10.08	123,090.00	10,394.00
MCM at Primary Care Provider	1,377,446	9.50	1,383,527.00		133,484.00	10.08	123,090.00	
Housing/Other MCM	295,605	2.04	341,353.00		0			
Oral Health	1,449,784	10.00	1,494,698.00	(44,914.00)	155,466.00	11.74	143,361.00	12,105.00
Mental Health Services	162,376	1.12	166,837.00	(4,461.00)	0			
Health Insurance Assistance	1,394,481	9.62	1,434,909.00	(40,428.00)	0			
Substance Use Treatment	86,987	0.60	89,682.00	(2,695.00)	0			
HERR	0				0			
Housing	0				0			
Respite Care	55,092.00	0.38	56,800.00	(1,708.00)				
Respite Care - Adults	38,564	0.27	39,760.00		0			
Respite Care -CYA	16,528	0.11	17,040.00					
Emergency Financial Assistance	47,843	0.33	50,000.00	(2,157.00)	0			
Non-Medical Case Management	1,386,804	9.57	1,412,489.00	(25,685.00)	260,479.00	19.67	240,196.00	20,283.00
N-MCM	924,323	6.38	935,554.00		260,479.00	19.67		
N-MCM Housing	462,481	3.19	476,935.00		0			
Referral	0				0			
Outreach	40,594	0.28	41,851.00	(1,257.00)	0			
Food Bank/Food Pantry	289,957	2.00	298,939.00	(8,982.00)	0			
Home Delivered Meals	326,201	2.25	336,307.00	(10,106.00)	0			
Medical Transportation	1,229,816	8.48	1,285,295.00	(55,479.00)	0			
Other Professional Services/Legal	86,987	0.60	89,681.00	(2,694.00)	0			
Linguistic Services	75,389	0.52	77,724.00	(2,335.00)	0			
Childcare Services	240	0.00	0.00					
Unobligated	0		0.00					
Prevent/Respond: Prevent transmission of coronavirus by providing PPE to clients/staff and for the purchase of cleaning supplies								
Respond: Increase access to telehealth/telemedicine in the EMA for service delivery								
Respond: Provide Emergency Financial Assistance to RWHAP clients								
Total Service Allocation	\$14,497,843	100.00	14,946,971.00	-449,128.00	1,324,246.00	100.00	1,221,130.00	103,116.00

Allocation Chair: Kelly Richter 7/27/2020

Executive Chair: John Dornhiem

RWPC Chair: John Dornhiem

RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA

The RWPC envisions a seamless, flexible, and efficient healthcare system dedicated to the wellness and empowerment of Persons Living With HIV/AIDS (PLWHA) in North Texas.

The RWPC of the Dallas Area is a collaborative partnership of consumers, volunteers, and providers entrusted with the planning and coordination of healthcare services on behalf of PLWHA in North Texas.

AGENDA

Wednesday, August 12, 2020
9:00 a.m.

- | | | |
|-------|--|---|
| I. | Call to Order | John Dornheim or Auntjuan Wiley |
| II. | Certification of Quorum | John Dornheim or Auntjuan Wiley |
| III. | Introduction/Announcements | John Dornheim or Auntjuan Wiley |
| IV. | Approval of the July 8, 2020 Minutes | Action Item |
| V. | Administrative Agency Report
• AA Updates | Representative from Administrative Agency |
| VI. | Committee Meeting Update: | |
| | a. Executive Committee | John Dornheim or Auntjuan Wiley |
| | b. Needs Assessment Committee | Christopher Webb or Karin Petties |
| | c. Planning and Priorities Committee | Robert Lynn |
| | • Approval of the 2021 Priority Ranking Recommendation | Action Item |
| | d. Allocations Committee | Kelly Richter or James Wright |
| | • Approval of the Recommendation to Endorse FY 20-21 Part A/MAI/Part B State Services/Rebate Services Allocations based on Actual Award | Action Item |
| | e. Evaluation Committee | Pamela Green or Del Wilson |
| | f. Consumer Council Committee | Auntjuan Wiley or Donna Wilson |
| VII. | New Business | |
| VIII. | Adjournment | John Dornheim or Auntjuan Wiley |

**Due to COVID-19
Until Further Notice**

NEXT SCHEDULED MEETING

Wednesday, September 9, 2020 2:00 PM

Will be held via TELE-CONFERENCE

Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207