

PLANNING AND PRIORITIES (P&P) COMMITTEE

January 17, 2018

Minutes

Charge: To oversee development and implementation of a process to identify needs and barriers, keep the assessment of needs current, and develop a comprehensive plan to implement the priority goals of the Planning Council.

COUNCIL MEMBERS PRESENT

Stacie McNulty, Chair

Donna Wilson

Robert Lynn

John Dornheim, Vice Chair

Robert L. McGee II

Lori Davidson

COUNCIL MEMBERS ABSENT

Woldu Ameneshoa

Evany Turk

RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator

Justin M. Henry, RWPC Health Planner

GRANTS MANAGEMENT STAFF PRESENT

Glenda Blackmon-Johnson, Program Monitor

Wanda Scott, Program Monitor

OTHERS PRESENT

Kellie Norcott, PHHS

Ricky Tyler, CCC

Akosua Addo, Prism Health NTX

- I. **Call to Order:** John Dornheim, Planning & Priorities Committee Chair, called the meeting to order at 9:14 AM.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Health Planner, and certified by Stacie McNulty.
- III. **Introductions/Announcements:**
 - a. Ricky Tyler announced the Texas Black Women Initiative Dallas Chapter had their first meeting on Saturday, January 13th. The focus was on the upcoming elections and how they relate to HIV and criminal justice.

Quorum established 9:16AM.
- IV. **Approval of the December 20, 2018 Minutes:**
John Dornheim motioned to approve the P&P Committee minutes with changes. Robert Lynn seconded the motion. The motion passed unanimously.
- V. **Integrated Prevention and Care Plan:** Mr. Henry stated that last month, the committee discussed developing a work plan for the Integrated Prevention and Care Plan (IPCP). They reviewed the objectives and strategies from the IPCP to identify the tasks that the committee is charged with developing the work plan. Ms. Blackmon-Johnson gave an overview of the committee discussion at last month's meeting noting the goals and barriers in place.

Mr. Henry stated the committee would rely on the Executive Committee, but will collaborate with the Needs Assessment Ad Hoc committee and propose any ideals of strategy moving forward to them. The committee discussed incorporating activities within *The How Best to Meet the Need* document.

Mr. Henry reviewed and discussed the Priority Setting Guide. He asked members of their opinions on what is useful for the priority setting process as he is in the process of updating the guide and would like to have a draft by next month's meeting.

Section Two:

Epidemiological Data – will be updated with 2016 data.

Section Three:

Data Source – 2016 Comprehensive HIV Needs Assessment Service Need Ranking. The committee agreed to update the table. Mrs. McNulty noted the services listed are not the services that are ranked. The committee had a brief discussion regarding the services listed as opposed to the services ranked. The committee agreed that grouping the subcategories under the umbrella of each primary category would be helpful. The committee also discussed the data received from the Department of State Health Services (DSHS) and how it is used.

Utilization Data – The committee discussed the utilization table and if the units of services are needed. A suggestion was made to complete a questionnaire asking providers how many clients were enrolled in a particular service and to keep a list of answers/ questions to refer back to at the appropriated time. It was also mentioned to request a copy of the 2017 Ryan White Service Report from the Administrative Agency for review. This report requires providers to report on all eligible services regardless if Ryan White pays for the service.

Allocations & Expenditure Data – The committee discussed the importance of including the expenditure data. It allows the committee to see what service categories didn't expend all the funding. The committee agreed to have more qualitative information for this section. The committee discussed adding the narrative from providers into the guide this year, but ultimately decided against including it.

Section Four:

Need, Use, Accessibility Prioritization Table – Mr. Henry gave an overview of the Needs, Use, and Accessibility table.

Need: Source 2016 Comprehensive HIV Needs Assessment

Use: Source 2016 ARIES Data

Accessibility: Source 2016 Comprehensive HIV Needs Assessment

The committee agreed to revisit this section.

Section Five:

Minority AIDS Initiative (MAI):

The discussion was tabled until next month's meeting.

VI. Adjournment: John Dornheim motioned to adjourn. Robert Lynn seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:32 AM.

Submitted by:

Annie Sawyer-Williams, Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

Stacie McNulty, Chair
John Dornheim, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, February 21, 2018 9:00 AM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX

Planning and Priorities Committee Meeting
U:\Coordinator-a\~P&P~\1.17.2018