

# PLANNING AND PRIORITIES (P&P) COMMITTEE

March 7, 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	Evany Turk
Robert L. McGee II	Lori Davidson

### COUNCIL MEMBERS ABSENT

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### RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator	Justin M. Henry, RWPC Health Planner
Glenda Blackmon-Johnson, Program Manager	

### GRANTS MANAGEMENT STAFF PRESENT

Carla Jackson, Program Monitor	Wanda Scott, Program Monitor
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### OTHERS PRESENT

Skylar Lange, AIN	Tracy Bissett, AIN	Grace Balaoing, DCHHS EIC
Crystal Curtis, PHHS		

- I. **Call to Order:** Stacie McNulty, 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. Glenda Blackmon-Johnson introduced herself as the new Ryan White Planning Council Program Manager.
  - b. Annie Sawyer-Williams, RWPC Coordinator announced the Consumer Council Committee will host a forum entitled HIV & Insecurity on April 5, 2018 at the Meadow Conference Center from 2-4PM.
  - c. Justin Henry announced that the Ryan White Planning Council's revised bylaws have been approved through Commissioner's Court.
  - d. Robert McGee announced AIDS Walk South Dallas will be held Saturday, March 24, 2018 starting at 7:00AM at the Martin Luther King Center.
  - e. Justin Henry announced the Health Resources and Services Administration (HRSA) will be conducting a site visit from March 20-23, 2018; as a result the RWPC meeting has been changed to March 21, 2018.
- IV. **Approval of the January 17, 2018 Minutes:**

*Robert Lynn motioned to approve the P&P Committee minutes with changes. Robert McGee seconded the motion. The motion passed unanimously.*
- V. **Office of Support Report:** No report.

**VI. How Best to Meet the Need:** Mrs. McNulty reviewed the changes that were made within the document.

***Motion: Lori Davidson motioned to accept the FY 2018 How Best to Meet the Need Document. Robert Lynn seconded the motion. Motion passed unanimously.***

**VII. Integrated Prevention and Care Plan (Integrated Prevention and Care Plan Checklist):**

Ms. Blackmon-Johnson gave an overview of the Integrated Prevention and Care Plan checklist. She highlighted the National HIV/AIDS Strategy (NHAS) goals, objectives, strategies and specific target populations.

- *I. NHAS Goal: Reduce New HIV Infection*
- *B. Objective 2: By the end of 2021, increase percentage of young gay and bisexual men who are engaged in activities that reduce the risk of HIV by at least 10%.*
- *iii. Strategy: Tackle misconceptions, stigma and discrimination to break down barriers to HIV Prevention testing, and care.*
- *Activity: Identify key areas & barriers which affect the care continuum.*

She stated the care continuum has given an overview of the target populations and suggested to the committee to complete a needs assessment survey as directed from the activity identified.

Mrs. McNulty stated that some of the activities are reoccurring with different objectives and strategies how can we make it more robust to fit with the Integrated Plan.

The committee discussed conducting a small needs assessment to fit into the scheme of the three year needs assessment. Ms. Blackmon-Johnson suggested looking at a sample size for the survey. There was a brief discussion regarding the sample size and how it compares to the sample size in the three year plan. Ms. Blackmon-Johnson suggested establishing a sample size and enlisting case management agencies to assist with the assessment. Ms. Blackmon-Johnson also suggested modifying the questions from the FY 2016 Needs Assessment to use.

Mrs. McNulty questioned if reviewing the prior needs assessment survey be documented as an action item. Should it apply to all the activities that are identified in the barriers? The committee continued to discuss identifying barriers in and outside of the Ryan White system. After the discussion, Mrs. McNulty suggested instead of an action item, it should be considered a goal for comprehensive needs assessment survey to go outside of the Ryan White system.

Ms. Scott questioned if it was possible to utilize the juvenile department to conduct surveys on the youth that are outside Ryan White. The committee agreed it would fit in the activity of the plan.

***Action Items:***

- Revisit the FY 2016 Needs Assessment questions
- Identified specific community based partners to incorporate in the process/non-Ryan White providers

**Section II. Integrated HIV Prevention and Care Plan**

**3. NHAS Goal Reducing HIV-related disparities and health inequities**

*Ensure available funding for undocumented immigrants or individual not otherwise eligible for health insurance or Medicare/Medicaid.*

Mrs. McNulty suggested to implement in the *How Best to Meet the Need* document instructions to ensure funding is available for undocumented individuals for next year's document.

*Inform community partners about results of the latest needs assessment related to barriers to*

care and facilitators to linkage to promote collaboration.

Mrs. McNulty recommends reporting to partner's information regarding the needs assessment. The committee discussed the frequency in which reports are provided.

The committee agreed to table the discussion until next month.

**VIII. Priority Setting Guide (Power Point Presentation):** Mr. Henry gave an overview of the Priority Setting Guide.

- Ryan White Treatment Extension Act (TEA) - *Largest Federally funded program exclusively for HIV/AIDS Care.*
- Fundable Services Categories (*Core Medical/Support Service*)
- Legislative Requirements (*Core service must receive no less than 75% of allocated funds*).
- What is Priority Setting? *A decision making process used to set priority or rank services.*
- Why Prioritize? *The Health Resources and Services Administration (HRSA) requires Planning Councils to establish priorities to assist in the allocation of funds.*
- Dallas Planning Area (12 Countries) *Dallas EMA/Dallas HSDA: Collin, Dallas, Denton, Ellis, Hunt, Kaufman and Rockwall counties/Sherman-Denison HSDA.*
- 2018 Planning Guide – *2016 Comprehensive HIV Needs Assessment, Client Utilization Data, Fiscal Year 2017 Expenditures Data, and 2017 Continuum of Care document.*

**IX. New Business:** None

Quorum was loss 10:41AM

**X. Adjournment:** None

*Submitted by:*

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Annie Sawyer-Williams, 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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**Stacie McNulty, Chair**  
**John Dornheim, Vice Chair**

\_\_\_\_\_  
Date

NEXT SCHEDULED MEETING  
Wednesday, April 18, 2018 9:00 AM  
Hickman Conference Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX

Planning and Priorities Committee Meeting  
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