

PLANNING AND PRIORITIES (P&P) COMMITTEE

April 18, 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

John Dornheim, Vice Chair

Donna Wilson

Robert Lynn

Lori Davidson

Robert L. McGee II

Christopher Webb

COUNCIL MEMBERS ABSENT

Woldu Ameneshoa

Evany Turk

Stacie McNulty, Chair

RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator

Justin M. Henry, RWPC Health Planner

Glenda Blackmon-Johnson, Program Manager

GRANTS MANAGEMENT STAFF PRESENT

Sonia Contreras, Health Advisor

Angi Jones, Quality Assurance Advisor

Lynn Smith-Clay, Grants Management Officer

OTHERS PRESENT

Skylar Lange, AIN

Tracy Bissett, AIN

Jennifer Kendrick, PHHS

Linda Norman, DCHHS

- I. **Call to Order:** John Dornheim, Planning & Priorities Committee Vice Chair, called the meeting to order at 9:05 AM.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Health Planner, and certified by John Dornheim.
- III. **Introductions/Announcements:**
 - a. Helen E. Turner announced Legacy Counseling Grace Project on April 21-23, 2018.
 - b. She also reminded everyone of elections this month.
- IV. **Approval of the March 7, 2018 Minutes:**

Robert Lynn motioned to approve the P&P Committee minutes with changes. Lori Davidson seconded the motion. The motion passed with one abstention.
- V. **Office of Support Report:** No report.
- VI. **2019 Priority Setting Guide Presentation:** Mr. Justin M. Henry gave an overview of the FY 2019 Priority Setting Guide. The guide includes information about the Priority Setting Process, Description of the Dallas Planning Area (DPA), Epidemiological Data, CY 2015-2017 Unduplicated Client Utilization Data, FY 2017 Expenditure Data, 2016 Comprehensive Needs Assessment Data, the Needs, Use, and Accessibility table, MAI Information, FY 2018-2018 Service Category Rankings, FY 2019 Priority Setting Ranking Ballots and 2016 Dallas EMA Treatment Cascade.

Each year the Ryan White Planning Council (RWPC) is charged with establishing priorities for the following fiscal year. This process gives an idea of what was done in the past and what can be done in the future. The decision-making process will consist of committee members individually assigning each service category a number for Part A, Part B, State Services, and Minority AIDS Initiative (MAI). The RWPC of the Dallas area is responsible for HIV service planning for the Dallas Eligible Metropolitan Area (EMA), Dallas HIV Services Delivery Area (HSDA), and the Sherman-Denison HSDA

- 2016 Epidemiological Data for the Dallas EMA: provides projected population data by sex, race and age.
- 2017 Utilization Data for the Dallas EMA: Represents one of the three criteria used in the Dallas area priority-setting process. The patterns can be affected by a number of things including: decreased number of unduplicated clients served, a decrease or increase in funding for a particular service, increase in the cost per unit, or a change in the service category definition. The data is trended for three calendar years.
- Expenditure Data: The expenditures section rounds out the three data sources that will be used in the Dallas area priority-setting process.
- Needs Assessment Data: The 2016 Comprehensive Needs Assessment surveyed clients in the Dallas area regarding service needs and barriers to care. Clients were given a list of services and asked if they need the service. This data was compiled and presented as the percentage of people responding that they needed the service. The following questions were asked about 27 core and support services outlined:

Do you use this service now or over the past year?

- *If a service is being used, it is assumed the service is needed.*
- *If the service is not being used, the next question asked about need for the service.*

Unfulfilled need or a service

- *If someone is not using the service but states a need for it, he/she is considered to have an unfulfilled need for the service.*

Priority populations:

- Black/African-American men and women,
 - Hispanic/Latinos
 - MSM
 - Transgender
 - Youth 13-24
- Needs, Use, Accessibility Prioritization table: the table used to help in the prioritization process by comparing and contrasting the service categories from three different angles.
 - Need: The percentage of PLWHA, both in-and out-of-care, in the FY 2016 Needs Assessment sample reporting a need for the service.
 - Use: The number of clients who have received each service in the past 12 months, and have been recorded in ARIES.
 - Accessibility: The percentage of PLWHA, both in-and out-of-care, in the FY 2016 Needs Assessment sample reporting their needs for this service were easily met.
 - Minority AIDS Initiative (MAI): The committee was presented with utilization data by race for African American and Hispanic.

VII. New Business: None

Quorum was loss 10:41AM.

VIII. Adjournment: None

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, May 16, 2018 9:00 AM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX