

PLANNING AND PRIORITIES (P&P) COMMITTEE

January 16, 2019

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, Chair	Lori Davidson	Christopher Webb
Robert Lynn, Vice Chair	Donna Wilson	Helen Zimba

COUNCIL MEMBERS ABSENT

Stacie McNulty	Robert L. McGee II	Woldu Amenshoa
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RWPC STAFF PRESENT

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

GRANTS MANAGEMENT STAFF PRESENT

Oscar Salinas, CQM Administrative Angela Jones, CQM Advisor Julia Chavarria, DCHHS HOPWA
Sonia Contreras, CQM Health Advisor Casaundra Bryant, DCHHS HOPWA
Francisco Miguel, DCHHS HOWPA

OTHERS PRESENT

Jennifer Kendrick, PHHS

- I. **Call to Order:** John Dornheim, Planning & Priorities Committee Chair, called the meeting to order at 9:03 a.m.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Planner and certified John Dornheim.
- III. **Introductions/Announcements:** N/A
- IV. **Approval of the December 19, 2018 Minutes:**
Robert Lynn motioned to approve the P&P Committee minutes with changes. Lori Davidson seconded the motion. The motion passed unanimously.
- V. **Office of Support:** Mrs. Blackmon-Johnson announced the RWPC Leadership Training on Friday, January 25, 2019 from 9 a.m. - 4 p.m. The training is geared for New and Veterans 2019 Leadership.

Mr. Henry announced the Dallas HIV Taskforce met on 1.15.19. The taskforce is a collective of Providers, Consumer Groups, and Community Based Organizations around the area who have a vested interest in spreading awareness for HIV prevention. They discussed their mission statement and objectives; they are in the process of identifying a Chair and Vice Chair. Mr. Henry stated those who are interested in joining the taskforce may contact him. The taskforce is in the process of trying to coordinate the regional launch event for the Achieving Together Plan. They meet the 2nd Tuesday, of the month from 10-12 a.m.

Currently the RWPC has a total of 22 members. The vacant leadership positions are: *Allocations-Vice Chair, Evaluation-Chair, and Needs Assessment-Vice Chair.*

- VI. Understanding Client Data Utilization:** The committee received a handout: understanding client utilization data information regarding Primary and Secondary Services. Mr. Henry gave an overview of the client utilization data; which criteria which is used in the Dallas area priority-setting process. He gave examples of how utilization patterns can be affected by decreased number of unduplicated clients served, and decreased or increased funding for a particular service, increased cost per unit or a change in the service category definition.

The committee reviewed and updated the Service Delivery Guidelines for the FY 2019 Program Year. Mr. Henry gave an overview of the Continuum of Care and the Service Delivery Guidelines documents as to how the revisions were developed. He suggested to the committee instead of having duplication of the Texas Department of State Health Service Standards of Care (SOC) they could focus on a service delivery guide which includes the FY 2019 Financial Eligibility for the Dallas EMA/HSDA based on Federal Poverty Guidelines by Service Category, Policy Clarification Numbers (#16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds, #18-02 The Use of Ryan White HIV/AIDS Program Funds for Core Medical Services and Support Services for People Living with HIV Who Are Incarcerated and Justice Involved, and #15-02 Clinical Quality Management), and the 60 day Referral System documents that were approved through the RWPC. The committee discussed eliminating the Service Delivery Guidelines. A member suggested instead of eliminating the document to add the links and references centralize the document for navigation. A member suggested revising the Service Delivery Guidelines document; by removing the Health Resources and Services Administration (HRSA) definition and reference the SOC by adding a link for the SOC.

Motion: Lori Davidson motioned the Office of Support in preparation for the February's meeting will produce an FY 2019 Service Delivery Guideline handbook that maintain the organizations by service categories, but take out the content and include a link or reference to the appropriate DSHS SOC as well as a section for Special Provision in each Service Category and to maintain the Units of Service, include Appendixes A & B, How Best to Meet the Needs and the document will also include a policy section that would reference RWPC adopted policies such as the (*FY 2019 Financial Eligibility for the Dallas EMA/HSDA based on Federal Poverty Guidelines by Service Category, Policy Clarification Numbers (#16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds, #18-02 The Use of Ryan White HIV/AIDS Program Funds for Core Medical Services and Support Services for People Living with HIV Who Are Incarcerated and Justice Involved, and #15-02 Clinical Quality Management), and 60 day Referral System documents that were approved through the RWPC*). Helen E. Turner seconded the motion. The motion passed unanimously.

- VII. New Business:** N/A.

- VIII. Adjournment:** *Robert Lynn motioned to adjourn. Lori Davidson seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 10:00 a.m.

Submitted by:

Annie Sawyer-Williams, Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

John Dornheim, Chair
Robert Lynn, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, February 20, 2019 9:00 AM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX