

PLANNING AND PRIORITIES (P&P) COMMITTEE

March 20, 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

Robert L. McGee II

COUNCIL MEMBERS ABSENT

Stacie McNulty

Donna Wilson

Woldu Amenshoa

Helen Zimba

RWPC STAFF PRESENT

Justin M. Henry, RWPC Planner

Annie Sawyer-Williams, RWPC Coordinator

GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

Kelly Norcott, PHHS

Jonathan Gute, PHHS

Tony Duran, Wycliff Pharmacy

Joni Wysocki, AIN

Govind Singh, Wycliff Pharmacy

Catina Groves, PHHS

- I. **Call to Order:** Robert Lynn, Planning & Priorities Committee Vice Chair, called the meeting to order at 9:10 a.m. Quorum was established at 9:12 a.m.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Planner and certified by Robert Lynn.
- III. **Introductions/Announcements:**
 - a. John Dornheim announced AIDS Walk South Dallas will take place on March 23rd at 10:00 a.m. at the Martin Luther King Center.
 - b. Jonathan Gute announced the Village Project's program starts on May 1st, targeting African American MSM under the age of 35 to improve their health outcomes.
- IV. **Approval of the February 20, 2019 Minutes:**

John Dornheim motioned to approve the P&P Committee minutes with changes. Lori Davidson seconded the motion. The motion passed unanimously.

Approval of the February 28, 2019 Minutes:
John Dornheim motioned to approve the P&P Committee minutes with changes. Robert McGee II seconded the motion. The motion passed with one abstention.
- V. **Office of Support:** Justin Henry gave the committee an update from the Needs Assessment Committee meeting.
 - The second survey pilot was completed at Parkland Hospital. A total of eighteen (18) surveys were completed. The first focus group pilot was also conducted.
 - The Spanish translation of the consumer survey was also completed.
 - The committee will conduct another pilot for focus groups.
 - Mr. Henry is completing the initial draft of the request for proposal (RFP) for the needs

Planning and Priorities Committee Meeting

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assessment. The electronic tablets for the digital administration of the consumer survey.

- The Grants Department is seeking a vendor to onboard the electronic version of the consumer survey.

VI. Review and Update Service Delivery Guidelines for the FY2019 Program Year: At the Ryan White Planning Council meeting there were a number of questions about the *Units of Service and Billing Limitations* section in the Service Delivery Guidelines document. A motion was made to table the discussion for thirty days then vote on the updated FY 2019-2020 Dallas Planning Area Service Delivery Guideline document.

VII. Fiscal Year 2019 Priority Setting Guide: Mr. Henry gave a review of Priority Setting Planning Guide from the previous grant year to give members the opportunity to ask questions. For this planning process, members of the Planning and Priorities Committee and the Consumer Council Committee will each receive this Planning Guide, which is updated to reflect current trends in our consumer population and any changes in policy that would affect the way that we plan for and prioritize services in our area. The guide is organized to outline the specific data needed to complete the priority setting process. For the planning year, the group decided on a set of multiple decision-making criteria. The criteria were as follows:

- 2016 Comprehensive HIV Needs Assessment
- Client utilization data from ARIES
- FY 2018 expenditure data
- A prioritization table containing needs, use, and accessibility scores for each service category

VIII. New Business: Mr. Henry introduced a draft of the 2020 How Best to Meet the Need Justification for each Service Category document.

IX. Adjournment: *John Dornheim motioned to adjourn. Robert McGee seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 10:42 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, April 17, 2019 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX