

PLANNING AND PRIORITIES (P&P) COMMITTEE

April 17, 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		
Lori Davidson	Christopher Webb	Robert Lynn, Vice Chair
Robert McGee II	Korey Willis	Donna Wilson
COUNCIL MEMBERS ABSENT		
Stacie McNulty	John Dornheim, Chair	Woldu Ameneshoa
Helen Zimba		
RWPC STAFF PRESENT		
Justin M. Henry, RWPC Planner		Annie Sawyer-Williams, RWPC Coordinator
GRANTS MANAGEMENT STAFF PRESENT		
Sonya Hughes, Assistant Director		Wanda Scott, Program Monitor
OTHERS PRESENT		
Del Wilson, RCD	Traswell C. Livingston III, ASD	Jennifer Williams, ASD
Joni Wysocki, AIN	Charles Henley, Consultant to AA	

- I. **Call to Order:** Robert Lynn, Planning & Priorities Committee Vice Chair, called the meeting to order at 9:06 a.m.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Planner and certified by Robert Lynn.
- III. **Introductions/Announcements:**
 - a. Robert Lynn welcomed new member Korey Willis to the P&P committee.
 - b. Del Wilson announced the Resource Center Dental Health Clinic's grand opening from 5:30-6:30 p.m. at 9535 Forest Ln. Suite 230, Dallas, TX 75243.
 - c. Donna Wilson announced in observation of the National HIV Testing Day the Afiya Center will host a "Get Tested Grab A Bite" event on Thursday, June 27th from 11:00 a.m. – 4:00 p.m. They are seeking volunteers for this event.
 - d. The committee acknowledged Annie Sawyer-Williams with a Happy Birthday song.
- IV. **Approval of the March 20, 2019 Minutes:**
Lori Davidson motioned to approve the P&P Committee minutes with changes. Donna Wilson seconded the motion. The motion passed with one abstention.
- V. **Office of Support:** Justin Henry gave the committee an update regarding the Priority Setting Guide. The committee received a review of the guide at the last meeting. Upon completion of the guide it will go out via email to the P&P and CCC committees. He noted joint meetings will need to be scheduled next month for P&P and CCC committees regarding prioritizing service category.

He reported the status of the Needs Assessment Committee with the process of preparing the 2019 Comprehensive Needs Assessment document. The Needs Assessment Committee has

enacting a number of steps within the timeline to make sure they have the resources and the right individuals. They submitted a preliminary Request for Proposal (RFP) with the scope for the Needs Assessment process. Upon receiving approval from the Purchasing Department the committee will start to seek vendors for the qualitative piece of the assessment.

The Needs Assessment committee is conducting a pilot survey in Spanish and a focus group for consumers. He reported the focus group is scheduled tentatively to be at the AIDS Access Network on April 29th and the pilot survey in Spanish will be presented.

He provided an update regarding the plan for the Regional Launch of the Achieving Together Plan which is a Community Based Plan created by the Texas HIV Syndicate in conjunction with UT Austin. It is a comprehensive plan to end the HIV epidemic in Texas. The Regional Launch is scheduled for May 23rd at Dallas County. The District 3 Public Health Advisory Board and the State will assist.

He announced that the Consultant to the AA, Charles Henley, will be providing insight regarding the Service Categories and Mapping on April 18th at 11:00 a.m. at Dallas County.

VI. Non-Medical Case Management (Federal Poverty Level Eligibility Requirement): Mr. Lynn reported at the last Ryan White Planning Council meeting it was brought to the committee's attention that Non-Medical Case Management is the most utilized service category according to the AIDS Regional Information and Evaluation System (ARIES). There was a discussion regarding poverty level whether it should be raised or kept the same. Mr. Henry reported the idea was to pilot the Federal Poverty Level Eligibility Requirement and see what kind of effect it would have, but there has been any data collected yet. The committee discussed the Houston, TX RWPC process regarding the Federal Poverty Level. Mrs. Blackmon-Johnson stated to her knowledge Houston has been using their system roughly three years. She asked what are some concerns regarding the different percentages.

The committee had an in depth discussion regarding the Federal Poverty Level Eligibility Requirement and Financial Analyst.

Comments and concerns made:

- There are four service categories where individuals are eligible at 300-500%
- Case managers can only work with individuals at 300% poverty level. CM should be able to work with individuals at any poverty level.
- Individual in Non-Medical Case Manager at 300% will not be eligible for other support services.
- A comment was made how did the committee come up with the percentages and where did the Financial Analyst come from.

Glenda Blackmon-Johnson stated the process will not eliminate individuals from the program. They cannot be denied the service regardless of their ability to pay.

Lori Davidson reported on the background of the outcome of the P&P committee raising the Federal Poverty Level Eligibility Requirement and how the Financial Analyses was reported. Mrs. Hughes gave updates regarding the process which the sub-recipients has the option to lower the percentage if needed.

Mrs. Blackmon-Johnson gave the guest an overview of the current discussion regarding the

federal poverty percentages. She reported on background from last year when the P&P committee met to work on the document. They discussed four service categories which was a recommendation from the Care Coordination Ad Hoc committee regarding the federal poverty level for some individuals. In the current discussion it's been requested to raise the federal poverty level in Non-Medical Case Management to 400-500%.

Mr. Henley introduced himself and commented that the RWPC determines financial eligibility. The State has a 500% maximum eligibility. He stated whatever the financial eligibility is for Outpatient Ambulatory Health Services then the other services that are affiliated with that service like Medical Case Management and Non-Medical Case Management the percentages could be the same. He also recommended not allowing sub-recipients the flexibility to lower the percentage themselves.

Mr. Wilson gave historical background regarding the federal poverty level. Mrs. Blackmon-Johnson distributed a copy of the Health Resources and Services Administration Services Guidelines.

Mr. Henry suggested the P&P committee to pose questions to the Executive Committee on how to move forward.

VII. FY 2020 Service Category Mapping & Service Justification: Mrs. Blackmon-Johnson explained the FY 2020 Service Category Mapping & Service Justification Worksheet for Each Service Category.

The outline of the document:

- Give the prioritized service category with the definition
- Is this a Core Service
- How does this service assist individuals not in care to access primary care
- Documentation of Need
- Identify non-Ryan White Part A or Part B/non-State Services Funding Sources
- Justify the use of Ryan White Part A, Part B, and State Services Fund for this service
- Service Efficiency
- Recommendation

She suggested for example they may want to consider adding a medical vision component under the Ambulatory/Outpatient service category with justification. She noted the worksheet will show how to support HRSA HIV Care Continuum. The committee continued the discussion regarding the FY 2020 Service Category Mapping & Service Justification Worksheet.

VIII. New Business: N/A

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

The meeting was adjourned at 10:39 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, May 15, 2019 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX