

PLANNING AND PRIORITIES (P&P) COMMITTEE

May 15, 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
Helen Zimba	Robert McGee II	Donna Wilson

COUNCIL MEMBERS ABSENT

Stacie McNulty	John Dornheim, Chair	Woldu Ameneshoa
Venton C. Hill	Korey Willis	

RWPC STAFF PRESENT

Justin M. Henry, RWPC Planner	Glenda Blackmon-Johnson, RWPC Manager
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GRANTS MANAGEMENT STAFF PRESENT

Wanda Scott, Program Monitor

OTHERS PRESENT

Philip Huang, DCHHS Director	Angelica Gallegos, AIN, Inc.	Ted Douglas, PHNTX
Helen E. Turner, CCC	Julie Jackson, CCC	Jamie Collins, CCC
Helen Zimba, CCC	Sattriona Nyachwaya, CCC	David C. Becker, CCC

- I. **Call to Order:** Robert Lynn, Planning & Priorities Committee Vice Chair, called the meeting to order at 9:00 a.m. and established quorum at 9:32 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 announced Cristopher Burke a former Evaluation and RWPC member has passed away.
Mr. Lynn announced the next joint meeting will be Thursday, May 23rd starting at 12:00 pm.
 - b. Helen E. Turner voiced her opinion regarding CCC members receiving email notifications.
 - 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.
On July 12th the Afiya Center will host a Spade and Domino tournament.
 - d. Helen E. Turner announced the Local Launch of the Achieving Together Event’s scheduled for May 23rd at 3:30 p.m. at Dallas County. The launch is a collaborative effort coordinated with the District 3 Public Health Advisory Board’s meeting. They are seeking volunteers for the event and there will be affinity group tables available.
 - e. Ted Douglas announced Prism Health North Texas will host a Community Picnic on Sunday, May 19th from 2:00 – 6:00 p.m. at Lake Cliff Park (Oak Cliff). All people living with HIV and their families are invited. Please RSVP Teddick.Douglas@prismntx.org by May 17th.
- IV. **Approval of the April 17, 2019 Minutes:**
Robert McGee II 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:** Glenda Blackmon-Johnson announced no changes with RWPC membership and the RWPC is still seeking candidates from the target populations: Women of Color/Transgender/Youth/Hispanic/Indian representation for the Planning Council and currently have 3 mandated seats to be filled: Texas State Agency, Medicaid and representation of recently incarcerated, i.e. Parole Officer.

She reported the 2020 Service Category Mapping and Justification Workgroup solicited by the Administrative Agency conducted three meetings May 2, 8 and 14th. The purpose of the workgroup is to look at the service categories and come up with service definitions for those categories. The workgroup has developed recommendations for each of the service categories that were ranked for the FY 2019 program year. Copies of the document will be forward soon.

- VI. **FY 2020 Priority Setting Presentation:** Mr. Justin M. Henry gave an overview of the FY 2020 Priority Setting Guide. The guide includes information about the Priority Setting Process, Description of the Dallas Planning Area (DPA), Epidemiological Data, 2016-2018 CY Unduplicated Client Utilization Data, FY 2018 Expenditure Data for all Grant Program, 2016 Comprehensive Needs Assessment Data, the Needs, Use, and Accessibility table, MAI Information, FY 2016-2019 Service Category Rankings, FY 2020 Priority Setting Ranking Ballots and 2017 Dallas EMA Treatment Cascade.

The Ryan White Planning Council of the Dallas Area (RWPC) is responsible for HIV service planning for the:

1. Dallas Eligible Metropolitan Area (EMA)
2. Dallas HIV Services Delivery Area (HSDA)
3. Sherman-Denison HSDA

In total, the EMA and two HSDAs comprise 12 counties. The Dallas EMA and the Dallas HSDA both include Collin, Dallas, Denton, Ellis, Hunt, Kaufman and Rockwall counties. The EMA also includes Henderson County and the Dallas HSDA includes Navarro County. The Sherman-Denison HSDA includes Cooke, Fannie and Grayson counties. The twelve countries comprise the Dallas Planning area. (DPA).

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

- Epidemiological Data for the Dallas EMA: provides projected population data by sex, race and age.
- 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

Need, Use, Accessibility Prioritization Table:

The Office of Support provided a table to be used:

- 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.

Members were asked to come prepared at the May 23rd meeting to fill out their ballot and if they are not able to come to the meeting to submitted their ballot to the Office of Support by May 22nd.

VII. New Business: N/A

VIII. Adjournment: *Lori Davidson motioned to adjourn. Helen Zimba seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 11:06 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, June 19, 2019 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX