

Ryan White Planning Council of the Dallas Area
Office of Support

Memorandum

To: Members and Liaisons, Planning and Priorities
Committee

From: RWPC Support Staff

Date: May 15, 2020

Re: Meeting Announcement

Please note that there will be a:

Planning and Priorities Committee Meeting
Wednesday, May 20, 2020, 9:00 a.m.
2377 N. Stemmons Freeway, Hickman Conference Room, Second Floor
Dallas County Health and Human Services Building
Dallas, Texas 75207

Attached, please find the meeting packet for your review.

If you are unable to attend this meeting, please notify the RWPC Office of Support at (214) 819-1840 or (Annie.Williams@dallascounty.org), on or before Tuesday, May 19, 2020. Otherwise, we look forward to seeing you at the next meeting.

cc: Philip Huang, MD, MPH Director
Dallas County Judge's Office
Sonya M. Hughes, Assistant Director
Vacant, Grants Management Officer
Wanda Scott, Grants Manager
Glenda Blackmon-Johnson, RWPC Manager
Oscar Salinas, Quality Assurance Administrator
Carla Jackson, Program Monitor
David Kim, Program Monitor
Regina Waits, Health Advisor
Angi Jones, Quality Assurance Advisor
Justin M. Henry, RWPC Health Planner
Annie Sawyer-Williams, RWPC Coordinator
Building Security

PLANNING AND PRIORITIES COMMITTEE

The RWPC envisions a seamless, flexible, and efficient healthcare system dedicated to the wellness and empowerment of Persons Living With HIV/AIDS (PLWHA) in North Texas.

The RWPC of the Dallas Area is a collaborative partnership of consumers, volunteers, and providers entrusted with the planning and coordination of healthcare services on behalf of PLWHA in North Texas.

AGENDA

Wednesday, May 20, 2020
9:00 a.m.

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| I. Call to Order | Robert Lynn |
| II. Certification of Quorum | Robert Lynn |
| III. Introductions/Announcements | Robert Lynn |
| IV. Approval of the April 15, 2020 Minutes | Action Item |
| V. Office of Support Report | Discussion Item |
| • RWPC Membership Representation and Reflectiveness | |
| VI. Dallas HIV Task Force Liaison Report | Discussion Item |
| VII. Review of the Priority Setting Process | Discussion Item |
| • PRSA Training | |
| VIII. New Business | |
| IX. Adjournment | Robert Lynn |

**Due to COVID-19
Until Further Notice**

NEXT SCHEDULED MEETING

Wednesday, June 17, 2020 9:00 AM

Will be held via TELE-CONFERENCE

Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207

PLANNING AND PRIORITIES (P&P) COMMITTEE

April 15, 2020

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

Robert Lynn, Chair	Donna Wilson	Laticcia Riggins
John Dornheim	Lori Davidson	Venton C. Hill-Jones
Helen Zimba		

COUNCIL MEMBERS ABSENT

Woldu Ameneshoa	Robert McGee II	Christopher Webb
Korey Willis		

RWPC STAFF PRESENT

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

GRANTS MANAGEMENT STAFF PRESENT

Carla Jackson, Program Monitor	Wanda Scott, Program Monitor
Oscar Salinas, Quality Assurance Administrator	Angi Jones, Quality Assurance Advisor

OTHERS PRESENT

Dr. David Woody, The Bridge	Miranda Grant, AIN	Joni Wysocki, AIN
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- I. **Call to Order:** Robert Lynn, Planning & Priorities Chair, called the meeting to order at 9:02 a.m.
- II. **Certification of Quorum:** Quorum was established by Justin Henry, RWPC Planner, and certified by Robert Lynn.
- III. **Introductions/Announcements:**
 - a. Glenda Blackmon-Johnson announced the Office of Support is currently working on the Health Resources and Services Administration (HRSA) 2019-2020 Annual Reporting. The Administrative Agency has also received the second Notice of Grant Award.
 - b. Wanda Scott announced the Administrative Agency has received the second Notice of Award - Part A Formula, Supplemental and MAI (Full Award). The award is expected to will go to Commissioner Court for approval.
- IV. **Approval of the March 18, 2020 Minutes:** *John Dornheim made a motioned to accept the Planning & Priorities minutes. Helen Zimba seconded the motion. The motion passed unanimously.*
- V. **Office of Support Report:** Annie Sawyer-Williams reported on the Planning & Priorities Committee membership reflectiveness is currently at 11 members and the RWPC is at 24 members.
- VI. **Fast Track Cities Meeting:** Venton Hill-Jones announced the HIV Task Force meets on the second Tuesday, of each month. The HIV Task Force members discussed looking at the next sixty days, to determine what the service gaps are for people living with HIV in communities, impacted by HIV; looking at what are the next steps for HIV planning in Dallas County, and creation of the end of the epidemic plan, and the work of the Fast Track Cities. The next meeting of the HIV Task

Planning and Priorities Committee Meeting

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Force will take place on Tuesday, May 12th at 10:00 a.m. via Zoom.

VII. **Review of the Priority Setting Process:** Mr. Henry gave the committee an overview of understanding data.

Session Objectives:

- Assess the Planning Council's progress and status in databased decision making.
- Define and use key data-related terms and concepts.
- Access data quality, value, and limitations.
- "Triangulate" different data reports and summaries.
- Identify and appropriately use data needed to set priorities and determine resource allocations.
- Use data for developing directives to the recipient on how best to meet service priorities.
- Use data in reviewing and recommending improvements to the system of HIV care in the EMA/TGA.

Needs Assessment & Needs Assessment Components:

- A systemic process used to collect and analyze information about the number, characteristics, and needs of PLWH in and out of care, identify current resources available to meet those needs and determine unmet needs and service gap.
- Epi Profile of HIV & AIDS cases and trends.
- Estimate & assessment of unmet and undiagnosed- PLWH who know their status but are not in care and PLWH who do not know their status.
- Service needs and barriers for PLWH in & out of care, including those who don't know their status.
- A resource inventory of existing services.
- A profile of provider capacity and capability (availability, accessibility & appropriateness overall and for specific populations)
- Service gaps for those in and out of care, including disparities in access to service for subpopulations.

Assessing and Interpreting Data (Essential planning council member roles):

- Reviewing data from multiple sources.
- Asking questions and questioning data.
- Comparing and weighting data from different sources and studies
- Giving the greatest weight in decision making to the "best data".

Quorum was loss at 10:09 a.m.

Epi Data (Quantitative and Qualitative Data Collected):

- 392 People who completed the survey with the key informant interviews.
- 20 Service providers interview.
- 12 Consumer focus groups.

VIII. **New Business:** Mr. Lynn announced to the committee the need to have an additional meeting in May and his concern regarding a joint meeting with the Consumer Council Committee.

The meeting was ended at 10:34 a.m.

Submitted by:

Annie Sawyer-Williams, Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

Robert Lynn, Chair
Vacant, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, May 20, 2020 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX