

RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA

March 21, 2018

Minutes

COUNCIL MEMBERS PRESENT

Lionel M. Hillard, Chair	Auntjuan Wiley, Vice Chair	John Dornheim
Louvenia Freeman	Robert Lynn	Del Wilson
Lori Davidson	Gary Benecke	Cristopher Burke
Donna Wilson	Kelly Richter	Karin Petties
Evany Turk, Vice Chair	Stacie McNulty	Helen E. Turner
Julie Jackson	Leonardo Zea	James Wright
Yolanda Jones	Phillip Scheldt	Tom Emanuele

COUNCIL MEMBERS ABSENT

Jonathan Thorne	Darius Ahmadi	Reymundo Anthony
Debbe Velasquez	Robert L. McGee II	

RWPC STAFF PRESENT

Annie Sawyer-Williams RWPC Coordinator	Justin M. Henry, RWPC Health Planner Glenda Blackmon-Johnson, Program Manager
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GRANTS MANAGEMENT STAFF PRESENT

Carla Jackson, Program Monitor	Lynn Smith-Clay, Grants Management Officer
Wanda Scott, Program Monitor	Kima S.E. Letcher, Program Manager
Sonia Contreras, Health Advisor	

OTHERS PRESENT

Jennifer Kendrick, PHHS	Brooke Nickerson, Legacy	J. Michael Cruz, Prism Health NTX
Pam Barnes, HSNT	Ricky Tyler, CCC	Louise Weston-Ferrill, HSNT
Monica Tunstle-Garrett	Mark Vasquez	Shirley Jefferson, STD
Jessica Woodford, UTSW	Gordon Hikel, Dallas County	Dwight Harry, ASD
Bruce Gilbert, ViiV Healthcare	Eboni Vincentti, Prism Health NTX	Grace Balaoing, Dallas County
Linda Norman, EIC DCHHS	Traswell Livingston, ASD	Crystal Bigley, AHF
Steven Pace, AIN		John Bingham, Dental Health

- I. **Call to Order:** Ryan White Planning Council Chair, Lionel Hillard, called the meeting to order at 9:06 AM.

- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, Ryan White Planning Council Health Planner, and certified by Lionel Hillard. He asked everyone to silence their cell phones during the meeting to respect the speakers and reminded members of the importance of establishing quorum and attending committee meetings.

- III. **Introductions/Announcements:**
 - a. Mr. Hillard introduced Gordon Hikel the Assistant County Administrator, and Interim DCHHS Director Ganesh Shivaramaiyer.
 - b. J. Michael Cruze Director of the HIV program at Prism Health NTX introduced Eboni Vincentti the new manager with the HIV program.
 - c. Mr. Hillard introduced Frances Hodge Dallas County Project Officer from the Health Resources and Services Administration (HRSA). Ms. Hodge announced that she and consultants are conducting a Comprehensive Site Visit for Dallas County Health and Human

Services (DCHHS). The team will look to see how the Service Delivery System connects with the Needs Assessment and identified resources in the community.

She noted there will be further discussions with some of the members and sub-recipients; and her team consists of Mr. Mark Pepler and expert consultants. They will take a specific look at the Programmatic and Fiscal Component of the program in Dallas.

- d. Gary Benecke with the Resource Center announced the Insurance Assistance Program is back opened to new clients.
- e. UT Southwestern Medical Center students announced a clinical trial for meth users who would like to stop using the drug. The free clinical research study is designed to evaluate two medications that may help with a methamphetamine addiction. Those interested may contact the Center for Depression Research and Clinical Care Department of Psychiatry at UT Southwestern Medical Center.
- f. Traswell Livingston with AIDS Services of Dallas introduced their new Program Data Analyst and Quality Management Specialist Mr. Dwight Harry.

Office of Support Announcements:

- End of the Year reports are due to the Office of Support.
- Ryan White Planning Council retreat on April 6, 2018 from 9:00AM-4:00PM at Meadows Conference Center.
- The Integrated Prevention and Care Plan completed and there will be following up within the committees.

Shirley Jefferson Program Manager STD Department
HIV Profile for 2016

New Cases	Male	Female			
815	700	115			
Age	13-24	25-34	35-44	45-54	Over 55
	198	291	159	104	61
Other	MSM	Inject Drug User	Heterosexual	Pediatric	
	618	42	132	2	

In 2016 there was an estimated 17, 333 people living in Dallas County representing 57% since 2006. From 2012-2015 (28%) of all newly diagnosis persons living in Dallas County progress from HIV to AIDS. In 2016 (60%) of people newly diagnosis cases were under the age of 35.

- IV. **Approval of the February 14, 2018 Minutes:** *John Dornheim motioned to accept the Ryan White Planning Council minutes. Louvenia Freeman seconded the motion. The motion passed with four abstentions.*
- V. **Administrative Agency (AA) Report:** Ms. Smith-Clay announced the Administrative Agency (AA) has received the second Notice of Grant Award (NGA) in the amount of \$4.6 million totaling \$7.8 million. The second notice of award will be brief on April 3, 2018. The percentage breakdown will be the same 31.5% for Formula, 20.6% for Minority AIDS

Initiative (MAI), 90% for Service and 10% for Administration. The Program Monitors are still in the process of completing the monitoring for this current year and they will start the new monitoring period in June. She reported that the Part B grant ends on March 31st and the AA is anticipating a Reallocation in April; also that the State Services grant ends on August 31st. The AA is in the process of getting the contracts out to sub-recipients and awaiting the budget for the second NGA.

Ms. Smith-Clay announced Glenda Blackmon-Johnson has been promoted to the new RWPC Program Manager and Sonia Contreras is the new Quality Management Health Advisor.

VI. Committee Reports:

- A. Executive/Nominations Committee:** Auntjuan Wiley, RWPC Vice Chair, reported the committee met on March 7th, and quorum was established. Committee reports and announcements were given. The Integrated Prevention and Care Plan were presented regarding the accomplishments made in 2017. Ms. Blackmon-Johnson gave an overview of the checklist and highlighted the National HIV/AIDS Strategy (NHAS) goals, objectives, strategies, data indicators, and specific target populations. A suggestion was made to have a mini needs assessment done for 2018.

A draft of the Memorandum of Understanding (MOU) was presented and the committee is reviewing the draft. The goal this year is to make the current MOU better and more detailed, also to create MOU's with community partners and non-Ryan White service providers.

They discussed the RWPC retreat for April 6th from 9AM-4PM at Meadows Conference Center. The committee chairs will outline they strategic plan and training for their committee 2018.

The committee nominated Christopher Webb to the Planning & Priorities committee and a recommendation was sent to Judge Clay for membership to the Ryan White Planning Council.

- B. Allocations Committee:** Yolanda Jones, Allocations Committee Chair, reported the committee met on February 26th and quorum was established. The committee reviewed and discussed the Part A & MAI Expenditure Report and Part B/State Services Expenditure Report for FY 2017-2018.

They discussed having the appropriate data to allocated funds accurately. The key item discussed was the partial distributions of the FY2018 grant award. They discussed the possible need for a contingency plan in order to maintain services.

- C. Evaluation Committee:** Gary Benecke, Evaluation Committee Chair, reported the committee met on February 27th and quorum was established. The committee reviewed and discussed two Standards of Care (SOC): Oral Health Care and Medical Transportation. There was a lengthy discussion regarding the monitoring tool changes. There is an eligibility requirement to apply for the Supplemental Nutrition Assistance Program (SNAP). For the clients who utilize the food bank and hot meals programs will have to show proof that they have applied for SNAP benefits which may be an issue for undocumented clients. The food bank provider reported that there will be a SNAP representative available for comments while the food pantry is open. They also reviewed the Health Education/Risk and Reduction Tool and Housing Services Tool.

They discussed the final changes and completed edits for the 2017 Evaluation of the Administrative Mechanism matrix.

- D. Planning & Priorities Committee:** Stacie McNulty, Planning & Priorities Committee Chair, reported the committee met on March 7th and quorum was established. The committee reviewed the changes to the *How Best to Meet the Need* and made recommendation for approval. She reviewed some changes and note the changes would represent the goals and strategic plans the committee would like to accomplish.

They also reviewed and discussed developing action item, goals and objective for the Integrated Prevention and Care Plan.

- The committee would like to review the prior needs assessment language to see if there are any changes to make it user friendly.
- Reach more people outside of the Ryan White care system.
- National HIV/AIDS Strategy (NHAS) *Goal Reducing HIV-related disparities and health inequities*
- *Ensure available funding for undocumented immigrants or individual not otherwise eligible for health insurance or Medicare/Medicaid.*
- Informing community partners regarding the results of the latest needs assessment and the frequency of reporting; who to report too and how to facilitate those communications.

The committee discussed the 2017 accomplishments completed to achieve the goals of the Integrated Prevention and Care Plan. The committee reviewed and finalize the Priority Setting Guide.

Motion: *Robert Lynn motioned to approve FY 2018 How Best to Meet the Needs document.. Evany Turk seconded the motion. Motion passed with six abstentions.*

- E. Consumer Council Committee:** Auntjuan Wiley, Consumer Council Committee Chair, reported the committee did not meet.

He announced the HIV & Insecurity form hosted by the CCC committee on April 5th, at the Meadow Conference Center from 2:00PM-4:00PM. and quorum was established.

- F. Needs Assessment Ad Hoc Committee:** Mr. Dornheim reported the committee met on March 20th, and quorum was established. They discussed the priority populations: Hispanic men who sleep with men (MSM), transgender individuals, and the youth populations. Ideally, the survey will consist of 8-10 questions. Currently, the committee is recruiting members to sit on the Needs Assessment Committee.

- G. Care Coordination Ad Hoc Committee:** Auntjuan Wiley, Care Coordination Ad Hoc Committee Chair reported that the committee met on March 8th and quorum was established. Thomas Reed presented some changes within the AIDS Regional Information and Evaluation System (ARIES). There are some changes to the appearance of the screen and a new document uploader will be added which allows for documents to be uploaded into ARIES. The committee addressed a major concern regarding duplication of services and how they can be better identified in ARIES.

Improvements are needed for verifying client eligibility. In order for this process to go smoothly, the following documents are needed: Proof of HIV status, Proof of Income, Proof of Residency, Proof of Insurance Coverage (if applicable), and Identification. The committee discussed eligibility for proof of residency and had some housing providers to speak on the topic.

The committee had a lengthy discussion regarding referrals and difficulties with the referral system. They discussed the 30 day referral system and Ms. Blackmon-Johnson provided them with the service standard, reviewed the guidance, discussed the contract reference for 30 days, and suggested the committee make a recommendation to the AA for an extension. The committee made the recommendation to submit a request to the AA for an extension of 60 days for the referral and if that could not be done then the recommendation would be for 30 business days.

The committee discussed coordinating a consumer focus group to allow them to provide feedback to the committee about the current care coordination system. To include the sample questions as follows:

What is working for you in this coordination system?

What is not working?

What would an ideal system look like?

VII. New Business: Mr. Henry announced the RWPC website is being updated. A lot of the outdated information has been removed and can modify the calendars. The documents include:

2016 Comprehensive Needs Assessment

Link to the DSHS Standard of Care

2017 Revised RWPC Bylaws

Dallas Eligible Metropolitan Area Integrated Prevention and Care Plan

VIII. Adjournment: *John Dornheim motioned to adjourn. Auntjuan Wiley seconded the motion. The motion passed unanimously.* The meeting was adjourned at 9:55 AM.

Submitted by:

Annie Sawyer-Williams, RWPC Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

Lionel Hillard, Chairperson
Auntjuan Wiley, Vice Chair
Evany Turk, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, April 11, 2018 9:00 AM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX