

**RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA**

**April 11, 2018**

**Minutes**

**COUNCIL MEMBERS PRESENT**

Lionel M. Hillard, Chair	Robert Lynn	John Dornheim
Louvenia Freeman	Gary Benecke	Del Wilson
Lori Davidson	Kelly Richter	Karin Petties
Julie Jackson	Stacie McNulty	Helen E. Turner
Yolanda Jones	Leonardo Zea	Christopher Webb
Darius Ahmadi	Phillip Scheldt	James Wright

**COUNCIL MEMBERS ABSENT**

Jonathan Thorne	Robert L. McGee II	Reymundo Anthony
Debbe Velasquez	Donna Wilson	Christopher Burke
Auntjuan Wiley, Vice Chair	Evany Turk, Vice Chair	
Tom Emanuele		

**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**

Wanda Scott, Program Monitor	Kima S.E. Letcher, Program Manager
Sonia Contreras, Health Advisor	Angi Jones, Quality Assurance Administrator

**OTHERS PRESENT**

Monica Tunstle-Garrett	Ricky Tyler, CCC	Dwight Harry, ASD
Jessica Woodford, UTSW	Mark Vasquez, UTSW	Grace Balaoing, Dallas County
Linda Norman, EIC DCHHS	Traswell Livingston, ASD	Tracina Porter, AHF
Tracy Bissett, AIN	Ashley Innes, Gilead	Jonathan Cowans, AHF
Dequise McDowell, SFMA	Gwen Martin, PHHS	Julia Chavarria, DCHHS
Melissa Raymond, Gilead	Kimberly Hollins, SFMA	HOPWA
Skylar Lange, AIN	Brent Camp, AHF	Crystal Curtis, PHHS
Norma Piel-Brown, YHC		

- I. **Call to Order:** Ryan White Planning Council Chair, Lionel Hillard, called the meeting to order at 9:04 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. Karin Petties acknowledged the RWPC Retreat was very well organized and effective. She thanked the support staff and leadership for their support.
  - b. Gary Benecke announced that clients must apply for the Supplemental Nutrition Assistance Program (SNAP) before they can be eligible for receiving food from the food pantry. The SNAP workers are employed by the North Texas Food Bank and clients that are applying for the program are being enrolled into other programs for which they were unaware they were qualified.
  - c. Ashley Innes from Gilead announced that the new drug Biktarvy was approved for the AIDS Drug Assistance Program (ADAP).

- d. Kelly Richter introduced community partners from Southwest Family Medical Associates. Dequise McDowell and Kimberly Hollins announced that their office is located at 8877 Harry Hines and they offer telemedicine, have convenient evening hours, six physicians on staff, accept commercial insurance, and a number of services for patients living with HIV.

***Office of Support Announcements:***

- Condolences were extended to Linda Freeman and her family in their time of bereavement.
- FY2017 End of the Year reports are due and need to be submitted to the Office of Support.
- Due to the projected early release of the 2019 Part A Grant Application, the annual timeline for RWPC committee projects has been modified. Copies were distributed to chairs and members at the Planning Council retreat; additional copies are available at the sign-in-table and at committee meetings.
- Monica Tunstle-Garrett was thanked for the Dallas County Data presentation at the RWPC Retreat; committees worked on strategies for the 2018 work plan implementations.
- Christopher Webb was formally welcomed to the RWPC and the Planning Priorities Committee.
- Ricky Tyler was appointed to the Needs Assessment Committee and his application was sent to the Judge for appointment to the Planning Council.
- The final report from the Health Resources and Services Administrative (HRSA) Comprehensive Site Visit will be available in 30-45 days.
- The memorandum of understanding (MOU) between the RWP and the Administrative Agency is currently under review by a representative of the AA.
- The Consumer Council Committee forum *Aging Gracefully with Health Challenges* will be held on May 9<sup>th</sup>, 2018.

- IV. **Approval of the March 21, 2018 Minutes:** *Helen E. Turner motioned to accept the Ryan White Planning Council minutes. John Dornheim seconded the motion. The motion passed with one abstention.*

- V. **Administrative Agency Report:** Ms. Kima S.E. Letcher announced that HRSA was conducted a comprehensive site review from March 20-23<sup>th</sup>. The AA is anticipating a report by the first or second week in May and at that time, the AA will review the report and start to implement changes to the program. The Department of State Health Services (DSHS) also conducted their site review from March 27-30<sup>th</sup> and most of their recommendations have already been implemented. DSHS also reviewed the Housing Opportunities for People Living with AIDS (HOPWA) program to make sure the program was in compliance. The week of April 16-20, DSHS will come back to review the Financial Department.

The initial award for Part A was sent out and the budgets were due back on March 20<sup>th</sup>. The Part B budgets were sent out and are due back on April 16<sup>th</sup>.

The AA has received the second Notice of Grant Award (NGA) which was briefed to Commissioner Court on April 3, 2018. The AA also participated in the RWPC Retreat. Ms. Letcher thanked the RWPC for allowing the AA to be a part of the event.

Ms. Letcher also stated that the AA is aware of the RWPC's concerns regarding SNAP and Food Bank eligibility and they will seek guidance from DSHS.

**VI. Committee Reports:**

- A. Executive/Nominations Committee:** Lionel Hillard, RWPC Chair, reported the committee met on April 4<sup>th</sup>, and quorum was established. Committee reports and announcements were given. An overview of the RWPC membership reflectiveness was given. Mr. Christopher Webb was appointed to the Planning & Priorities Committee and the RWPC. Mr. Ricky Tyler was appointed to the Needs Assessment Committee and has been recommended to the Judge for membership on the RWPC. The committee discussed the RWPC retreat and the goals of the retreat.

The draft of the MOU will be completed by the end of the month. The 2016 Profile of Sexually Transmitted Infections and 2016 Profile of HIV in Dallas County was also presented.

- B. Allocations Committee:** Lionel Hillard, Allocations Committee Vice Chair, reported the committee met on March 26<sup>th</sup> 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. Mr. Hillard announced the FY 2018-2018 NGA has been received and he reviewed the FY 2018 Part A & MAI Allocations (*Initial & Contingency Plan*) line by line.

Currently, the FY 2017 Part A/MAI grants are in the 12<sup>th</sup> month of the billing cycle so the expended year to date (YTD) percentage per service category should be around 100.00% to be on target. As of 02/28/18, Part A has expended 77.09% of funds. MAI has expended 94.80% of funds.

Approximately \$684,448 is still being processed for the last month of the grant. This would bring the total estimated funds expended to \$12,095,687 (81.71%). Because this is the 12<sup>th</sup> month of the grant, more billings are expected to be received and the expenditures should be close to 100% when all the processing is completed.

DSHS Ryan White Part B grants are in the 11<sup>th</sup> month of the billing cycle. The expended YTD percentage per service category should be around 91.67% to be on target. As of 02/28/18, Part B has expended 73.80% of funds.

The DSHS grants are in the 6<sup>th</sup> month of the 12 month contract and the billing cycle; the expended YTD % per service category should be around 41.67% to be on target.

As of 02/28/2018 State Services, Rebate, & ADAP funds have expended 22.53% of funds.

Ms. Blackmon-Johnson gave an overview of the Integrated Prevention and Care Plan checklist that was presented during the RWPC Retreat.

- C. Evaluation Committee:** Gary Benecke, Evaluation Committee Chair, reported the committee met on March 27<sup>th</sup> and quorum was established. The committee reviewed and discussed two Standards of Care (SOC): Early Intervention Services and Referral for Health Care and Support Service.

The Health Care and Support Service is not a funded service category in the Dallas EMA, but after reviewing the monitoring tool, the committee felt it could be useful for the Dallas EMA. Mr. Benecke asked that this be forwarded to the Planning & Priorities and Allocations Committees for recommendation for prioritizing and funding.

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

***Motion: Gary Benecke motioned to approve the Evaluation of the Administrative Mechanism matrix. Helen E. Turner seconded the motion. The motion passed unanimously.***

- D. Planning & Priorities Committee:** Stacie McNulty, Planning & Priorities Committee Chair, reported the committee met on March 7<sup>th</sup> and quorum was established. She welcomed Christopher Webb to the committee. The committee finalized the *How Best to Meet the Need* document and made a recommendation for its approval. The committee reviewed and discussed the Integrated Prevention and Care Plan checklist and goals, objectives, strategies, and action items were identified. The committee reviewed and finalized the Priority Setting Guide. The guide provides information that gives the committees instruction on the priority setting process, and what data is to be used for prioritizing service categories.
- E. Consumer Council Committee:** Helen E. Turner, Consumer Council Committee Member, reported the committee met on March 22<sup>th</sup> and quorum was established. Announcement and committee reports were given.
- Donna Wilson announced AIDS Walk South Dallas is Saturday, March 24<sup>th</sup>. Registration starts at 8:00AM and the walk starts at 10:00AM.
  - Justin Vander announced that Eboni Vincentti is the new director of the HIVE. The HIVE's monthly calendar is available.
  - Lionel Hillard announced the Health Resources and Services Administration (HRSA) is here conducting a comprehensive site visit from March 19-23, 2018.
  - Donna Wilson announced she will be speaking at her church (Life Church) on Sunday, April 25<sup>th</sup> regarding HIV.
  - Helen E. Turner announced she will be speaking at her home church for an educational summit in Baton Rouge, LA on April 23-30, 2018 regarding the high rates of HIV/AIDS and stigma that exists.
  - Ms. Blackmon-Johnson also announced support staff is in the process of updating the RWPC website that is linked to the dallascounty.org website.
  - Mr. Hillard announced the RWPC Retreat will take place on April 6<sup>th</sup> at the Meadows Conference Center from 9:00AM-4:00PM. The RWPC policies and procedures will be presented at the retreat.
  - Ms. Blackmon-Johnson gave an overview of the Integrated Prevention and Care Plan highlighting accomplishments from 2017 and an idea of what the 2018 activities will look like. She noted at the retreat that a segment will be presented on how to interpret data and how it is related to funding.

She announced the *HIV & Insecurity* forum was held on April 5<sup>th</sup>, at Meadows Conference Center.

The committee scheduled tentative dates and speakers for the next forums:

- *Ageing Gracefully with Health Challenges- May 9<sup>th</sup>, 2-4 PM (Prism North Texas)*
- *How to get the HIV Community More Involved (advocating RW 101) CCC community*

The committee discussed more outreach and recruiting efforts.

**The upcoming community events are:**

*AIDS Walk South Dallas on March 24<sup>th</sup>, (A great success)*  
*Legacy Counseling Grace Project on April 20-22, 2018,*  
*National Alliance on Mental Illness (NAMI) has an event on May 5<sup>th</sup> at Dr. Pepper Ballpark - Home of the Frisco Roughriders,*  
*The Afiya Center's Get Tested Grab a Bite testing event is on June 27<sup>th</sup> in observance of National HIV Testing Day.*

**F. Needs Assessment Ad Hoc Committee:** Mr. John Dornheim, Needs Assessment Chair, reported the committee met on March 20<sup>th</sup>, 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. He noted the focus groups will not focus on just HIV clients, but populations and how they respond to different questions to utilize when working with HIV clients. Currently, the committee is recruiting members to sit on the Needs Assessment Committee.

**G. Care Coordination Ad Hoc Committee:** Yolanda Jones, Care Coordination Ad Hoc Committee Vice Chair reported that the committee met on March 8<sup>th</sup> and quorum was established. The committee discussed the 30-day rule for referrals and made several recommendations to change the rule to 60 days and if that recommendation was not doable, a request was made to change it to 30 business days.

The committee invited housing providers (AIDS Services of Dallas, Legacy Counseling, and HOPWA) out to discuss their housing program eligibility processes. The committee identified four common documents for eligibility that are required among the various providers: photo ID, proof of residency, letter of diagnosis, and proof of income.

The also discussed the process of recertification for clients: *If no information has changed for the client, will the case manager have to provide additional documentation for the recertification?* No, the recertification has to be within a year of the initial submission date, but if the date has changed, then support documentation will need to be submitted.

At the next meeting 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:** Mrs. Petties questioned the requirements for SNAP and asked how are undocumented clients being managed? Mr. Benecke acknowledged a local service organization are warning clients of the risk if they apply for SNAP. If they do not want to apply, they provide them with a list of food pantries without those requirements. She suggested asking DSHS to reconsider this policy. She noted Ryan White does not have a policy stating a client cannot be an undocumented person. Mr. Benecke pointed out within the Integrated Prevention and Care Plan there are initiatives to help undocumented clients. Other suggestions were made to make comments to DSHS in writing regarding the Food

Bank Monitoring Tool. Mr. Benecke clarified that if a client has to make an application for SNAP benefits, they have to show proof that they receive the benefits or have been denied. This does not make them ineligible for Food Bank services. A member asked for clarification from the AA because the monitoring tool is not being consistently implemented.

**Motion:** *Karin Petties motioned the Ryan White Planning Council to send a letter to the Department of State Health Services inquiring their interpretation of a requirement for clients to have to apply for the Supplemental Nutrition Assistance Program or not be eligible for Food Stamps. Helen E. Turner seconded the motion. The motion passed unanimously.*

Ricky Tyler suggested that clients understand the policy handbook for the SNAP program. The policy allows some clients to have:

- Medical Deductions (including medical transportation)
- Pharmacy co-pay
- Medical co-pay

He encouraged clients to apply for these deductions since showing proof of these purchases can allow an increase in SNAP benefits.

Yolanda Jones gave an overview of her agency and her role on the RWPC:

- Hold RW Part D seat on the PC
- Program Director at UT Southwestern Medical Center for Dallas Family Access Network (DFAN)
- Providing Primary Medical Services and Support Services for Women, Infant, Children and Youth (13-24), they are the Administrative Agency funding six providers (AIDS Healthcare Foundation, Prism Health North Texas, Baylor College of Dentistry, Texas AM College of Dentistry, My Second Chance (A housing program for HIV+ women with substance abuse issues), Children Hospital and has a Mobile Unit who partner with Dallas County.
- The grant has been in the community for the last 10 years.

Kelly Richter gave an overview of her job and role on the RWPC.

- Represents Gilead Sciences
- Background: Social Work and HIV community work, worked on the treatment side with Gilead Sciences and now working with prescribers and providers.
- Has served on other Planning Councils
- Gilead provides to the community: Continuum of Services; Resource information to prescribers and pharmacist
- Ashley provides education with regards to HIV disease state and product and medication to nurses, social workers and case managers.
- Melissa Raymond the Prevention Specialist does the same to the providers on the prevention side
- Treatment team, prevention team, and a wealth of resources.

**VIII. Adjournment:** *Robert Lynn motioned to adjourn. Helen E. Turner seconded the motion. The motion passed unanimously.* The meeting was adjourned at 10:14 AM.

*Submitted by:*

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Annie Sawyer-Williams, RWPC Coordinator

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Date

*Draft Certified by:*

\_\_\_\_\_  
Justin M. Henry, RWPC Health Planner

\_\_\_\_\_  
Date

*Final Approval by:*

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

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Date

NEXT SCHEDULED MEETING  
Wednesday, May 9, 2018 9:00 AM  
Hickman Conference Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207