

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

**May 9, 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            | Darius Ahmadi | Christopher Webb |
| Jonathan Thorne          | Donna Wilson  | James Wright     |

**COUNCIL MEMBERS ABSENT**

|                            |                        |                  |
|----------------------------|------------------------|------------------|
| Debbe Velasquez            | Robert L. McGee II     | Yolanda Jones    |
| Auntjuan Wiley, Vice Chair | Evany Turk, Vice Chair | Cristopher Burke |
| Tom Emanuele               | Helen E. Turner        | Leonardo Zea     |
| Phillip Scheldt            | Stacie McNulty         |                  |

**RWPC STAFF PRESENT**

|  |  |
|--|--|
| Annie Sawyer-Williams RWPC Coordinator | Justin M. Henry, RWPC Health Planner     |
|  | Glenda Blackmon-Johnson, Program Manager |

**GRANTS MANAGEMENT STAFF PRESENT**

|   |                                    |
|---|------------------------------------|
| Angi Jones, Quality Assurance Administrator | Kima S.E. Letcher, Program Manager |
|---|------------------------------------|

**OTHERS PRESENT**

|                                 |                                |                               |
|---------------------------------|--------------------------------|-------------------------------|
| Monica Tunstle-Garrett, DCHHS   | Traswell Livingston, ASD       | Grace Balaoing, Dallas County |
| Jessica Woodford, UTSW          | Ashley Innes, Gilead           | Crystal Curtis, PHHS          |
| Linda Norman, EIC DCHHS         | Gwen Martin, PHHS              | Brooke Nickerson, Legacy      |
| Larry Cuellar, Gilead           | John Bingham, Community Dental | Jetta Plotke, AHF             |
| Skylar Lange, AIN               | Mark Edwards, DHHS             |                               |
| Dr. Ruby Abrol, ViiV Healthcare |                                |                               |

- I. **Call to Order:** Ryan White Planning Council Chair, Lionel Hillard, called the meeting to order at 9:08 AM.
  
- II. **Certification of Quorum:** Quorum was established by Glenda Blackmon-Johnson, Ryan White Planning Council Program Manager, 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. Del Wilson announced the Health Campus at the Resource Center has an open house on Wednesday, May 16, 2018 from 5:30PM-7:00PM.
  - b. Donna Wilson announced the Afya Center will host the “Get Tested and Grab a Bite” event in recognition of National HIV Testing Day on June 27<sup>th</sup> from 11:00AM-4:00PM at the David’s Chapel Missionary Baptist Church.
  - c. Larry Cuellar introduced himself as the Hepatitis C Community Specialist for Gilead Sciences. His role is to offer education and training to different organizations and agencies. If anyone is interested in having a Hepatitis C training provided they can contact Mr. Cuellar. On May 17, 2018, the Hepatitis C Testing Day Event is planned to take place at Walgreens stores around the metroplex. The Texas Department of State Health Services (DSHS) AIDS Drug Assistance Program (ADAP) has expanded to include all Hepatitis C treatment medication to the formulary.

- d. Ashley Innes with Gilead Sciences announced that there is a new training presentation available for pre-exposure prophylaxis (PrEP). There is also new data regarding women, transgender individuals, MSM/Transwomen, and a presentation regarding implementing a PrEP clinic.
- e. Dr. Ruby Abrol introduced herself as a Public Health Physician with ViiV Health Care. She supports and encourages all the work the RWPC is doing. If anyone has any questions regarding retaining or reengagement may contact her.
- f. Jessica Woodford announced she is with UT Southwestern and they are having 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 methamphetamine addiction. Those interested may contact the Center for Depression Research and Clinical Care Department of Psychiatry at UT Southwestern Medical Center.
- g. Glenda Blackmon-Johnson announced she participated with the LGBTQ town hall series Racial Healing hosted by the Resource Center and Abounding Prosperity. They will host another meeting on May 24<sup>th</sup> at the Resource Center.

***Office of Support Announcements:***

- Members were reminded to contact staff if they cannot make a committee meeting to establish quorum.
- The FY 2017 End of the Year reports are due and needs to be submitted to the Office of Support by the May 31<sup>st</sup>.
- Due to the projected early release of the FY2019 Part A/MAI Grant Application, the annual timeline for RWPC committee projects has been modified. If you have any questions please feel free to contact the Office of Support.
- Pictures from the RWPC Retreat have been featured in the Dallas County Newsletter.
- Norma J. Piel-Brown and Brad Walsh were appointed to the Needs Assessment Committee with a recommendation submitted for Norma J. Piel-Brown to Judge Clay Jenkins for membership to the Ryan White Planning Council.
- The final report from the Health Resources and Services Administrative (HRSA) Comprehensive Site Visit will be available in 30-45 days.
- Staff has received some information from providers regarding the work their agency has contributed to the Integrated Prevention and Care Plan. If anyone has any information or questions regarding the plan they may contact the Office of Support.
- The memorandum of understanding (MOU) between the RWPC 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.
- The new RWPC Primer has been released by HRSA.
- Mr. Hillard attended the National Alliance on Mental Illness (NAMI) walk that took place on May 5<sup>th</sup>.

**IV. Approval of the April 11, 2018 Minutes: *John Dornheim motioned to accept the Ryan White Planning Council minutes. Robert Lynn seconded the motion. The motion passed with one abstention.***

**V. Administrative Agency Report: Ms. Kima S.E. Letcher announced on May 4<sup>th</sup>, the State Services contract has been briefed to Commissioner's Court for the upcoming year. It is a contract extension from DSHS to Dallas County. She noted the providers will not receive a full contract, but they will receive a renewal notice to be signed and returned to the AA. For the current State Services contracts, reallocations will be done within the next two weeks.**

Ms. Letcher proposed creating a committee with providers regarding electronic health records. She noted the committee will be in the beginning stages and she will be soliciting comments and suggestions of implementation. A comment was made regarding opportunity for funding for technical equipment other than electronic records. Ms. Letcher stated that this can be discussed at a later date and that all information is welcomed.

She announced the Quality Assurance Administrator position will be reposted with a higher salary to attract qualified candidates.

The Ryan White Part A/MAI grant application is tentatively scheduled to be released in June.

## **VI. Committee Reports:**

- A. Executive/Nominations Committee:** Lionel Hillard, RWPC Chair, reported the committee met on May 4<sup>th</sup>, and quorum was established. Committee reports and announcements were given.

The committee nominated Norma J. Piel-Brown and Brad Walsh to the Needs Assessment committee with a recommendation submitted for Norma J. Piel-Brown to Judge Clay for membership to the Ryan White Planning Council.

The Office of Support announced they have been working on the FY 2018 Core Medical Service Waiver application process. The FY 2018 Contingency Allocation Plan is what was utilized to allocate funding for FY 2018 and as the process moves forward, the allocations for Core Medical Services will be 70.56% and the allocations for Support Services will be 29.44%.

Membership attendance was discussed and because of health reasons, Reymundo Anthony has resigned from the RWPC and Allocations Committee.

- B. Allocations Committee:** Lionel Hillard, Allocations Committee Vice Chair, reported the committee met on April 23<sup>rd</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.

Ms. Letcher gave the Administrative Agency (AA) report. They have completed FY 2018 State Services, Rebate, and AIDS Drugs Assistance Program (ADAP) contracts. Additionally, they completed the Part B grant. An initial and partial Notice of Grant Award (NGA) has been received for the FY 2018-2019 for Part A & MAI grants.

Currently, the FY 2017 Part A/MAI grants are in the 12th 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 03/31/18, Part A has expended 86.04% of funds. MAI has expended 95.13% of funds.

The Department of State Health Services (DSHS) Ryan White Part B grants are in the 12th month of the billing cycle. The expended YTD percentage per service category should be around 100.00% to be on target. As of 03/31/18, Part B has expended 94.47% of funds.

The DSHS grants are in the 7th month of the 12 month contract billing cycle; the expended YTD% per service category should be around 58.33% to be on target.

State Services, Rebate & ADAP: As of 03/31/2018, 35.20% funds have been expended.

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 explained the Core Medical Services Waiver Allocations for FY 2018-2019 has to be approved and gave an overview of last year's discussion regarding the waiver. The basis for applying for this waiver was to allow for more funds to be given to the Emergency Financial Assistance (EFA) service category, because the Local Pharmaceutical AIDS Program (LPAP) funding could no longer be used as emergency funds to pay for medication. DSHS stated that it was allowable to allocate funding to the EFA service category using LPAP Standards of Care. However, this would require forming a LPAP Advisory Board to approve additional funding for clients who cannot afford their medication. She referenced the FY 2018 Contingency Plan and the Uniform Standard of Waiver of Core Medical Services Requirement for Grantees Under Parts, A, B, and C Policy Clarification Notice 13-07. She explained whenever there's a need for a core medical service waiver, it has to be applied for each year. She gave the committee the option of approving the Core Medical Service Waiver.

***Motion:*** *Lionel Hillard motioned to approve the Core Medical Service Waiver Allocations for FY 2018-2019. John Dornheim seconded the motion. The motion passed with one abstention.*

- C. **Evaluation Committee:** Gary Benecke, Evaluation Committee Chair, reported the committee met on April 24<sup>th</sup> and quorum was established. The FY 2017 Evaluation of the Administrative Mechanism (EAM) report was not available for the committee to vote on. The committee agreed to table the discussion for the next committee meeting. They also discussed evaluation of the Ryan White Planning Council. Since going to a new process with the EAM report part of the process does not center on the PC like the last process. The committee discussed how to evaluate the RWPC to see if we are on track as a council. It was suggested that the committee review the Part A Planning Council Primer for clarity on the responsibilities of the RWPC.
- D. **Planning & Priorities Committee:** John Dornheim, Planning & Priorities Committee Vice Chair, reported the committee met on April 18<sup>th</sup> and quorum was established. Mr. Henry gave an overview of the FY 2019 Priority Setting Guide. The meeting was combined with the Consumer Council Committee (CCC). The committee received a list of the service categories to have a description and understanding for their review.

The committee discussed the 2016 Comprehensive Needs Assessment section 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.*

They also reviewed the following:

- 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.

Mrs. Petties stated there are other funding sources within the EMA that helps support the needs of individuals. She asked the Planning Council to consider creating a pathway to finding those other funding source and what a they providing. Ms. Blackmon-Johnson questioned, “*When speaking about the additional funding streams what would you be looked for?*” Mrs. Petties gave examples such as: Ryan White will fund Substance Abuse and Mental Health and if funds in the Dallas EMA are needed and the Needs Assessment results come back with a high need, something to look at is that there are other funds to provide these services e.g.: North Texas Behavioral Health Authority, Substance Abuse and Mental Health Services Administration (SAMSA) funds are covered by some Part A-funded providers. She suggested hosting a focus group with the funded providers who are receiving other funding streams to become aware of the funds in the community. Also, the Maintenance of Effort report shows other funding providers in Dallas County.

Skylar Lange questioned the status of a potential new service category that was discussed at the Evaluation Committee meeting Referral for Health Care and Support Service Category. Mr. Dornheim stated it was not discussed, but will be on the next P&P committee agenda.

- E. Consumer Council Committee:** Donna Wilson, Consumer Council Committee Vice Chair, reported the committee met on April 18<sup>th</sup> and quorum was established at 9:15AM. The meeting was combined with the Planning & Priorities Committee meeting. She noted the CCC report was given in conjunction with the Planning & Priorities report.

Ms. Wilson announced the CCC “*Aging Gracefully with Health Challenges*” forum from 2:00-4:00PM at Prism Health North Texas Oak Cliff Clinic 219 Sunset Blvd.

- F. Needs Assessment Committee:** Mr. John Dornheim, Needs Assessment Chair, reported the committee met on April 17<sup>th</sup>, and quorum was established. They discussed hosting a survey at the end of May. The committee agreed to target one of the priority populations: transgender individuals. The questions will be geared to health issues within the community. The next survey will target youth aged 13-24.

The committee also discussed coordinating with the Care Coordination Ad Hoc committee to provide questions for the focus group about the current care coordination system. The proposed questions are as follows:

- *What is working for you in this Care Coordination system?*
- *What is not working for you in the Care Coordination System?*
- *What does an idea Care Coordination System look like?*

The committee reviewed the 2014 LGBT Colorado Transgender Health Survey as a guide. A suggestion was made when the focus group occurs for this population to have someone who is transgender to do the moderation.

- G. Care Coordination Ad Hoc Committee:** Justin M. Henry reported the Care Coordination Ad Hoc Committee met on April 12<sup>th</sup> and quorum was established. They discussed focus group planning, identifying survey questions, sample size, location and setting a date. The committee agreed focusing on the transgender population for the focus group and potentially collaborating with the Needs Assessment Committee.

The committee discussed that duplication of case management services has been a problem in Dallas. A solution is to have more accurate data with the ability to upload documents into the AIDS Regional Information and Evaluation System (ARIES).

The committee discussed some survey questions regarding the formulary.

**Survey Question Discussed:**

- Medications/Formulary Questions
- Are the medications you need included on the formulary?
- Are you receiving your medications in a timely fashion?

**VII. New Business:**

Mark Edwards, the Program Manager for Older Adults Services: “We strive for older adults in Dallas County to live an active, independent and healthy life style”.

Mr. Edwards stated he would like for his department to be involved with the RWPC, because by 2030, its statistics estimates that 6.5 million Americans will be over the age 60 in Texas correlating to an increase of over 60,000 in Dallas County. With the increase of older adults and seniors they need to look at how the impact affects older Americans who are affected by HIV/AIDS. The department would like to be planning and preparing services for those individuals who are affected by HIV/AIDS.

The month of May is Older Americans month with the theme “Engage at Every Age”.

The Older Adults Service program provides:

- 170,000 congregate meals at 14 different sites
- Provides transportation to over 80,000 units throughout the program year.

Christopher Webb stated the department does outreach to the older adult community. He noted that the LBGT community is a part of that community, but are not captured. He stated the department will reach out to the older and LBGT communities to find out what kind of services are needed within their community. He will follow up with the council on dates and progressive measures that the Older Adult Services department has made to

assist in the cause.

**VIII. Adjournment: Robert Lynn motioned to adjourn. James Wright seconded the motion. The motion passed unanimously.** The meeting was adjourned at 10:15 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, June 13, 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