

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

**June 13, 2018**

**Minutes**

**COUNCIL MEMBERS PRESENT**

Auntjuan Wiley, Vice Chair	Robert Lynn	Del Wilson
Louvenia Freeman	Kelly Richter	Karin Petties
Lori Davidson	Darius Ahmadi	Christopher Webb
Julie Jackson	Donna Wilson	Debbe Velasquez
Leonardo Zea	Cristopher Burke	Helen E. Turner
Stacie McNulty		

**COUNCIL MEMBERS ABSENT**

Tom Emanuele	Robert L. McGee II	Yolanda Jones
Phillip Scheldt	Evany Turk, Vice Chair	James Wright
Gary Benecke	Lionel M. Hillard, Chair	John Dornheim
Jonathan Thorne		

**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**

Angi Jones, Quality Assurance Administrator	Kima S.E. Letcher, Program Manager
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**OTHERS PRESENT**

Monica Tunstle-Garrett, DCHHS	Gwen Martin, PHHS	Jennifer Jaime, EIC STD
Jessica Woodford, UTSW	Eboni Vincentti, Prism Health	Ben Calloway, Prism Health NT
Linda Norman, EIC STD	NTX	Brooke N. Henderson, Legacy
Akosua Addo, Prism Health NT	Tony Lokash, Legal Hospice	Jonathan Conans, AHF
Skylar Lange, AIN	Acquria Henderson, AIN	Ashley Maldonado, ASD
Dr. Ruby Abrol, ViiV Healthcare	Keith, UTSW	Kaitlyn Lewis, AIN
Mark Vasquez, UTSW	Oscar Salinas, Guest	
	Sandra Carvajal, HOWPA	

I. **Call to Order:** Ryan White Planning Council Vice Chair, Auntjuan Wiley, called the meeting to order at 9:05 AM.

II. **Certification of Quorum:** Quorum was established by Auntjuan Wiley and certified by Glenda Blackmon-Johnson, Ryan White Planning Council Program Manager. 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. Members of the Ryan White Planning Council introduced themselves and their affiliations.
- b. Skylar Lange with Access Information Network introduced their new Data Quality Specialist Kaitlyn Lewis and Acquria Henderson as an intern from the school of social work.
- c. Ashley Maldonado introduced herself as a community guest.
- d. Sandra Carvajal with the Dallas County Housing Opportunities for People with AIDS (HOPWA) program introduced herself.
- e. Oscar Salinas introduced himself as a community guest. He has background is in HIV care and would love to reengage into the HIV arena particularly working with the Hispanic population.
- f. Donna Wilson announced the Afiya 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. The Life Church will host Christmas in July with the following activities:

- *July 1<sup>st</sup>: providing lunch after Church Service to 427 individuals.*
  - *July 15<sup>th</sup>: supplying 75 individuals with a free gas fill up for their vehicles and taking individuals to their personal appointments.*
  - *July 29<sup>th</sup>: School Supply Bundle - issuing 75 schools with back packs to kids.*
- g.** Helen E. Turner announced she attended the Texas HIV Syndicate meeting. The Texas HIV Syndicate is the planning body for the state's plan to end the HIV epidemic. The Ending the Epidemic Plan will be introduced at the HIV/STD conference on November 27-29, 2018 in Austin, TX. Also, there will be a webinar entitled Moving the Integrated HIV Prevention and Care Plan into Action on 6.13.18 at 2:00PM. Also, there is a Dallas HIV taskforce meeting hosted by the Resource Center focusing on the collaboration of efforts in the Dallas area.
- h.** Kelly Richter announced Dr. Pounder's office will be hosting free HIV and hepatitis C tests on National HIV Testing Day, Wednesday, June 27<sup>th</sup> from 8:00AM - 4:30PM. RSVP by calling the office at 214-520-8833.
- i.** Karin Petties shared her concerns regarding the taskforce meeting to make sure there is not a duplication of efforts regarding the Integrated Prevention and Care Plan.
- j.** Jessica Woodford with UT Southwestern announced that 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. The methamphetamine study will be held for twelve weeks and starts in July.
- k.** Auntjuan Wiley announced the Wellness Roundtable is held every 3rd Thursday of the month from 11AM - 1PM at Meadows Conference Center. Lunch will be provided per RSVP. He asked everyone to spread the word to clients about the Wellness Roundtable and post the flyers.

***Office of Support Announcements:***

- The Office of Support introduced themselves.
- The FY2017 End of the Year reports are due and needs to be submitted to the Office of Support.
- FY2019 Part A/MAI Grant Application was released 5/30/2018 and the modified annual timelines for the RWPC Committee Projects are underway (The first focus group for one of the targeted populations was scheduled on 6/12 at 2:00PM; mini-surveys are ready for the next step).
- Jonathan Thorne was appointed to the Consumer Council Committee, both Jonathan Thorne and Kendra Tevis were appointed to the Needs Assessment Committee.
- The RWPC is working on membership reflectiveness findings; and we are still seeking Women of Color/Transgender/Youth/Hispanic-Latino/Indian representation for the Planning Council.
- There was a notice of funds announcement from the Elton-John Foundation.
- The memorandum of understanding (MOU) between the RWPC and the Administrative Agency is with the AA representative; the MOU with external organizations has been approved by the Executive Committee.
- There will be a focus group for black women on 6/18/18 at 2:00PM and will be held at the East Dallas Empowerment Center located at 3910 Gaston Ave., Suite 125 in Dallas. This event is closed to the public.

A question was posed regarding the status of the MOU between the RWPC and AA "Will members receive a copy of the document?" Ms. Blackmon-Johnson explained that the MOU

has not been signed off yet and it is still under review and editing between the Executive Committee and the AA. At the time, there was estimated time of completion.

IV. **Approval of the May 9, 2018 Minutes:** *Robert Lynn motioned to accept the Ryan White Planning Council minutes. Louvenia Freeman seconded the motion. The motion passed with three abstentions.*

V. **Administrative Agency Report:** Ms. Kima S.E. Letcher announced the AA has received the last Notice of Grant Award (NGA) of the FY2018-2019 award allocations. The amount of the award is \$9.5 million giving a total of \$17 million for the grant year. She stated the \$9.5 million will be briefed in Commissioner's Court on June 19<sup>th</sup>.

The AA has received the notice for funding opportunity for Part A/MAI grant application from the Health Resources and Services Administration (HRSA), and the deadline for the grant application will be September 21, 2018.

VI. **Committee Reports:**

A. **Executive Committee:** Auntjuan Wiley, RWPC Vice Chair, reported the committee met on June 6<sup>th</sup>, and quorum was established. Committee reports and announcements were given.

The committee interviewed and nominated Kendra Tevis to the Needs Assessment committee. They also nominated Jonathan Thorne to the Consumer Council Committee and Needs Assessment Committee.

Mr. Henry gave a report of his attendance at the HIV Syndicate meeting in Austin, TX.

The committee reviewed the MOU between the Ryan White Planning Council of the Dallas Area and the External Organizations, both Ryan White and non-Ryan White Agencies. Ms. Blackmon-Johnson noted the MOU between the RWPC/AA has been submitted to the Judge's Office and comments were made for edits.

Mr. Wiley presented the Informed Consent & Confidentiality Agreement form. The form would become the standard consent form for standing committees to use when conducting surveys and focus group interviews. The members had a brief discussion regarding the consent form and after receiving suggested edits from the members, Mr. Wiley stated that the consent form will go back to the committee for further editing.

Suggested edits:

- *Adding HIV Services Delivery Area (HSDA) to be reflected of Part B and State Services funding.*
- *Clarification of any regulation regarding the length of time the recording can be on file.*
- *A discussion was introduced regarding the Health Insurance Portability and Accountability Act (HIPAA) laws. Ms. Blackmon-Johnson stated the consent form is making sure individuals are aware they are coming in to discuss their needs, what's missing or what they would like to see. The year is specified to match the project.*
- *Revising the template to be standard.*
- *Confidentiality: Should agencies name be added?*
- *Questions: Remove the name and just reference the RWPC Coordinator.*

**B. Allocations Committee:** Justin M. Henry, RWPC staff, reported the committee met on May 21<sup>st</sup> and quorum was established. The committee reviewed and discussed the FY2017 Part A/MAI Expenditure Report and FY2017 Part B/State Services Expenditures and voted on the reallocations for State Services, State Services Rebate, and ADAP Eligibility. The reallocations were in various service categories in the Dallas EMA and Sherman Denison HSDA. He noted while the allocations committee made the recommendations for the reallocations amount in the particular service categories and they were presented and approved through the Executive Committee, the reallocations still has to be approved by the Department of State Health Services (DSHS).

***Motion: Kelly Richter motioned to accept the FY 2017 Reallocations for State Services, State Services Rebate, ad AIDS Drug Assistance Program (ADAP) Eligibility. Debbe Velasquez seconded the motion. The motion passed with six abstentions.***

**C. Evaluation Committee:** Del Wilson, Evaluation Committee Vice Chair, reported the committee met on May 22<sup>nd</sup> and quorum was established. The committee approved the last month's minutes and announcements were given.

Mr. Henry presented on the Evaluation of the Administrative Mechanism (EAM) reported and reviewed the FY 2017 findings. The committee agreed to take the document home to review the EAM results and the committee would determine the appropriate recommendations to be voted on at the next committee meeting.

**The Purpose of the Evaluation -** The C.A.R.E Act requires the RWPC to “*assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area, and at the discretion of the planning council, assess the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs.*”

**Methodology -** *In the Dallas Eligible Metropolitan Area, an assessment of the local administrative mechanism was performed by administering surveys to Ryan White sub-recipients, Planning Council members, and a representative of the Administrative Agency (AA) to gather perception on various aspects of the program such as the reimbursement process, program monitoring, quality management, technical assistance for sub-recipients, and fiscal compliance. While valuable information was obtained, the assessment did not allow for a completely objective picture of the efficacy of the existing mechanism for the grant year. Therefore, the Planning Council decided to adopt a method originating from the Houston EMA and modified it to the Dallas EMA.*

The results of the assessment contained three sections:

1. Procurement/Request for proposal process
2. Reimbursement process
3. Contact Monitoring process

The committee discussed the evaluation of the RWPC. The Evaluation Committee should follow the areas of performance outcomes and cost effectiveness. There was a lengthy discussion regarding the evaluation of the RWPC and they agreed to continue the discussion at next month's committee meeting. He stated if there is a review of the Evaluation of the RWPC it would not submit with the EMA. Mr. Wilson referenced the new RWPC Primer from HRSA which identified roles and responsibilities of the RWPC.

**D. Planning & Priorities Committee:** Stacie McNulty, Planning & Priorities Committee Chair, reported the committee met on May 24<sup>th</sup> and quorum was established. The committee had a combined meeting with the Consumer Council Committee (CCC) to vote on the Priority Service Categories. The CCC submitted their priority ranking and it is combined into one vote. The P&P members will prioritize and approve their ranking at their next committee meeting.

She stated that the Referral for Health Care and Support Service Category was brought up under new business and the committee will discuss the service category at their next committee meeting on June 20<sup>th</sup>.

**E. Consumer Council Committee:** Auntjuan Wiley, Consumer Council Committee Chair, reported the committee met on May 24<sup>th</sup>, and quorum was established. The CCC had a combined meeting with the Planning & Priorities Committee to vote on priority service categories. The CCC prioritized and approved their FY2019 priority rankings.

The committee had a discussion regarding Food Bank/Home Delivered Meals. Mr. Wiley commented the service definition descriptions for the Food Bank/ Home Delivered Meals service categories are presented together, but are separated on the voting ballot. Mr. Henry explained that the categories are also recorded separately in the AIDS Regional Information and Evaluation System (ARIES). A request was made to the AA to explain why the service categories are together in the service definitions and separate in the ARIES system

Committee reports were given and the committee agreed to table forum planning until July.

*Core Medical Services: Parts A, B, State Services*

Oral Health Care	1
Ambulatory/Outpatient Medical Care	2(t)
Mental Health	2(t)
Medical Case Management	4
AIDS Pharmaceutical Assistance	5(t)
Substance Abuse	5(t)
Early Intervention Services	7
Health Insurance and Cost Sharing Assistance	8
Home Community Based Health Care	9
Medical Nutrition Therapy	10(t)
Hospice	10(t)
Home Health Care	12

*Support Services: Parts A, B, State Services*

Food Bank	1
Outreach-Lost to Care	2
Case Management (Non-medical)	3
Medical Transportation	4
Congregate Housing	5(t)
Emergency Financial Assistance	5(t)
Housing-Based Case Management	7
Day Respite Care for Children/Youths/Adolescents	8
Health Education/Risk Reduction	9
Legal Services	10

Child Care- Services	11
Respite Care for Adults	12
Linguistic Services	13
Home Delivered Meals	14

*Core Services Minority AIDS Initiative (MAI)*

Oral Health Care	1
Ambulatory/Outpatient Medical Care	2
AIDS Pharmaceutical Assistance	3
Medical Case Management	4
Substance Abuse	5

*Supportive Services*

Food Bank	1
Medical Transportation	2
Non-Medical Case Management	3

The committee the upcoming *Get Tested and Grab a Bite* event will be held on June 27<sup>th</sup> from 11AM-4PM and the *Pride* event will be held at City Hall on Wednesday, June 13<sup>th</sup>.

Mr. Wiley announced at the next CCC committee meeting, the committee will discuss the information that was covered at the RWPC Retreat. They discussed the provision of educational materials to emergency rooms. The committee will provide the emergency rooms with the HIV handbooks.

**F. Needs Assessment Committee:** Donna Wilson, the Needs Assessment liaison, reported the committee met on May 21<sup>st</sup>, and quorum was not established. They reviewed and discussed the Ryan White Needs Assessment Committee’s 2018 Transgender Health Survey. They discussed finalizing the survey questions and the committee identified organizations to contact and partner with, set up focus groups on site at the organizations. The committee agreed on a larger sample size of 250 individuals. The next meeting date is scheduled for June 19<sup>th</sup> at 2:00PM.

**G. Care Coordination Ad Hoc Committee:** Auntjuan Wiley, the Care Coordination Ad Hoc Committee Chair, reported the committee met on May 10<sup>th</sup> and quorum was established. They discussed the strategy and timeline for the Care Coordination Ad Hoc committee. The committee started by compiling recommendations and submitting them to the AA for feedback. They discussed the focus groups and scheduled to have the transgender focus group on Tuesday, June 12<sup>th</sup>, but had to postpone the event because there were not enough participants. Mr. Wiley announced the committee will explore having an evening focus group for the transgender community. The black women’s focus group is schedule for Monday, June 18<sup>th</sup> from 2:00P-4:00PM.

The committee had a brief discussion regarding incentives. Mr. Wiley asked members to find participants who do not need incentives for their time. Ms. Blackmon-Johnson noted she will follow up with Ms. Smith-Clay regarding incentives.

**VII. New Business:** Mr. Wiley announced the Executive Committee will meet on Tuesday, July 3<sup>rd</sup> at 2:00PM.

Ben Callaway, Case Management Supervisor II for Prism Health North Texas did a presentation entitled “Shelter Resistance Among HIV Positive Persons”.

**Background:**

- Some people who experience homelessness and live with HIV do not access homeless shelters for many reasons including:
  - Trauma at previous shelters
  - Real or perceived stigma among shelter staff and other shelter residents

**Prevalence:**

- The 2017 HUD Point of Time Count identified 3,710 persons experiencing unsheltered homelessness who were also living with HIV in the United States.

**Where do they go?:**

- Unsheltered HIV positive persons take refuge in a variety of places including:
  - cars
  - large homeless encampments
  - abandoned houses or building

**Challenges:**

- Challenges faced by the unsheltered HIV positive population include:
  - Increased exposure to the elements
  - Increased exposure to theft and violence
  - Possible challenge accessing services due to not having an official proof of residency

**How we can help:**

- Meeting clients where they are at, literally
- Providing snacks
- Assisting this population with access to other needed services

VIII. **Adjournment:** *Helen E. Turner motioned to adjourn. Robert Lynn seconded the motion. The motion passed unanimously.* The meeting was adjourned at 10:24 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:*

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

\_\_\_\_\_  
Date

NEXT SCHEDULED MEETING  
Wednesday, July 11, 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