

RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA

February 13, 2019

Minutes

COUNCIL MEMBERS PRESENT

Auntjuan Wiley, Vice Chair	Kelly Richter	Del Wilson
John Dornheim, Vice Chair	Darius Ahmadi	Karin Petties
Lionel M. Hillard, Chair	Leonardo Zea	Robert Lynn
Lori Davidson	Christopher Webb	Robert L. McGee II

COUNCIL MEMBERS ABSENT

Debbe Velasquez	Phillip Scheldt	Jonathan Thorne
Cristopher Burke	Julie Jackson	Yolanda Jones
James Wright	Louvenia Freeman	Donna Wilson

RWPC STAFF PRESENT

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

Oscar Salinas, Quality Assurance Administrator	Angi Jones, Quality Assurance Administrator
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OTHERS PRESENT

Joni Wysocki, AIN	Mansol Elias, Life Care Pharmacy	Gary Benecke, Resource Center
Helen E. Turner	Monica Tunstle-Garrett, DCHHS	Grace Balaoing, DCHHS
Lauren Trimble, DC Judge's Office	Casaundra Bryant, HOPWA	Anna Nagasako, AHF
Kelly Norcott, PHHS	Norma Piel-Brown, YHC	Jonathan Gute, PHSD
Brooke Nickerson, Legacy	Traswell Livingston, ASD	Catina Groves, PHSD
Govind Singh, Life Care Pharmacy	Jonathan Cowans, AHF	Julia Chavarria, HOPWA

- I. **Call to Order:** Ryan White Planning Council Chair, Lionel Hillard, called the meeting to order at 9:03 a.m. and quorum was established at 9:06 a.m.
- II. **Certification of Quorum:** Quorum was established by Lionel Hillard and certified by Glenda Blackmon-Johnson, Ryan White Planning Council Program Manager. Members were reminded of the importance of establishing quorum and attending committee meetings.
- III. **Introductions/Announcements:**
 - a. Lionel Hillard announced the RWPC Retreat had a great turnout and was very successful members received great information.
 - b. Kelly Norcott announced Parkland Hospital has been awarded the Special Projects of National Significance (SPNS) funding. The new project called Village Project targets African American MSM under the age of 35 to improve their health outcomes. The program starts on May 1st and the Project Coordinator will be in contact with providers asking for feedback and referrals. She introduced new staff Jonathan Gute, Project Coordinator and Catina Groves, Case Manager of the Village Project.

Office of Support Announcements: Mr. Hillard announced:

- Members please sign and submit the following disclosures forms: Member update, confidentiality, photo release, and conflict of interest forms.
- Chairs & Co-Chairs were asked to submit leadership reports to the office of support in order to start working on the Year-End report.
- Executive Committee appointed Tracina Porter and Dwight Harry to the Care Coordination Ad Hoc Committee.
- Feedback from the 2019 RWPC Retreat was favorable, results may be found with the office of support.
- RWPC is still seeking women of color/Transgender/Youth/Hispanic/Indian representation for the Planning Council and currently have 3 mandated seats to be filled: Texas State Agency, Medicaid and representation of recently incarcerated, i.e. Parole Officer.
- The President's State of the Union Address, we learned of the pledge to end the epidemic by 2030: A plan for America through a 4 point Strategy:
 - Diagnose all individuals with HIV as early as possible after infection
 - Treat the infection rapidly and effectively after diagnosis, achieving sustained viral suppression.
 - Protect individuals at risk for HIV using proven prevention approaches.
 - Respond rapidly to detect and respond to growing HIV clusters and prevent new HIV infections.

IV. **Approval of the February 13, 2019 Minutes:** *John Dornheim motioned to accept the Ryan White Planning Council minutes. Robert Lynn seconded the motion. The motion passed unanimously.*

V. **Administrative Agency Report:** Justin M. Henry made the announcements on behalf of the AA:

- All Part A and B contracts have been sent to sub-recipients via Docu-sign.
- All agencies that submitted their Part A budgets and budget revisions timely received their contract extensions and addendums prior to March 1, 2019.
- All Part B extensions and addendums have been sent out and are awaiting electronic signature from agency directors.
- Contracts are being entered in Area Regional Informational and Evaluation System (ARIES), so expect an email from Mr. Reed is not received already.
- The AA has worked with the Planning Council to update the Service Delivery Guidelines but recognize as more people review it they will want to provide comments. The AA will review all comments received and discuss edits periodically.
- The Housing Opportunities for People with AIDS (HOPWA) Scope of Services has been submitted to Purchasing to create a request for proposals that we hope will be advertised in the next 2 months. Once the proposal is available we will share that with you all. The AA is currently working on the State Services Scope of Services and will provide an update at the next meeting. The AA is still recruiting reviewers and need consumers that are not conflicted (not PC members or working for an agency), please have them email: Sonya.Hughes@dallascounty.org if they are interested to participate. If anyone has any questions please email Mrs. Hughes and she will respond next week when she is back in the office.

VI. **Committee Reports:**

A. **Executive:** Lionel Hillard, RWPC Chair, reported the committee met on March 13th, and established quorum. Committee reports and announcements were given. Two members were appointed to the Care Coordination Ad Hoc Committee.

Memorandum of Understanding (MOU) were presented to community based agencies (Salvation Army, The Bridge, and Abounding Prosperity), in order to collaborate with those to agencies administer surveys.

The committee discussed the 2019 Bylaws Article III Membership, Section 3.5 – *Numbers of Members*: the number of members; increasing the number of the council members and council reflectiveness.

Member’s suggestions:

- With membership increase it could affect the chance of establishing quorum.
- Seeking qualification for members.
- A special committee of members to seek members (for recruitment).
- Support Staff and Leadership call members the day before a meeting to guarantee quorum.

Motion: Auntjuan Wiley motioned to approved Addendum A – 2019 Bylaws Article III Membership, Section 3.5- *Numbers of Members*: to amend regarding the number of members. Kelly Richter seconded the motion. The motion passed with two abstentions.

- B. Allocations:** Lionel Hillard, Member, reported the committee met on February 25th and established quorum. The committee welcomed their new Vice Chair James Wright. Sylvia Ortego reviewed the FY 2019 Part B/Part B Supplemental/State Services/State Rebate and AIDS Drug Assistance Program (ADAP) Grants and the Part A 2018-2019 Expenditure Report- Grant Year March 1, 2018 – February 28, 2019.

Wanda Scott, Administrative Agency representative presented: Dallas County pass through fund sources, Understanding What’s Behind the Award Amount (Ryan White Part A, Ryan White Part B, and State Services & State Services Rebate).

- C. Planning & Priorities:** Mr. Dornheim, Chair, reported the committee met on February 20th, and established quorum. Mr. Dornheim welcomed the Needs Assessment Vice Chair, Christopher Webb and Planning & Priorities Vice Chair, Robert Lynn.

The committee reviewed and updated the Service Delivery Guidelines including all the Standards of Care. They discussed the State of the Union Address – *Ending the Epidemic – Plan for America and the other four plans Ending the HIV Epidemic – Country plan, Achieving Together – State plan, Integrated Care and Prevention Plan – local plan, and Early Identification of Individuals with HIV/AIDS – Government plan.*

The committee established quorum for Emergency meeting on February 28th to discuss and recommend the FY 2019-2020 Service Delivery Guidelines to Executive Committee.

Concluded a discussion regarding the Dallas Planning Area Service Delivery Guidelines FY 2019-2020. Committee members and guest made several questions and suggestions for edits geared to the AA. A suggestion was made for the AA to have a separate meeting with sub-recipients regarding those questions and suggestion within the guide.

Motion: Kelly Richter made a motioned to table the discussion for thirty days than vote on the Dallas Planning Area Service Delivery Guideline FY 2019-2020. Lori Davidson seconded the motion. The motion passed unanimously.

D. **Needs Assessment:** John Dornheim, Chair, reported the committee met on February 19th, and established quorum. The committee reviewed the edits of the consumer survey and made several changes. The committee completed a pilot survey and focus group that was very successful.

E. **Evaluation Committee:** Darius Ahmadi, Chair, reported the committee met on February 26th and established quorum. The committee continued the discussion regarding the Evaluation of the Administrative Mechanism (EAM). A recommendation was made to keep the EAM survey process the same as previous year; and to issue an objective survey to stakeholders.

F. **Consumer Council Committee:** The committee did not meet.

G. **Care Coordination Ad hoc Committee:** Auntjuan Wiley, Chair, report the committee met on February 14th, and established quorum. The committee reviewed the Care Coordination Implementation Plan (Care Coordination Goals, Values, and Criteria and Core Components and agreed to keep the revised Care Coordination Goals. They discussed and revised the Care Coordination Criteria and Components. Mr. Wiley welcomed the two new members to the Care Coordination Ad Hoc Committee.

VII. **New Business:** Mr. Salinas invited everyone to the Local AIDS Pharmaceutical Assistance Program (LPAP) meeting on April 4, 2019 to discussed and review the revised LPAP Formulary.

VIII. **Adjournment:** *John Dornheim motioned to adjourn. Robert Lynn seconded the motion.*

The motion passed unanimously. The meeting was adjourned at 10:17 a.m.

Submitted by:

Annie Sawyer-Williams, RWPC Coordinator

Date

Draft Certified by:

Glenda Blackmon-Johnson, RWPC Manager

Date

Final Approval by:

Lionel Hillard, Chairperson
Auntjuan Wiley, Vice Chair
John Dornheim, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, April 10, 2019 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207