

**Ryan White Planning Council of the Dallas Area**  
**Office of Support**  
2377 N. Stemmons Freeway, Suite 200, Dallas, Texas 75207  
214 819-1840 telephone; 214 819-6023 fax

**Memorandum**

To: Members, Ryan White Planning Council of the Dallas Area  
Interested Parties

From: RWPC Support Staff

Date: Thursday, August 6, 2020

Re: Meeting Announcement

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Please note that there will be a:

**Ryan White Planning Council Meeting**

**Wednesday, August 12, 2020, 9:00 a.m.**

2377 N. Stemmons Freeway, Hickman Conference Room, Second Floor  
Dallas County Health and Human Services Building  
Dallas, Texas 75207

Attached, please find the meeting packet for your review. **Please remember to bring this mailer with you to the meeting since limited additional copies will be available. We appreciate your help in utilizing our resources wisely.**

If you are unable to attend this meeting, please notify the RWPC Office of Support at (214) 819-1857 (Glenda.blackmonjohnson@dallascounty.org) on or before Tuesday, August 11, 2020. Otherwise, we look forward to seeing you at the next meeting.

cc: Philip Huang, MD, MPH, Director  
Dallas County Judge's Office  
Sonya M. Hughes, Assistant Director  
Vacant, Grants Management Officer  
Wanda Scott, Grants Manager  
Glenda Blackmon-Johnson, RWPC Manager  
Carla Jackson, Program Monitor  
David Kim, Program Monitor  
Oscar Salinas, Quality Assurance Administrator  
Angela Jones, Quality Assurance Advisor  
Regina Waits, Health Advisor  
Justin M. Henry, RWPC Health Planner  
Vacant, RWPC Coordinator  
Building Security

# RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA

*The RWPC envisions a seamless, flexible, and efficient healthcare system dedicated to the wellness and empowerment of Persons Living With HIV/AIDS (PLWHA) in North Texas.*

*The RWPC of the Dallas Area is a collaborative partnership of consumers, volunteers, and providers entrusted with the planning and coordination of healthcare services on behalf of PLWHA in North Texas.*

## AGENDA

Wednesday, August 12, 2020  
9:00 a.m.

- |       |  |  |
|-------|--|--|
| I.    | Call to Order  | John Dornheim or Auntjuan Wiley  |
| II.   | Certification of Quorum  | John Dornheim or Auntjuan Wiley  |
| III.  | Introduction/Announcements   | John Dornheim or Auntjuan Wiley  |
| IV.   | <b>Approval of the July 8, 2020 Minutes</b>  | <b>Action Item</b>   |
| V.    | Administrative Agency Report <ul style="list-style-type: none"><li>• AA Updates</li></ul>  | Representative from Administrative Agency  |
| VI.   | Committee Meeting Update: <ul style="list-style-type: none"><li>a. Executive Committee</li><li>b. Needs Assessment Committee</li><li>c. Planning and Priorities Committee</li><li>d. Allocations Committee</li><li>e. Evaluation Committee</li><li>f. Consumer Council Committee</li></ul> | John Dornheim or Auntjuan Wiley<br>Christopher Webb or Karin Petties<br>Robert Lynn<br>Kelly Richter or James Wright<br>Pamela Green or Del Wilson<br>Auntjuan Wiley or Donna Wilson |
| VII.  | New Business   |  |
| VIII. | Adjournment  | John Dornheim or Auntjuan Wiley  |

**Due to COVID-19  
Until Further Notice**

### NEXT SCHEDULED MEETING

Wednesday, September 9, 2020 2:00 PM

**Will be held via TELE-CONFERENCE**

Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207

# RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA

July 8, 2020

## Minutes

### COUNCIL MEMBERS PRESENT

Auntjuan Wiley, Vice Chair	Lori Davidson	Yolanda Jones
Del Wilson	John Dornheim, Chair	Kelly Richter
Donna Wilson	Helen Zimba	Robert Lynn
Venton C. Hill-Jones	Jonathan Thorne	Pamela J. Green, RN
Christopher Webb	Korey Willis	Darius Ahmadi
		Julie Jackson

### COUNCIL MEMBERS ABSENT

Phillip Scheldt	Jacobi Hunter-Wright	Leonardo Zea
James Wright	Karin Petties	Alexander Deets
Laticcia M. Riggins	Leonardo Zea	

### RWPC STAFF PRESENT

Justin M. Henry, RWPC Planner	Annie Sawyer-Williams, RWPC Coordinator	Glenda Blackmon-Johnson, RWPC Manager
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### DALLAS COUNTY ADMINISTRATION STAFF PRESENT

Mary Kate Bevel, City of Dallas

### GRANTS MANAGEMENT STAFF PRESENT

Oscar Salinas, Quality Assurance Administrator	Sonya M. Hughes, Assistant Director
Regina Waits, Health Advisor	David Kim, Program Monitor
Angela Jones, Quality Assurance Advisor	
Oscar Salinas, Quality Assurance Administrator	

### OTHERS PRESENT

Louise Weston Ferrill, HSNT	Joni Wysocki, AIN Inc.	Hosea Crowell, AIN Inc.
Melissa Grove, Legacy Counseling Center	Mark Roth, Avita Drugs	Brittany Barton, Janssen
Kellie Norcott, PHHS	Shabaura Perryman	Pharmaceutical
Mark Edgell, Legal Hospice	Rick Moore	Miranda Grant, AIN Inc.
Helen E Turner	Sattriona Nyachwaya	Dwight Harry, ASD
		Jonathan Cowans, AHF

- I. **Call to Order:** John Dornheim, RWPC Chair called the meeting to order at 9:00 a.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, RWPC Chair and certified by Glenda Blackmon-Johnson, Ryan White Planning Council Manager.
- III. **Introductions/Announcements:**
  - a. Annie announced that 7/18/2020 would be her final day as RWPC Coordinator; members extended thanks and congratulated her on the new endeavor.
- IV. **Office of Support:** John Dornheim, RWPC Chair presented the virtual meeting room etiquette & Planning Council Announcements:
  - If anyone needs to leave the meeting will be called for a recess.
  - If acronyms are used, please explain what it means.
  - Members were reminded of the importance of establishing quorum and attending committee meetings; members who do not receive quorum emails should contact the Office of Support.
  - Members and guests, please identify your agency association before you speak or make an announcement(s).
  - 2020 National Ryan White Conference will be held in virtual format 8/11-14-2020, Clinical conference: 8/9-12/2020 Registration closes 7/31/2020.
  - Dallas County Contact details for Emergency Housing Assistance EHAP [www.dallascounty.org/EHAP](http://www.dallascounty.org/EHAP); Comprehensive Energy Assistance for utility assistance (CEAP - 214-819-1848).
  - COVID-19 Update may be found on the Dallas County website.
  - HRSA Funding Opportunity was released June 11, 2020; the Application is due October 7, 2020.
  - Due to COVID-19, all RWPC and standing committees meetings will continue via teleconference. Until further notice.
  - The Executive Committee's closed session for interview(s) was canceled, candidate did not respond.
  - Reminded Members, to please review the notes from Part A Module: Using Data for Decision Making

for questions please contact Justin Henry.

- The RWPC is still seeking women of color/Transgender/Youth/Hispanic/Native American representation for Planning Council membership and currently, there are two mandated seats to be filled: Medicaid and someone recently released from incarceration or a parole officer. If you know someone, please forward his or her contact information to the Office of Support staff.

V. **Approval of the June 10, 2020 Minutes:** Robert Lynn motioned to accept the minutes as written. Helen Zimba seconded the motion. The motion passed.

VI. **Administrative Agency Report** Sonya Hughes announced:

1. COVID Cares Act & State Service allocations; DSHS Part B COVID for Sherman Dennison have been submitted to the court for briefing; DSHS
2. The AA has posed a question to DSHS regarding the standards
3. AA has scheduled a New Contractor's meeting scheduled for Friday at 1:00 pm.
4. The AA is finalizing the DSHS semi-annual report, as well as the HRSA progress report.

VII. **Committee Reports:**

- A. **Executive Committee:** A. Wiley, RWPC Vice Chair, reported the committee met on July 1st and established quorum. The floor was opened for announcements and committee reports. Sonya announced the COVID-19 Amendments scheduled for Court Briefing.
- B. **Needs Assessment Committee:** *The committee did not meet in June 2020.* Christopher Webb, Chair, provided a recap regarding the committee's strategic approach to feminize and focus regarding prevention Stigma, Black Women, ageism and Cultural Blindness—"when people proceed as differences do not exits." He announced the committee will meet on July 21 and extended an invitation for everyone to attend.
- C. **Planning & Priorities Committee:** Robert Lynn, Chair, reported the committee met twice in June 17<sup>th</sup> and 24<sup>th</sup> and established quorum. Both meeting revolved are service category ranking. There will be 2 meeting in July and a joint meeting with the CC Committee. He mentioned interest to review Houston's vision care service category & possible implementation. He mentioned the next committee meeting is on 7/15/2020 and that there is a candidate for vice chair. Mr. Henry reminded members who have not seen the PRSA trainings that all meetings are recorded. The data sheets and recordings are available and open to the public for review. He is available to assist anyone upon request. If anyone would like to review the recordings contact the office of support.
- D. **Allocations Committee:** *The committee did not meet in June 2020.* Kelly Richter, Chair, indicated that the committee will meet on 7/27/2020. She anticipated that substantial work will be in August. She asked Rob to advise and inform the committee regarding the joint meeting with CCC. GBJ mentioned communication from the AA regarding a re-allocation for the meeting on 7/27/2020. The goal is to have all the material needed for the committee's activity. Sonya mentioned that Wanda is reviewing internal processes of the AA's fiscal team to streamline and she was reviewing Bylaws and processes and she will be reaching out to Glenda and the committee to finalize the new process for the AA and its sub-recipients. Justin recommended that the committee become familiar with the data sheets presented in the PRSA trainings conducted with the P& P and CCC. The data information from those sheets is what committee would be relying on to make the allocations.
- E. **Evaluation Committee:** Pamela Green, RN, Chair reported the committee met on June 23<sup>th</sup> and established quorum. The floor was opened for announcements and Office of Support provided the representation and reflectiveness update. The committee approve the May 26<sup>th</sup> meeting minutes. The committee discussed the evaluation model and plans to implement a consumer questionnaire and to reach out to the needs assessment committee and prevention representatives for recommendation for key points for the questionnaire's primary focus. Members are charged to submit their top 3-5 areas of focus. All the information will be compiled and start the questionnaire development process. The committee is on track with its goals for 2020. The committee's next meeting is July 28, 2020.
- F. **Consumer Council Committee:** Auntjuan Wiley, Chair, reported the committee met on June 25<sup>th</sup> and quorum was not established. This was a non-official meeting. Justin conducted the Priority Setting Process training with those present. Auntjuan contacted members and were to determine their preference for their committee meeting on 7/23/2020; to conduct a continuation of the PRSA Training; questions and answers

with Justin present and to schedule the combined meeting on July 30<sup>th</sup> or hold the regular meeting as scheduled. The formal response will be communicated on Monday 7/13/2020.

**VIII. New Business:**

For this planning processes, Planning and Priorities (PPP) will meet on 7/15/2020 at 9:00 and 7/22/2020 at 9:00 to wrap up the PRSA Training on the Categories. The P&P and Consumer Council Committees (CCC) will conduct a joint meeting in July to vote for the Priority Ranking of the Service Categories.

Helen E Turner mentioned that she is proud of the progress being made; proud of the RW Support team and the AA efforts to get information out about COVID-19. She requested that we keep in mind consumer support. She's advocated for congregated housing to be viewed the same as long-term housing and nursing homes. She mentioned Parkland's endeavors to get people tested; hopefully case managers are calling clients to see how they are doing.

**IX. Adjournment:** Robert Lynn *motioned to adjourn. Christopher Webb seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:26 a.m.*

*Drafted by:*

\_\_\_\_\_  
GBJ RWPC Manager/Justin Henry RWPC Planner

\_\_\_\_\_  
Date

*Certified by:*

\_\_\_\_\_  
GBJ RWPC Manager/Justin Henry RWPC Planner

\_\_\_\_\_  
Date

*Final Approval by:*

\_\_\_\_\_  
**John Dornheim, Chairperson**  
**Auntjuan Wiley, Vice Chair**  
**Vacant, Vice Chair**

\_\_\_\_\_  
**Date**

**Due to COVID-19 Until Further Notice**

**NEXT SCHEDULED MEETING**

Wednesday, August 12, 2020, 9:00 a.m.

**Will be held via Tele-Conference**

Hickman Conference Room, 2<sup>nd</sup> floor

Dallas County Health and Human Services Building

2377 N. Stemmons Freeway, Dallas, TX 75207

EXECUTIVE COMMITTEE MEETING		
August 5, 2020		
Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.		
MEMBERS PRESENT		
John Dornheim, RWPC, Chair	Auntjuan Wiley, RWPC Vice-Chair, CCC Chair	
Robert Lynn, P&P Chair	Karin Petties, Needs Assessment, Vice Chair	
Pamela Green, RN, Evaluation Chair	Christopher Webb, Needs Assessment, Chair	
Del Wilson, Evaluation Vice-Chair		
MEMBERS ABSENT		
Donna Wilson, CCC Vice-Chair	Kelly Richter, Allocations Chair	James Wright, Allocations Vice-Chair
RWPC STAFF PRESENT		
Justin M. Henry, RWPC Planner	Glenda Blackmon-Johnson, RWPC Manager	
GRANTS MANAGEMENT STAFF PRESENT		
Sonya Hughes, Grants Director,	David Kim, Program Monitor	
OTHERS PRESENT		
Hosea Crowell, AIN Inc.	Joni Wysocki, AIN Inc.	Kellie Norcott, PHHS

- I. **Call to Order:** John Dornheim, Chair called the meeting to order at 2:00 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, and certified by Glenda Blackmon Johnson, RWPC Manager.  
  
**Introductions/Announcements:** Karin extended a compliment to Glenda Blackmon-Johnson for participation with the Fast-Track Cities Dallas Implementation Training Workshop" hosted by the International Association of Providers of AIDS Care, (IAPAC).
- III. **Approval of July 1, 2020 Minutes:** *Pam Green motioned to accept the minutes as written. Robert Lynn seconded the motion. The motion passed with one abstention.*
- IV. **Office of Support:** Glenda Blackmon-Johnson reported no change with the Execute committee members. And, reminded members to sign and return meeting minutes. RWPC seats 24 members currently; that 50% or non-aligned.
- V. **Leadership Report:** N/A.
- VI. **Administrative Agency Report:** Sonya Hughes announced the National Ryan White Conference will launch August 11, 2020, register to attend. The CQM team in collaboration with Michael Hagger, the consultant, has developed a training series on the U-Tube Channel. She mentioned that funds had been allocated to the RWPC budget for trainings and food due to COVID-19 restriction all trainings were cancelled; she mentioned that funds could be moved around to fund virtual trainings, and resources that maybe needed. Amendments had been passed through the courts, added to the universal contract via Doc-u-sign. German Solutions will assist with the 2021 HRSA application. Also that the updated letter is due from the Planning Council regarding the Actual Award Endorsement. A request was presented for the use of the funds to obtain a subcontractor to assist with the Needs Assessment projects within the 3-year period. Sonya confirmed that the funds could be used for such projects.

VII. **Committee Reports:**

- a. **Needs Assessment:** Christopher Webb, Chair reported the committee had great interaction. Karen introduced an online curriculum that the committee will implement. African American Women; Transgender women rendered comments from their perspective regarding needs to make the world more inclusive for each respective community. Shirley Rivers provided updates regarding the Ending the Epidemic program. Karen Petties mentioned the discussion of the inclusion of focus groups from all aspects of the transgender community to obtain representation. Further he commented that the committee would move forward with the goals. Auntjuan recommended a contact Carter Brown, CEO of Black Trans Men International.
- b. **Planning & Priorities:** Robert Lynn, Chair, reported the committee met three times in July and established quorum. The discussion included vision care. On the 22<sup>nd</sup>, the PRSA training was completed on the 29<sup>th</sup>, he made a motion to approve the 2021 Priority Ranking Recommendation. The members discussed the Referral for Healthcare Service category and deferred to the PCN 16-20 which shows the category to be a support service as opposed to a Core Medical service category. The members agreed that the committee should conduct a second vote to remove the category from core and place it under Support Services. Robert and Chris rescinded their first and second motions regarding the 2021 Priority Ranking Recommendation. The committee agreed to maintain the normal meeting scheduled for the month of August. The P&P committee will vote at the committee's regular meeting. The members discussed having an additional meeting's to complete the process and options to vote. Mr. Henry clarified that corrected ballots can go out to both P&P and CCC committee members; the final vote can be completed by the P&P committee.
- c. **Allocations Committee:** Glenda Blackmon Johnson reported that the committee met on July 27, 2020. The AA presented the partial Award Allocations; the Part A/MAI/Part B/State Services/Rebate. The AA provided a spreadsheet which included the Original FY 2020 Allocation Projection from the PC; the FY 2020 Actual Award and the Variance.
- d. **Evaluation Committee:** Pamela Green RN, Chair, reported the committee met on July 28<sup>rd</sup>, and established quorum and approved the June 23 minutes; received a report on the reflectiveness; four seats available. Justin provided an overview of the CQM work that pertained to service categories and viral suppression. The committee discussed implementation of a quantifiable process into the service category questionnaire. She thanked Karin Petties for her participation in the meeting for offering information regarding the survey input. Next meeting will be August 25, 2020. The committee members agreed at the next committee meeting they will discuss questions from several agencies client surveys. The committee goal is to have the questionnaire completed by October.
- e. **Consumer Council Committee:** Auntjuan Wiley, Chair, reported the committee met on July 23<sup>rd</sup>, and established quorum. The committee received a presentation from Justin M. Henry, RWPC Planner regarding the Core and Supportive Services for the PRSA process. Ballots were sent to the members with a due date of July 28, 2020.

VIII. **Approval of the August 12, 2020, RWPC Agenda:** *John Dornheim opened the floor for a motion to accept the agenda with the following amendments: **Removal of .B and C. Recommendations for the Priority Ranking and the Allocation Committee's Endorsement Action Items.** Robert Lynn made a motion to approve the August 12, 2020 RWPC meeting agenda with the amendments. Pam Green RN seconded the motion. The motion passed.*

IX. **New Business:** N/A.

X. **Adjournment:** Pam Green, RN *made a motion to adjourn. Pam Green, RN the motion. The motion passed*

*unanimously.*

The meeting was adjourned at 3:00 p.m.

Submitted by:

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
Date

Draft Certified by:

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

\_\_\_\_\_  
Date

Final Approval by:

\_\_\_\_\_  
John Dornheim, Chair  
Auntjuan Wiley, Vice Chair  
Vacant, Vice Chair

\_\_\_\_\_  
Date

**Due to COVID-19**  
**Until Further Notice**  
NEXT SCHEDULED MEETING  
**Wednesday, September 2, 2020 @ 2:00 PM**  
Will be held via TELE-Conference  
**Dallas County Health and Human Services Building**



## Needs Assessment Committee

July 21, 2020

Charge: To oversee the development and implementation of the needs assessment process to identify the needs, barriers to care, and gaps in service in the HIV community and develop a comprehensive plan in line with the priority goals of the Ryan White Planning Council.

### MEMBERS PRESENT

Lionel Hillard	Gary Benecke	John Dornheim
Christopher Webb, Chair	Amanda S. Evans M.D.	Hosea Crowell
Karin Petties, Vice Chair	Shirley Rivers	Linda Freeman

### MEMBERS ABSENT

Kendra Tevis	Jacobi Hunter-Wright	Helen E. Turner
Donna Wilson		

### RWPC STAFF PRESENT

Justin M. Henry, RWPC Planner Manager	Glenda Blackmon-Johnson, RWPC
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### GRANTS MANAGEMENT STAFF PRESENT

Sonya Hughes, Assistant Director, Oscar Salinas, QM Supervisor, David Kim, Program Monitor

### OTHERS PRESENT

Miranda Grant, AIN	Dwight Harry, ASD
Latonjala Moffat	Chrissy Gilliam, DCHHS EHE
Donaija Moore, DCHHS EHE	Dominick Taylor, DCHHS EHE

- I. **Call to Order:** Christopher Webb, Needs Assessment Chair, opened the meeting at 2:01 p.m.
- II. **Certification of Quorum:** Quorum was established at 2:09 by Christopher Webb and certified by Glenda Blackmon Johnson, RWPC Manager.
  - d. GoToMeeting-Housekeeping rules:
    - Mute volume unless speaking
    - Vote in the chat box for recording keeping
    - Identify yourself before speaking
- III. **Introductions/Announcements:**
  - a. For information regarding the emergency housing assistance program check the Dallas County website under the COVID-19 link.
  - b. Resource Center Dallas has opened its Breakfast and To-Go-Meals program
  - c. The committee mourns the loss of Isaiah Henry & sends condolences to his family.
- IV. **Approval of May 19, 2020 Meeting Minutes:** *The motion to approve the Needs Assessment Committee minutes was made by John Dornheim; seconded by Lionel Hillard. The motion passed unanimously.*
- V. **Office of Support:** Needs Assessment Committee membership = 13 members and 12 vacancies; RWPC membership = 24 members and 50% non-aligned members. Jonathan Thorne relinquished his membership with the committee due to personal pursuits.
- VI. **Reducing Stigma:** *Cultural Humility Online Curriculum.* Karen mentioned the most recent Needs Assessment from which the committee could develop actionable items. She referred to the section about stigma and to tangible efforts such as trainings, meaningful opportunities to address stigma. She deferred to the handbook put out by (AETC) which includes videos and lessons to be used for training; there is an online curriculum. The committee created a chart of actionable items from the 2019 Needs Assessment Report. The document is supposed to be a living document and the goal is to track accomplishments and gauge what needs to be done. She mentioned that HRSA released an application stemming around technical assistance and recommended committee engagement

Needs Assessment Committee Meeting

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with the recipient of the Award. She recommended the committee reengage with the committee's chart; take a look at stigma, hear from people who experience stigma. She offered to obtain tool kits by the next meeting. She asked the members to discuss the topic of stigma.

The member expanded their discussion regarding Prevention Needs identified and opportunities to collaborate:

- The committee identified eight providers in the Dallas EMA receiving prevention funds.
- The committee outlined the services provided by the eight providers.

Transgender Needs Identified and opportunities to collaborate and methods to approach the priority population:

- Suggested the committee make recommendations for the "How Best to Meet the Need". The committee suggested incorporating specialty clinics into service delivery and best practices; provider representation, hyper-masculinity conversations when making contact to the transgender community. Stigma with the family household and its impact with underlying mental illness; increased rates of sexual abuse and trafficking (*ref to page 17 of the Cultural Humility & Reducing Stigma*); increased rate of abuse and STIs in children.

*It was suggested to revisit Stigma-Messaging-Social Media: to allow further discussion.*

- *Helen Turner will collect some data regarding stigma in the community. The committee discussed the new look of stigma being associated with COVID-19. Messaging needs to be tailored to audiences with the highest rates of transmission: the committee agreed it will collective effort. Dissuasion continued regarding Addressing racial disparities: Mr. Webb reported he contacted the Houston EMA regarding their Project (Learning, Empowerment, Advocacy, and Participation) LEAP program. The Project LEAP curriculum addresses stigma. The committee discussed partnering with the Consumer Council Committee to have ongoing consumer training and conducting forums.*

**VII. The Entire Community's Voices:** *African American Women; Transgender; Target population feels marginalized; sensitivity committee option to maintained this top on the agenda; highlighted distinctions between transgender and black women; the discussion incorporated diversity training needs for organizational culture, program staff and the transgender client; outreach to UT Southwestern. Discussion included suggestion to identify trainings or institutions that have employed diversity initiatives regarding the transgender population.*

**VIII. New Business:** Isaac Henry, former participant with the RWPC passed away.

**IX. Adjournment:** *Lionel Hillard motioned to adjourn. Karen Petties seconded the motion. The motion passed unanimously. The meeting ended at 3:15 p.m.*

*Submitted by:*

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
Date

*Draft Certified by:*

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

\_\_\_\_\_  
Date

*Final Approval by:*

\_\_\_\_\_  
**Christopher Webb, Chair**  
**Karin Petties, Vice Chair**

\_\_\_\_\_  
Date

Due to COVID-19; until further notice

NEXT SCHEDULED MEETING

August 18, 2020 2:00 PM

Will be held via TELE-CONFERENCE

Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX

## PLANNING AND PRIORITIES (P&P) COMMITTEE

July 15, 2020

### Minutes

**Charge:** To oversee the development and implementation of a process to identify needs and barriers, keep the assessment of needs current, and develop a comprehensive plan to implement the priority goals of the Planning Council.

#### COUNCIL MEMBERS PRESENT

Robert Lynn, Chair	Christopher Webb	Helen Zimba
Robert McGee II	Korey Willis	
Venton C. Hill-Jones	Lori Davidson	Laticcia Riggins

#### COUNCIL MEMBERS ABSENT

Donna Wilson	Woldu Ameneshoa	John Dornheim
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#### RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator	Justin Henry, RWPC Planner
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#### GRANTS MANAGEMENT STAFF PRESENT

Carla Jackson, Program Monitor	David Kim, Program Monitor
Angela Jones, Quality Assurance Advisor	Oscar Salinas

#### OTHERS PRESENT

Helen E. Turner	Joni Wysocki, AIN Inc.	James Wright
Hosea Crowell, AIN Inc.	Del Wilson, RCD	

- I. **Call to Order:** Robert Lynn, Planning & Priorities Chair, called the meeting to order at 9:01 a.m.
- II. **Certification of Quorum:** Quorum was established by Justin Henry, RWPC Planner, and certified by Robert Lynn.
- III. **Introductions/Announcements:** *See New Business for Announcements.*
  - GoToMeeting-Housekeeping rules:
    - *Mute volume unless speaking*
    - *Vote in the chatbox for recording keeping*
    - *Identify yourself before speaking*
- IV. **Approval of the June 17, 2020 Minutes:** *Christopher Webb motioned to accept the Planning & Priorities minutes. Lori Davidson seconded the motion. The motion passed.*
- V. **Approval of the June 24, 2020 Minutes:** *Lori Davison motioned to accept the Planning & Priorities minutes. Korey Willis seconded the motion. The motion passed one abstention.*
- VI. **Office of Support Report:** Annie Sawyer-Williams reported on the Planning & Priorities Committee membership reflectiveness did not change; RWPC has 24 members with 50% non-aligned.

Justin M. Henry announced the National Ryan White Conference will be conducted *virtually* this year and encouraged everyone to register before registration closes on 7.31.2020.

The chair re-iterated the importance of the committee meeting attendance especially over the last two months where additional PRSA meetings were scheduled and he thanked everyone for their participation.
- VII. **Dallas HIV Task Force/Fast Track Cities Meeting:** Venton reported that the HIV Task Force did not

Planning and Priorities Committee Meeting

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meet in the month of July 2020 but will meet on the second Tuesday, August 2, 2020 via virtual meeting. Additionally, that the ***US Fast-Track Cities Virtual Implementation Planning Training – Dallas County*** which will take place at **12:00pm – 5pm CST., Thursday, July 30, 2020**. He has advocated to DSHS for a status update regarding feedback not yet received by community stakeholders nor Dallas County about the DCHHS Ending the Epidemic (EHE) plan submitted on March 31, 2020. Further, that the updated EHE plan is due December 31, 2020.

- VIII. **Discussion on Vision Care:** The chair called member's attention to Houston's Vision Care Program document enclosed in the meeting material packet. Briefly, discussed the key details: program administration; data collection and more. Further, he indicated was that perhaps the AA could provide data from ARIES for the Dallas EMA; also noted, according to Houston, was that corrective lens, glasses and contacts are not an allowable use of the funds in this program however emergency financial and health insurance could help; Houston's Part A and Part B state funds are used for optometric and ophthalmic care. He charged members to review and note the information to prepare to revisit the topic when the work begins for updates to the **"How Best to Meet the Need"** document.

Justin interjected that vision care according to ARIES is a subset of Outpatient Medical Care under specialty care. Also, to look in the capacity for the vision care service, perhaps to see if the AA has someone to reach out to regarding vision care. Committee discussed the need for data and to make a request for more tracking for the vision care service in ARIES. Helen identified the University of Houston as a possible source for data.

Joni Wysocki, AIN Inc. – mentioned that the AHF Medical City Clinic refers all patients for dental and vision care services and to contact Jonathan Cowan, Practice Manager for more information.

- IX. **Review of the Priority Setting Process:** Mr. Henry briefed the committee regarding the support service categories to be covered in this training and projected that the training wrap-up would occur at the next meeting. He asked if there were questions and began the training review of the data sheets. He gave the committee an overview of the Fiscal Year 2021 Priority Setting and Resource Allocations process. For the planning process, members of the Allocations, Planning & Priorities (P&P), and the Consumer Council Committee (CCC) will each receive the guide, which is updated to reflect current trends in the consumer population and changes in policy that would affect the way the Ryan White Planning (RWPC) priorities services and allocates resources in the Dallas Planning Area (DPA).

The committee reviewed and discussed the Support Service for Home Delivered Meals/Congregate Meals, Housing (State Services); Housing Based Case Management, Respite Care for Children, Youth and Adolescents and the Datasheets for the PSRA process which consists of:

- Service Category/HRSA Definition
- Historical Priority Ranking
- Needs Assessment Data
  - Consumer Survey Data
  - Unmet Need Estimates
  - Focus Group Information (problems with access quality)
  - Key Informant and Provider Profiles (Perspectives and Capacity)
- Client Utilization Data
- Fiscal Year Data-Expenditures and Allocations for Part A & MAI, Part B and State Services and State Rebate
- Priority Population Data (Black women, LatinX, MSM, Transgender, and Youth)
- How Best to Meet the Priority

Justin explained that in preparation for the next meeting. Everyone will receive a blank ballot for core medical and support services and MAI, fill out the ballot and email it back. He mentioned that the P&P votes are tally as an individual vote and CCC vote will be aggregated as one vote and it will be weighed against the P&P committee vote.

- X. **New Business:** Does anyone know anything or have data about the DCHHS COVID -19 Contact Tracing Program? To include information about testing. DCHHS is in the process of setting up the program. DCHHS is in the process of setting up the office and hiring program personnel. The committee discussed having another committee meeting and agreed on Wednesday, July 22nd at 9:00 am.
- XI. **Adjournment:** *Christopher Webb motioned to adjourn. Helen Zimba seconded the motion. The motion passed unanimously.*

The meeting was ended at 10:38 a.m.

*Submitted by:*

\_\_\_\_\_  
Annie Sawyer-Williams, Coordinator

\_\_\_\_\_  
Date

*Draft Certified by:*

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

\_\_\_\_\_  
Date

*Final Approval by:*

\_\_\_\_\_  
**Robert Lynn, Chair**  
**Vacant, Vice Chair**

\_\_\_\_\_  
**Date**

**Due to COVID-19**  
**Until Further Notice**  
**NEXT SCHEDULED MEETING**  
Wednesday July 22, 2020, 9:00 a.m.  
**will be held via GoToMeeting Conference**  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX

## PLANNING AND PRIORITIES (P&P) COMMITTEE

### July 22, 2020 Minutes - PRSA Additional Meeting

**Charge:** To oversee the development and implementation of a process to identify needs and barriers, keep the assessment of needs current, and develop a comprehensive plan to implement the priority goals of the Planning Council.

#### COUNCIL MEMBERS PRESENT

Robert Lynn, Chair	John Dornheim	Helen Zimba
Woldu Ameneshoa	Korey Willis	Lori Davidson
Christopher Webb	Donna Wilson	

#### COUNCIL MEMBERS ABSENT

Robert McGee II	Venton C. Hill-Jones	Laticcia Riggins
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#### RWPC STAFF PRESENT

Glenda Blackmon Johnson, RWPC MGR	Justin Henry, RWPC Planner
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#### GRANTS MANAGEMENT STAFF PRESENT

David Kim, Program Monitor

#### OTHERS PRESENT

Hosea Crowell, AIN Inc.	Joni Wysocki, AIN Inc.	Helen E. Turner
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- I. **Call to Order:** Robert Lynn, Planning & Priorities Chair, opened the meeting at 9:05 a.m., officially called order at 9:28 am.
- II. **Certification of Quorum:** Quorum was established by Robert Lynn and certified by Justin Henry, RWPC Planner.
- III. **Introductions/Announcements:** Comprehensive Energy Assistance Program 214-819-1848 and Emergency Housing Assistance Programs are open, additional information can be found at the Dallas County website.
  - Helen E. Turner expressed concerns, as a consumer that people are sick enough to be hospitalized and they are walking among us; and regarding COVID-19, she explored all internal and external entities/committees to continually look into the HIV Community's needs such as testing; systems to promote safety. She announced that there is an approved Research Study for Vaccine for approximately 30,000 people age 18-75. For more information [Google COVID Studies](#)
  - Helen Zimba announced Dallas Family Access Network at UT Southwestern has hired staff to conduct COVID-19 testing for people living with HIV.
- IV. **Review of the Priority Setting Process:** Mr. Henry thanked all participants. The committee reviewed and discussed the Data Sheets for Supportive Services: Linguistics, Respite Care; Childcare and Outreach Services for the PSRA process which consists of:
  - Service Category/HRSA Definition
  - Historical Priority Ranking
  - Needs Assessment Data
    - Consumer Survey Data
    - Unmet Need Estimates
    - Focus Group Information (problems with access quality)
    - Key Informant and Provider Profiles (Perspectives and Capacity)
  - Client Utilization Data
  - Fiscal Year (2017-2020) Data-Expenditures and Allocations for Part A & MAI, Part B and State Services and State Rebate
  - Priority Population Data (Black women, LatinX, MSM, Transgender, and Youth)
  - How Best to Meet the Priority

The committee discussed & agreed to wrap up details as follows: The PRSA ballot with a quick guide sheet will be emailed to P&P members today. The P&P member will need to return their ballots to Justin by July 28, 2020. The P&P committee will have its final PRSA meeting on 7.29.2020 at 9:00 to receive the Priority report and

V. **New Business:** N/A.

VI. **Adjournment:** *John Dornheim motioned to adjourn. Lori Davidson seconded the motion. The motion passed unanimously.*

The meeting was ended at 10:15 a.m.

*Submitted by:*

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
Date

*Draft Certified by:*

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

\_\_\_\_\_  
Date

*Final Approval by:*

\_\_\_\_\_  
**Robert Lynn, Chair**  
**Vacant, Vice Chair**

\_\_\_\_\_  
**Date**

Due to COVID-19 Until Further Notice  
PRSA Additional Meeting SCHEDULED  
**Thursday, July 29, 2020, 9:00 a.m. – ACTION ITEM**  
Will be held via TELE-CONFERENCE  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX

Due to COVID-19 Until Further Notice  
NEXT SCHEDULED MEETING  
**Wednesday, August 19, 2020, 9:00 a.m.**  
Will be held via TELE-CONFERENCE  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX



# PLANNING AND PRIORITIES (P&P) COMMITTEE

July 29, 2020 - PRSA Vote Outcome/Recommendation

## Meeting Minutes

**Charge:** To oversee the development and implementation of a process to identify needs and barriers, keep the assessment of needs current, and develop a comprehensive plan to implement the priority goals of the Planning Council.

### COUNCIL MEMBERS PRESENT

Robert Lynn, Chair  
Korey Willis  
Donna Wilson

Helen Zimba  
Lori Davidson

Woldu Ameneshoa  
Christopher Webb

### COUNCIL MEMBERS ABSENT

Robert McGee II  
John Dornheim

Venton C. Hill-Jones

Laticcia Riggins

### RWPC STAFF PRESENT

Glenda Blackmon Johnson, RWPC MGR

Justin Henry, RWPC Planner

### GRANTS MANAGEMENT STAFF PRESENT

### OTHERS PRESENT

Hosea Crowell, AIN Inc.  
David Becker

Mark Edgell  
Kellie Norcott, PHHS

Helen E. Turner  
Miranda Grant, AIN

- I. **Call to Order:** Robert Lynn, Planning & Priorities Chair, called the meeting at 9:04 a.m.
- II. **Certification of Quorum:** Quorum was established by Robert Lynn and certified by Justin Henry, RWPC Planner.
- III. **Introductions/Announcements:**
  - An invitation was extended to join the ***US Fast-Track Cities Virtual Implementation Planning Training – Dallas County*** faculty, specifically as a panelist for the **Leadership Roundtable Discussion** session which will take place at **12:00pm – 5:00pm CST on Thursday, July 30, 2020**.
  - REMINDER – to Register for the 2020 National Ryan White Conference on HIV Care and Treatment. Registration closes July 31, 2020
  - Robert Lynn, Chair extended a gracious “thank you” to committee members for their time, commitment and participation with the additional meeting during the month of July.
- IV. **Approval of the July 22, 2020 Minutes:** Christopher Webb motioned to approve the minutes. Helen Zimba seconded. The motion passed.
- V. **Review of the Priority Setting Process/Priority Ranking/Vote Outcome:** Mr. Henry thanked all participants for their vote submissions. And, discuss the ballot submission outcome. He illustrated how the CCC committee’s vote was aggregated to the ballot and presented the final outcome for the FY 2021 Priority Ranking of the service categories as follows:

Core Medical Services - Parts A, B, State Services, Rebate FY 2021 Priority Setting Process Final Rankings	Rank 1 - 14
Service Category	FY 2021 Rank
Outpatient Ambulatory/Health Services	1
Oral Health Care	3
Mental Health	2
Medical Case Management	5

AIDS Pharmaceutical Assistance	4
Substance Abuse	7
Health Insurance and Cost Sharing Assistance	8
Early Intervention Services	6
Home and Community Based Health Care	12
Home Health Care	11
Medical Nutrition Therapy	13
Hospice Care	14
Referral for Health Care and Support Services	10
AIDS Drug Assistance Program	9

<b>Support Services - Parts A, B, State Services, Rebate FY 2021 Priority Setting Process Final Rankings</b>	<b>Rank 1 - 14</b>
<b>Service Category</b>	<b>FY 2021 Rank</b>
Food Bank	1
Case Management	2
Medical Transportation	3
Housing-Based Case Management	4
Emergency Financial Assistance	6 (t)
Outreach – Lost to Care	8
Congregate Housing	5
Other Professional Services (Legal Services)	9
Home Delivered Meals	6 (t)
Health Education/Risk Reduction	14
Respite Care for Adults	10
Day Respite Care for Children/Youth/Adults	13
Child Care Services	11
Linguistic Services	12

<b>Minority AIDS Initiative (MAI) FY 2021 Priority Setting Process Final Rankings</b>	<b>Rank 1 - 5</b>
<b>Core Medical Services</b>	<b>FY 2021 Rank</b>
Outpatient Ambulatory/Health Services	1
Oral Health Care	2
AIDS Pharmaceutical Assistance	3
Medical Case Management	4
Substance Abuse	5
<b>Support Services</b>	<b>FY 2021 Rank</b>
Food Bank	1
Non-Medical Case Management	3
Medical Transportation	2

The members presented follow up questions.

- VI. **2021 Service Category Priority & Rank Recommendation:** Robert Lynn, Chair opened the floor for a motion to approve and recommend the FY 2021 Service Category Priority Rankings to the executive committee to forward to the planning council for final approval. Christopher Webb made the motion. Lori Davidson seconded. The motion passed.

VII. **New Business:** N/A.

VIII. **Adjournment:** Christopher Webb *to adjourn. Lori Davidson seconded the motion. The motion passed unanimously.*

The meeting was ended at 9:37 a.m.

*Submitted by:*

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
Date

*Draft Certified by:*

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

\_\_\_\_\_  
Date


*Final Approval by:*

\_\_\_\_\_  
**Robert Lynn, Chair**  
**Vacant, Vice Chair**

\_\_\_\_\_  
**Date**

Due to COVID-19 Until Further Notice  
NEXT SCHEDULED MEETING  
**Wednesday, August 19, 2020, 9:00 a.m.**  
Will be held via TELE-CONFERENCE  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX

ALLOCATIONS COMMITTEE		
July 27, 2020 Minutes		
Charge: Develop recommendations for distribution of funds among priority goals using all available information regarding community and agency needs, current funding for HIV services, and trend data; develop recommendations for service category allocations. Recommendations for service category allocations will include how best to meet each established priority.		
MEMBERS PRESENT		
Kelly Richter, Chair Naomi Green	Lionel Hillard	James Wright, Vice Chair
MEMBERS ABSENT		
Jacobi Hunter-Wright Buffie Bogue	Phillip Scheldt	James Kleitches
RWPC STAFF PRESENT		
Glenda Blackmon-Johnson, RWPC Program Manager	Justin M. Henry, RWPC Planner	
Wanda Scott, Grants Manager Mohammed Husain, Program Monitor	Sonya Hughes, Assistant Director	David Kim, Program Monitor
OTHERS PRESENT		
Dwight Harry, ASD Karin Petties, Prism Health	Pam Barnes, HSNT	Kellie Norcott, PHHS

- I. **Call to Order:** Kelly Richter, Allocations Chair, called the meeting to order at 4:03 p.m.
- II. **Certification of Quorum:** Quorum was established by Kelly Richter, Chair and certified by Glenda Blackmon-Johnson, RWPC Manager.
- III. **Introductions/Announcements:** 2020 National Ryan White Conference on HIV Care & Treatment will be held virtually this year August 11, 2020 through August 14, 2020. Registration closes on July 31, 2020.
- IV. **Approval of the May 18, 2020 Minutes:** *James Wright motioned to accept the Allocations Committee minutes. Lionel Hillard seconded the motion. The motion passed unanimously.*
- V. **Office of Support:** RWPC manager reported on the Allocations Committee membership totals 7 members and there is no change with the RWPC membership reflectiveness; there are 24 members with 50% of non-aligned.
- VI. **Part A/MAI/Part B/State Services Expenditure Reports:** Wanda Scott, Grants Manager, on behalf of the Administrative Agency presented the report for the FY 20-21 allocations and expenditures based on the Actual Award. The report detailed programmatic allocations and expenditures for 20-21 Part A/MAI/Part B/State Services partial & full awards. Programmatic Spreadsheet reflected partial award allocations and expenditure percentage:
  - Part A Formula - 4<sup>th</sup> month 2020 partial award allocation = \$3,043,592.75 expenditure YTD \$2,374,989.71 = **78.03 percent**.
  - MAI - 4<sup>th</sup> month 2020 partial award allocation = \$249,973.00 expenditure YTD 226,353.78 = **90.55 percent**.
  - Part B Formula - 4<sup>th</sup> month 2020 partial award allocation = \$974,232; expenditure YTD 258,862.49 = **(26.57 percent)**.
  - State Rebate and ADAP - 4<sup>th</sup> month 2020 partial award allocation = \$360,586; expenditure YTD = 72,815.42 **(20.14 percent)**  
 *She noted that any unexpended funds for 2020 partial award will rollover to the 2020 full award.*
  - State Rebate and ADAP - FY 2019 allocation = 1,582,154.00 expenditure YTD **976,699.35 =61.73 percent** (ends 8/31/2020)
  - State Services - FY 2019-2020 allocation = 1,587,035.00 = **100.00 percent**.

She explained how the 2020 actual award allocations aligned with the PC's 2020 Allocations during the 2019 Program year; highlighted the scheduled date (August for commissioner's court approval. Further, she pointed out distinctions regarding core medical and support services.

The RWPC Manager reviewed and discussed the FY 2019 PRSA Allocation projection for FY 2020-2021. Also, to remind members as it pertain the expenditure data available and used to make the FY 2020 allocation projection. Wanda continued to report the **Fiscal Update Overview** for the FY 2020 actual award:

- Part A Formula and Part A Supplemental 2020 actual award = \$14,497,843 with Service Category Priority Rank and allocation percentages.
  - MAI - 2020 actual award = \$1,324,246 with Service Category Priority Rank and allocation percentages.
  - Part B Formula - 2020 actual award = \$3,190,358 with Service Category Priority Rank and allocation percentages.
  - State Rebate and ADAP - 2020 actual award = \$1,156,671 with Service Category Priority Rank and allocation percentages.
  - Part A COVID-19 2020 actual award = \$970,865
- ✦ *She noted that part B and State Rebate the full award was received however the Project Officer requested special provision because the Request for Proposal and contracts that were not executed, partial awards were allocated for continuity of services. Allocation updates will be reported in August 2020*

The final spreadsheet presented reflected the PC's projection vs the actual award and the variance which indicated that the actual award was lower than the PC's approve projection. The committee discussed the allocation method details; dollars verses percentages; added steps in the process, the benefit and value impact. The committee discussed the reflection of program income on the reports; tracking, utilization, HRSA policy guidance; presenting information regarding service categories that generate program income.

A Sub-recipient Guest presented concerns regarding excessive funding in some categories and insufficient funding in other categories; concerns about financial impact to the organizational operations with its current allocations; concerns about a reallocation for resolve. The chair acknowledged the concern and rebuffed conversation engagement; deferred to the administrative agency as the concerns were beyond the scope of the committee's charge.

- VII. **Recommendation to Endorse:** Recommendation to Endorse FY 20-21 Part A/MAI/Part B/State Services Rebate Allocations based on the Actual Award. Lionel motioned to accept the recommendation as written. James Wright seconded the motion. The motion passed.
- VIII. **New Business:** None
- IX. **Adjournment:** *James Wright motioned to adjourn. Lionel Hillard seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 5:05 p.m.

Submitted by:

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
Date

Certified by:

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

\_\_\_\_\_  
Date

Final Approval by:

\_\_\_\_\_  
Kelly Richter, Chairperson  
James Wright, Vice Chair

\_\_\_\_\_  
Date

**Due to COVID-19**  
**NEXT SCHEDULED MEETING**  
Monday, August 24, 2020 at 4:00 pm  
Will be held via TELE-CONFERENCE  
Dallas County Health and Human Services Building

EVALUATION COMMITTEE July 28, 2020 Minutes		
<b>Charge:</b> Evaluates whether sub-recipient services coincide with set service priorities, and evaluates the performance of the Administrative Agency and the Planning Council according to the goals of the Council.		
MEMBERS PRESENT		
Gary Benecke Jonathan Thorne	Del Wilson, Vice Chair Helen E. Turner, CCC Liaison Pamela J. Green RN, Chair	Louise Weston-Ferrill Darius Ahmadi Leonardo Zea
MEMBERS ABSENT		
Phillip Scheldt	Louvenia Freeman	LaShaun Shaw
RWPC STAFF PRESENT		
Glenda Blackmon Johnson RWPC Manager	Justin M. Henry, RWPC Health Planner	
GRANTS MANAGEMENT STAFF PRESENT		
David Kim, Program Monitor		
OTHERS PRESENT		
Miranda Grant, AIN Karin Petties, Prism Health	Linda Freeman Hosea Crowell, AIN Joni Wysocki	Naomi Green

- I. **Call to Order:** Pamela Green RN, Evaluation Committee Chair, called the meeting to order at 3:02 p.m.
- II. **Certification of Quorum:** Quorum was established by Pamela Green RN and certified by Justin M. Henry, Ryan White Planning Council (RWPC) Planner.
- III. **Introductions and Announcements:** N/A.
- IV. **Approval of June 23, 2020 Minutes:** *Gary Benecke motioned to approve the June 23, 2020 minutes. Del Wilson seconded the motion. The motion passed with two (Larry & Darius) abstention.*
- V. **Office of Support Report:** Justin Henry, RWPC planner reported the Evaluation Committee membership reflectiveness is at 11 members. No changes to the committee membership. The RWPC membership reflectiveness is at 24 members with 50% non-aligned members. Further, he informed members that the P&P committee's final PRSA activities will be conducted on Wednesday, 7.29.2020. Also, that the Ryan White Conference will launch on August 11-14, 2020; registration closes on Friday, 7.31.2020. No charge for the conference. He extended an invitation join the ***US Fast-Track Cities Virtual Implementation Planning Training – Dallas County 12:00pm – 5:00pm CST on Thursday, July 30, 2020.***

**Next steps for the Outcome Evaluation Model:** The committee discussed their review of the questionnaires which did not relate to services provided by RW but related primarily to satisfaction type of questions. The committee concluded there to be opportunity to develop specific questions to selected criterion. The committee discussed collaborative efforts with the needs assessment committee with regard to the recently developed needs assessment document. Members confirmed their review of the document. The discussion briefly addressed the sample questionnaires from the New York and Philadelphia Groups.

Members briefly discussed the restoration and alignment of the HRSA Performance Measures used to look at the efficacy and quality of care.

Mr. Henry reviewed the Algorithm Chart (*Service Utilization vs. Viral Suppression: A Model to Evaluation Effectiveness of Service Categories (Draft)*) Members discussed considerations about the data as it relates to effectiveness. Mr. Henry discussed the Model created by the quality management team. He explained the logic for gathering the data. The committee conducted a robust discussion regarding data needs, demographics, evaluation methodologies and viral loads and suppression; service categories; key tasks within service categories; sub-populations and narrowing in the focus to the needs assessment where the work can be done. *The committee discussed the development of purpose statement.*

Karin Petties, Vice Chair, of the Needs Assessment Committee was asked to tie in details related to the Evaluation purpose. She offered suggestions pertaining to measurable, quantifiable action steps; service gaps and concerns; external review option; and leveraging resources.

Helen offered details Syndicate projects underway. On behalf of the Syndicate, the Affinity Group for Black Women has been charged with handling Stigma Messaging which includes online education and the development of a Social Media tool-kit. She extended an invitation to join the group.

The committee discussed the task of developing a statement and consideration to conduct a separate meeting to continue the evaluation model discussion and to have the questionnaire (*to evaluation patient satisfaction based on the service categories*) developed by October 2020.

Ms. Green assigned the committee homework: to think about an appropriate mission statement and to develop 5-6 questions that are specific to each of service categories and to include individuals in and out of the Ryan White Service System to utilize for the client satisfaction in the EMA. The committee agreed

**VI. New Business:** N/A.

**VII. Adjournment:** *Gary Benecke motioned to adjourn. Leo seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 4:09 p.m.

*Submitted by:*

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
Date

*Draft Certified by:*

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

\_\_\_\_\_  
Date

*Final Approval by:*

\_\_\_\_\_  
**Pamela Green RN, Chairperson or  
Del Wilson, Vice-Chairperson**

\_\_\_\_\_  
**Date**

Due to COVID-19  
Until Further Notice  
NEXT SCHEDULED MEETING  
Tuesday, August 25, 2020 3:00 PM  
Will be held via TELE-CONFERENCE  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207



## CONSUMER COUNCIL COMMITTEE MEETING MINUTES

July 23, 2020  
PRSA Training

**Charge: Empowering consumers through education by providing the tools and knowledge to interact with those individuals and committees that affect categorical service delivery of the Ryan White Treatment Modernization Act, including the Texas Department of State Health Services (DSHS).**

### MEMBERS PRESENT

Auntjuan Wiley, Chair	Sattriona Nyachwaya, FT Liaison	Robert L. McGee II
Helen E. Turner	David C. Becker	John Dornheim
Alexander Deets	Donna Wilson, Vice Chair	Lionel Hillard
Helen Zimba	Linda Freeman	

### MEMBERS ABSENT

Julie Jackson	Ricky Tyler	Jamie Collins
Julie Wilson Caldwell	Jonnita L. Brown	

### COUNCIL STAFF PRESENT

Glenda Blackmon Johnson, RWPC Manager	Justin Henry, RWPC Planner
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### GRANTS MANAGEMENT STAFF PRESENT

Sonya Hughes, Assistant Director	David Kim, Program Monitor
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### OTHERS PRESENT

Douglas, Prism Health	Mark Edgell, Legal Hospice	Hosea Crowell, AIN Inc.
Jena Benik, ViiV Healthcare		

- I. **Call to Order:** Auntjuan Wiley, Chair, called the meeting to order at 12:05 p.m.
- II. **Certification of Quorum:** Quorum was established and certified by Auntjuan Wiley and certified by Glenda Blackmon Johnson, RWPC Manager.
- III. **Introductions/Announcements:** Helen announced that Texas Organizing Project will host a Virtual Memorial Ceremony to Honor Isaac Henry on Friday July 24, 2020 at 6:00 pm. Mr. Henry was a beloved leader and active member within our community,
- IV. **Approval of the April 23, 2020, June 25, 2020 Minutes:** *John Dornheim motioned to accept the minutes. John Dornheim seconded the motion. Motion passed unanimously.*
- V. **Review of the Priority Setting Process:** Justin M. Henry, RWPC Planner thank everyone for their participation with the PRSA training and gave the committee an overview of the Fiscal Year 2021 Priority Setting and Resource Allocations process. The following service category Data Sheets were presented for review and discussion: **Housing(State Services), Housing Based Case Management, Adult Respite Care Services, Linguistic Services, Outreach Service, Childcare Services, Health Education Risk Reduction, Emergency Financial Assistance, Other Professional Services (Legal Services), AIDS Drug Assistance Program (ADAP), Referral for Healthcare**

#### **Background:**

For this planning process, members of the Allocations, Planning and Priorities (PPP), and the Consumer Council Committees (CCC) will each receive this guide, which is updated to reflect current trends in the consumer population and changes in policy that would affect the way the Ryan White Planning Council (RWPC) prioritizes services and allocates resources in the Dallas Planning Area (DPA). The guide is organized to outline specific data needed to complete the priority setting and resource allocation process. For this planning year, multiple data sources are used for decision-making. The criteria were as follows:

- 2019 Comprehensive HIV Needs Assessment
- Client utilization data from ARIES
- FY 2019 expenditure data

#### **Things to Remember:**

- There is no one right way to set priorities.
- Emphasis must be on sound practice rather than merely meeting legislative requirements.
- Priority setting and resource allocation is the responsibility of the whole planning body.

#### **Dallas Planning Area:**

The Ryan White Planning Council of the Dallas Area (RWPC) is responsible for HIV service planning for the:

- Dallas Eligible Metropolitan Area (EMA)
- Dallas HIV Services Delivery Area (HSDA)
- Sherman-Denison HSDA

#### **Client Utilization:**

- One of the criteria used in the priority setting and resource allocations process.
- Data can be analyzed in a variety of ways,
- Data can be affected by several factors.

#### **Expenditures:**

- Fiscal Year Data-Expenditures and Allocations for Part A & MAI, Part B and State Services, and State Rebate.

For the planning process, members of the Allocations, Planning & Priorities (P&P), and the Consumer Council Committee (CCC) will each receive the guide, which is updated to reflect current trends in the consumer population and changes in policy that would affect the way the Ryan White Planning (RWPC) priorities services and allocates resources in the Dallas Planning Area (DPA). This planning year, multiple data sources are used for decision making. The criteria were as follows:

- 2019 Comprehensive HIV Needs Assessment
- Client Utilization data from ARIES
- FY 2019 expenditure data
- A prioritization table containing needs, use, and accessibility sources for each service categories

Each year the Ryan White Planning Council (RWPC) is charged with establishing priorities for the following fiscal year. This process gives an idea of what was done in the past and what can be done in the future. The decision-making process will consist of committee members individually assigning each service category a number for Part A, Part B, State Services, and Minority AIDS Initiative (MAI).

The RWPC of the Dallas area is responsible for HIV service planning for the:

- Dallas Eligible Metropolitan Area (EMA)
- Dallas HIV Services Delivery Area (HSDA)
- Sherman-Denison HSDA

In total, the EMA and two HSDAs comprise 12 counties. The Dallas EMA and the Dallas HSDA both include Collin, Dallas, Denton, Ellis, Hunt, Kaufman, and Rockwall counties. The EMA also

includes Henderson County and the Dallas HSDA includes Navarro County. The Sherman-Denison HSDA includes Cooke, Fannie, and Grayson counties. The twelve countries comprise the Dallas Planning area (DPA).

The committee reviewed the Core Medical and Supportive Services for AIDS Pharmaceutical Assistance, Health Insurance Premium & Cost Sharing Assistance, Mental Health Services, Substance Abuse Outpatient Care, Early Intervention Services, Food Bank, Non-Medical Case Management, and Medical Transportation, and discussed the Datasheets for the PSRA process which consists of:

- Service Category/HRSA Definition
- Historical Priority Ranking
- Needs Assessment Data
  - Consumer Survey Data
  - Unmet Need Estimates
  - Focus Group Information (problems with access quality)
  - Key Informant and Provider Profiles (Perspectives and Capacity)
- Client Utilization Data
- Fiscal Year Data-Expenditures and Allocations for Part A & MAI, Part B and State Services and State Rebate
- Priority Population Data (Black women, LatinX, MSM, Transgender, and Youth)
- How Best to Meet the Priority

Justin informed the committee that ballots to vote will be sent via email members today. **Members must rank categories on the ballot and return the ballot to Justin Henry by 5:00 pm on July 28, 2020. (Justin.Henry@Dallascounty.org)** The 2021 priority rank of the service categories will be presented at the Planning and Priorities committee meeting on July 29, 2020 at 9:00 a.m. everyone was encouraged to attend the committee meeting.

**VI. New Business:** N/A.

**VII. Adjournment:** Lionel Hillard motioned to adjourn. John Dornheim seconded the motion. The motion passed unanimously. The meeting ended at 1:25 pm.

*Submitted by:*

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
Date

*Draft Certified by:*

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
Date

*Final Approval by:*

\_\_\_\_\_  
**Auntjuan Wiley, Chair**  
**Donna Wilson, Vice Chair**

\_\_\_\_\_  
**Date**

Due to COVID-19 Until Further Notice  
NEXT SCHEDULED MEETING  
Thursday, August 27, 2020 12:00 PM  
Will be held via Tele-Conference

# RWPC Members

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- |                               |  |
|-------------------------------|--|
| 1. John Dornheim, CHAIR       | <a href="mailto:johndornheim@att.net">johndornheim@att.net</a>                           |
| 2. Auntjuan Wiley, VICE CHAIR | <a href="mailto:a.wiley@aidswalksouthdallas.com">a.wiley@aidswalksouthdallas.com</a>     |
| 3. Venton C. Hill-Jones       | <a href="mailto:Vhill-jones@SBPAN.org">Vhill-jones@SBPAN.org</a>                         |
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