

RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA

February 14, 2018

Minutes

COUNCIL MEMBERS PRESENT

Lionel M. Hillard, Chair	Auntjuan Wiley, Vice Chair	John Dornheim
Louvenia Freeman	Robert Lynn	Del Wilson
Lori Davidson	Gary Benecke	Darius Ahmadi
Donna Wilson	Kelly Richter	Cristopher Burke
Evany Turk, Vice Chair	Jonathan Thorne	Karin Petties
Julie Jackson	Stacie McNulty	Debbe Velasquez
Yolanda Jones		

COUNCIL MEMBERS ABSENT

Helen E. Turner	Leonardo Zea	Reymundo Anthony
Tom Emanuele	Phillip Scheldt	Robert L. McGee II
James Wright		

RWPC STAFF PRESENT

Annie Sawyer-Williams RWPC Coordinator	Justin M. Henry, RWPC Health Planner
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GRANTS MANAGEMENT STAFF PRESENT

Carla Jackson, Program Monitor	Lynn Smith-Clay, Grants Management Officer
Wanda Scott, Program Monitor	Glenda Blackmon-Johnson, Program Monitor
Kim S.E. Letcher, Program Manager	

OTHERS PRESENT

Joey A. Auila	Michael Carr, Dallas County	Shanee Waston, City of Dallas
Ashley Innes, Gilead	Jessica Woodford, UTSW	Jonathan Cowans, AHF
Sonia Contreras, AETC	Tracina Porter, AHF	Skylar Lange, AIN
Jennifer Kendrick, PHHS	Brooke Nickerson, Legacy Counseling Center	

- I. **Call to Order:** Ryan White Planning Council Chair, Lionel Hillard, called the meeting to order at 9:05 AM.

- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, Ryan White Planning Council Health Planner, and certified by Lionel Hillard. He asked everyone to silence their cell phones during the meeting so every statement is respected and reminded the members of the importance of attending committee meetings and establishing quorum.

- III. **Introductions/Announcements:**
 - a. Skylar Lange announced AIDS Interfaith Network name has changed to Access Informational Network.
 - b. Ashley Innes announced Gilead has a new approved medication (Biktarvy). For questions or information regarding the medication, please reach out to her.
 - c. Donna Wilson announced the Election Couch Talk will take place on February 28, 2018 from 11:00AM-1:30PM at the Meadow Conference Center.
 - d. Mr. Hillard introduced Julie Jackson as the new RWPC member.
 - e. Auntjuan Wiley the last Wellness Roundtable of the year will be held Thursday, February 15th, from 11:00 AM – 1:00 PM at the Meadows Conference Center. Lunch will be provided per RSVP. There will be a live screening of the film *Keeping the Promise: AIDS Healthcare*

Foundation 30 Years. He also noted registration is open for the National Strength Conference, which will take place on November 1st – 5th at the Embassy Suite Hotel.

Office of Support Announcements:

- End of the Year reports are due to the Office of Support.
- March RWPC meeting has been moved to March 21st, due to the Health Resources and Services Administrative (HRSA) site visit from March 19th – 23rd.
- RWPC Bylaws will appear on the February 20th Commissioner's Court docket.
- Skylar Lange and Crystal Bigley have resigned as Chair and Vice Chair of the Needs Assessment Ad Hoc Committee.
- Complete and return the member statement of confidentiality forms to the Office of Support.

IV. Approval of the December 13, 2017 Minutes:

John Dornheim motioned to accept the Ryan White Planning Council minutes. Christopher Burke seconded the motion. The motion passed with one abstention.

Approval of the December 20, 2017 Minutes:

Gary Benecke motioned to accept the Ryan White Planning Council minutes. John Dornheim seconded the motion. The motion passed two abstentions.

V. Administrative Agency (AA) Report: Ms. Smith-Clay announced the Administrative Agency (AA) has received the Notice of Grant Award (NGA) in the amount of \$3.6 million. She noted the award is smaller than last year's as a result of Congress operating under a series of continuing resolutions (CRs) that fund the U.S. Government. Ms. Smith-Clay also mentioned the funds could only sustain services for about three months and the AA has no idea when the rest of the funding will be received.

Additionally, HRSA will be conducting a site visit at the end of March at which point, she may have some answers regarding funding. Ms. Smith-Clay requested for members to try and have their schedules available that week.

Ms. Smith-Clay shared that upon completing the 2018-2019 Part A application, it was communicated that it would not affect the 2018-2019 fiscal year (FY), but with the amount that was received she's not sure what will happen.

This partial award will be made by February 1, 2018 for the new budget period start date of March 1, 2018. The partial formula award will be 31.5% of the FY17 formula award and the Minority AIDS Initiative award will be 20.6% of the FY17 Minority AIDS Initiative award.

Part A and Part B renewals for sub-recipients for FY 2018-2019 have been delivered and are in the process of being signed. State Services applications have recently been submitted.

A question was posed regarding the submission of the \$3.6 million award through Commissioners Court and preparing contracts for sub-recipients. Ms. Smith-Clay noted the funding is enough for roughly 3-4 months. The renewals have gone out and the Notice of Grant award (NGA) has been sent to Commissioners Court. The funds should be available upon approval of the NGA.

VI. Committee Reports:

A. Executive/Nominations Committee: Auntjuan Wiley, RWPC Vice Chair, reported the committee met on February 7th, and quorum was established. The meeting was held on National Black HIV/AIDS Awareness Day. There were several announcements regarding the event. New leadership was introduced for 2018:

Position	Appointments
RWPC Chair	Lionel Hillard
RWPC Vice Chair	Auntjuan Wiley
RWPC Vice Chair	Evany Turk
Allocations Chair	Yolanda Jones
Allocations Vice Chair	Lionel Hillard
Evaluation Chair	Gary Benecke
Evaluation Vice Chair	Del Wilson
PP Chair	Stacie McNulty
PP Vice Chair	John Dornheim
CCC Chair	Auntjuan Wiley
CCC Vice Chair	Donna Wilson

- The committee is working on a new and revised Memorandum of Understanding (MOU) with the AA. They will review several MOUs from various Eligible Metropolitan Areas (EMAs), for guidance since the current MOU was not comprehensive enough.
- The committee is looking at the planning calendar and trainings to be held in 2018. If anyone has any ideas on trainings please contact Support Staff.
- The committee discussed hosting an Open House in an attempt to reach the non-RWPC community and to highlight sub-recipients. It was suggested the Open House take place outside of Dallas County Health and Human Services and on a national testing day to draw lots of attention.
- The committee discussed the retreat focusing on the vision for the RWPC for 2018. It was suggested that a speaker come in to give new ideas.
- There are two upcoming webinars. A two-part webinar series on Building Strong Planning Councils/Planning Bodies will be particularly beneficial to new members, Planning Council support staff, and recipient staff.
Building Strong Planning Councils/Planning Bodies Part I: Roles and Responsibilities (February 21, 2018) and Building Strong Planning Councils/Planning Bodies Part II: Tools and Strategies for Building and Maintaining Strong Relationships (February 28, 2018).
- It was suggested that a “new business” section be added to the agenda to provide members a chance to discuss any business left off the agenda.
- Mr. Henry gave some feedback from the Ending the Epidemic Steering committee meeting. They are still working on the plan, but should have a draft in May in time for the HIV Syndicate meeting.
- John Dornheim has been appointed as new chair of the Needs Assessment Ad Hoc Committee.

- B. Allocations Committee:** Lionel Hillard, Allocations Committee Vice Chair, reported the committee did not meet.
- C. Evaluation Committee:** Gary Benecke, Evaluation Committee Chair reported the committee met on January 23rd and quorum was established. The committee reviewed and discussed two Standards of Care (SOC), Universal Standards (which are the new approved Standards), and Outpatient/Ambulatory Health Services. They had no comments to report. The committee also discussed the FY2017 Evaluation of the Administrative Mechanism (EAM) for which there are a few questions left that require a timeline. He explained this year the EAM will be done different than years prior. It will not be a survey of the AA or sub-recipients. It will be a survey done by the Office of Support measuring how the administrative mechanism works. It was pointed out there is not opportunity for sub-recipients and RWPC members to make comments on how they felt the mechanism is working. The committee will be using a template from Houston, but will modify the survey to the Dallas EMA. A concern was posed regarding a method for evaluating the RWPC. They discussed administering a survey for the Ryan White Planning Council. A question was posed: Under which SOC the AA is operating on, Dallas County or DSHS? Ms. Smith-Clay stated the AA is operating under the Dallas County SOC. She noted DSHS SOC will be implemented in the new FY for Parts A, B, and State Services. It was requested that the AA provide something in written, so all sub-recipients will be on the same page.
- D. Planning & Priorities Committee:** Stacie McNulty, Planning & Priorities Committee Chair, reported the committee met on January 17th and quorum was established. The committee reviewed and discussed developing a work plan to implement the activities within the Integrated Prevention and Care Plan. The plan identifies activities that will help move forward with the goals of integrating prevention as a part of the service provided. The committee agreed to collaborate with the Needs Assessment Committee and propose any ideas and strategies for moving forward. It was suggested to implement activities and make them part of the *How Best to Meet the Need* document and identify specific things that sub-recipients can do to help reach the vision. The committee also reviewed the Priority Setting Guide to give staff an idea as to what is useful within guide. They reviewed and discussed a lot of data and will continue their discussion on this guide at the meeting.
- E. Consumer Council Committee:** Auntjuan Wiley, Consumer Council Committee Chair, reported the committee met on January 25th and quorum was established. The committee received announcements and committee reports. He announced the committee wanted to explore the possibility of having promotional items at tabling events to identify the Ryan White Planning Council Consumer Council Committee, and to promote recruiting for the Ryan White Planning Council. After discussion with the AA, these items are not allowed for purchasing through the grant. The bulk of the meeting was forum planning. The committee reviewed the evaluation forms from the HIV & Nutrition forum. The committee agreed to co-host their first forum *HIV & Faith Based* with the forum *Moving Faith Forward* in observance of National Black HIV/AIDS Awareness Day, focusing on how HIV and faith intersect. The event was hosted at St. Paul African Methodist Episcopal Church located at 2300 Metropolitan Avenue Dallas, Texas 75215. The CCC joined in a collaborative effort with Gilead, AIDS Walk South Dallas, AIDS Health Care Foundation, and Regional Resource Network Program for Region VI.

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

- HIV & Faith Based- February 6th, 6-8 PM
- HIV& STD Coinfection – March 1st, 2-4 PM
- HIV & Insecurity April 5th, 2-4 PM

- F. Needs Assessment Ad Hoc Committee:** John Dornheim, Needs Assessment Ad Hoc Committee reported the committee met on January 16th and quorum was established. A new member was recognized, Donna Wilson, as the CCC liaison. The committee reviewed and discussed the logic model suggesting other venues for advertisement. They put together a tentative timeline to have the Needs Assessment Survey done by February 2020 and also discussed hosting a focus group for all the priority populations. Additionally, the committee discussed the possibility of completing the Needs Assessment Survey in house. The committee would like to see non-Ryan White agencies make contact.

Ms. Smith-Clay stated Dallas EMA does not have an advisory board; therefore the AA will join with Fort Worth until an advisory board is created in Dallas. She requested that for those members who know physicians that may be available to participate with the Fort Worth board to contact the Office of Support. A question was posed regarding the formulary between the two entities. Ms. Smith-Clay noted she has not attended a meeting, but will find more information when she does.

- G. Care Coordination Ad Hoc Committee:** Auntjuan Wiley, Care Coordination Ad Hoc Committee Chair reported that the committee met on January 11th and quorum was established. The committee discussed the components of the current Care Coordination System.
- Referrals made by Part D Case Managers.
 - Duplication of effort and what services can be duplicated. They discussed strategies for the prevention of service duplication.

Ms. Smith-Clay discussed the updates and challenges with the AIDS Regional Information and Evaluation System (ARIES). Mr. Thomas Reed will present on the ARIES system at the next Care Coordination meeting.

The committee agreed to change the meeting time to two hours. The new time is now 2:00-4:00PM.

- VII. HIV Service Providers Council (SPC) Report:** Skylar Lange reported for Steven Pace. The SPC has been reviewing the leadership changes with Dallas County RWPC. The Request for Proposal (RFP) and grants process was discussed as it relates to grant development with the purchasing department and its effects on the service providers. The next schedule meeting Monday, February 26th details will be emailed.

- VIII. Lori Davison (FY18-19 HOPWA Budget Presentation):** Ms. Lori Davidson presented on the 2018-2019 Housing Opportunities for Persons with AIDS (HOPWA) Grant.

Purpose:

- Provide information on the HOPWA grant *Allowable Uses, Current Uses, Other Considerations*
- Obtain Ryan White Planning Council stakeholder feedback for FY2018-2019

- budget recommendations.
- HOPWA Program:
 - Established in 1990 by AIDS Housing Opportunity Act
 - Department of Housing & Urban Development (HUD) administering federal agency
 - Primary focus- assist low-income persons living with HIV/AIDS with housing and support services
 - Basic Eligibility – *HIV/AIDS Diagnosis, reside in Dallas Eligible Metropolitan Statistical Area (EMSA), household income cannot exceed 80% of Area Median Income (AMI).*

Ms. Davidson also reviewed and discussed the following topics. Anyone who has questions or would like to see the full PowerPoint presentation may contact the Ms. Davidson or the Office of Support.

- HOPWA Current Budget (FY2017-2018)
- HOPWA Budget Comparison
- Current HOPWA Partners
- HOPWA Formula Modernization
- City of Dallas - Office of Homeless Solutions
- City of Dallas - Organization Changes
- Citizen Comments
- Doing Business with the City

Question posed:

- How the change in formula and the funding impact the wait list for tenant based rental assistance? *She responded that there is a long waiting list that is closed, but her agency has been planning for changes in the grant. The planning was made so they would not have to cut any programs. She also mentioned that comments can also be made online.*

An overview was given by UT Southwestern Medical Center students regarding 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.

Questions posed:

- Are clients required to be in treatment to be a part of the study? *No, there are still a few eligibility requirements.*
- Are there any incentives? *Yes, the clients will be compensated for their time.*
- Study participants will attend UT Southwestern twice a week with the initial visit being a check-in which includes a drug test. During the second check-in, study participants will receive medication management.
- The study lasts for 3 months and referrals are provided.

IX. Adjournment: Robert Lynn motioned to adjourn. Lionel Hillard seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:52 AM.

Submitted by:

Annie Sawyer-Williams, RWPC Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

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

Date

NEXT SCHEDULED MEETING
Wednesday, March 21, 2018 9:00 AM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX