

RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA

April 10, 2019

Minutes

COUNCIL MEMBERS PRESENT

Lionel M. Hillard, Chair	Kelly Richter	Del Wilson
Jonathan Thorne	James Wright	Robert Lynn
Julie Jackson	Christopher Webb	Robert L. McGee II
Donna Wilson	Louvenia Freeman	

COUNCIL MEMBERS ABSENT

Debbe Velasquez	Phillip Scheldt	Karin Petties
Cristopher Burke	Lori Davidson	Leonardo Zea
John Dornheim, Vice Chair	Auntjuan Wiley, Vice Chair	Yolanda Jones
Darius Ahmadi		

RWPC STAFF PRESENT

Justin M. Henry, RWPC Planner

GRANTS MANAGEMENT STAFF PRESENT

Oscar Salinas, Quality Assurance Administrator	Angi Jones, Quality Assurance Administrator
Sonya Hughes, Assistant Director	Sonia Contreras, Health Advisor

OTHERS PRESENT

Joni Wysocki, AIN	Monica Tunstle-Garrett, DCHHS	Gary Benecke, Resource Center
Helen E. Turner	Shabaura Perryman, Merck	Anna Nagasako, AHF
Lauren Trimble, DC Judge's Office	Pamela J. Green RN	Jennifer Williams, ASD
Kelly Norcott, PHHS	Dwight Harry, ASD	David Villalobus, TOP
Brooke Nickerson, Legacy	Sabrina Taylor, Harbor Path	Helen Zimba, Afiya Center
Ricky Tyler, CCC/Needs Assessment	Sattriona Nyachwaya, ASP Cares	Tony Lokash, Legal

- I. **Call to Order:** Ryan White Planning Council Chair, Lionel Hillard, called the meeting to order and quorum was established at 9:05 a.m.

- II. **Certification of Quorum:** Quorum was established by Lionel Hillard and certified by Justin M. Henry, Ryan White Planning Council Planner. Members were reminded of the importance of establishing quorum and attending committee meetings.

- III. **Introductions/Announcements:**
 - a. Donna Wilson announced the Afiya Center will host a Community Forum on April 12th from 7-8:30 p.m. at 7220 S. Westmoreland Rd #200 (Upstairs) Dallas, TX 75237; concerning the closing of Walmart Store on April 26th.
The Afiya Center will host a press release at 10:00 a.m. on Wednesday, April 17th at Dallas City Hall in the Flag Room. It is Black Maternal Health Week and they will be speaking about Maternal Mortality and Maternal Morbidity.
 - b. David Villalobus, with Texas Organizing Project (TOP) which helps to end mass incarceration, announced they will host a community town hall, with John Creuzot and others to discuss his plans moving, at the Texas Theater on April 17th from 6:30-8:30 p.m. child care and Spanish interpreters will be available.
 - c. Shabaura Perryman announced that Merck will host a dinner program "HIV in the Transgender Community" on April 10th starting 6:30 p.m. featuring Valerie Spencer.

Office of Support Announcements: Mr. Hillard announced:

- The Executive Committee conducted 4 interviews and made the following appoints and recommendations. New standing committee members please ensure to pick up, sign and submit the following forms to the office of support: Member update, confidentiality, photo release and conflict of interest.
- 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.
- **Office of Support:**
 - The RWPC & AA has completed the updates to the Service Delivery Guidelines for the Dallas EMA. The document is ready for the RWPC's discussing final approval and posting to the website.
 - On behalf of the RWPC, the office of support has submitted the signed letter from Planning Council Chair(s) endorsing 2019 priorities and allocations, including a signed copy of the Part A & MAI Plan Allocations Tables to the Health Resource and Services Administration (HRSA)
 - On behalf of the RWPC, the office of support has submitted the Planning Council Membership Roster and Reflectiveness to HRSA.
 - The 2019 Needs Assessment Request for Proposal has been submitted to Purchasing Department & AA for review and comment on behalf of the Needs Assessment Committee.
 - The office of support is editing the FY 2018 Year-End Report.

IV. **Approval of the March 13, 2019 Minutes:** *Robert Lynn motioned to accept the Ryan White Planning Council minutes. Kelly Richter seconded the motion. The motion passed with two abstentions.*

- V. **Administrative Agency Report:** Sonya Hughes made the announcements on behalf of the AA:
- Recently noted the Request for Proposal (RFP) process with State Services was to begin soon. Consultant Mr. Charles Henley made recommendations to have a Universal RFP process. Mrs. Hughes noted the AA will move forward with the recommendation for Universal Process. Sub-recipients who would like to apply and receive funding would have to submit multiple proposed. The process will begin tentatively late summer and will consist of one RFP for all Core, Medical, Support Services, State Services, Rebate, Part A and B Funding.
 - He recommended the AA work closely with the Ryan White Planning Council's to start a workgroup to look at the System of Care; RWPC processes and directives on How Best to Meet the Need in the area. They are seeking for participants from the RWPC, Support Staff, and AA staff.
 - The AA worked with the office of support review update the Service Delivery Guidelines to align with Texas Department of State Health Services standards.
 - The RWPC is working on the Needs Assessment survey and they are soliciting proposals for contractors to assist in the process. She solicited help from sub-recipients for a smooth process.

VI. **Committee Reports:**

- A. **Executive:** Lionel Hillard, RWPC Chair, reported the committee met on April 3rd, and established quorum. The committee had four interviews for membership:

- **David Becker** – Consumer Council Committee
- **Sattriona Nyachwaya** – Consumer Council Committee and made a recommendation to the Judge for appointment to the RWPC.
- **Korey Willis** – Planning & Priorities Committee and made a recommendation to the Judge for appointment to the RWPC.
- **Pamela J. Green RN** – Evaluation Committee and made a recommendation to the Judge for appointment to the RWPC

Mr. Hillard noted changes were made to the Service Delivery Guidelines as requested by the RWPC. The members briefly discussed the guide and the changes.

Motion: *Kelly Richter made a motioned to accept the Dallas Planning Area Service Delivery Guideline FY 2019-2020. Del Wilson seconded the motion. The motion passed with five abstentions.*

B. Allocations: *Committee did not meet.*

C. Planning & Priorities: Mr. Robert Lynn, Vice Chair, reported the committee met on March 20th, and established quorum.

The committee reviewed and updated the Service Delivery Guidelines document for the FY 2019 Program Year: They discussed questions about the Units of Service and Billing Limitations section in the Service Delivery Guidelines document.

The committee reviewed the FY 2019 Priority Setting Guide. The criteria were as follows:

- 2016 Comprehensive HIV Needs Assessment
- Client utilization data from ARIES
- FY 2018 expenditure data
- A prioritization table containing needs, use, and accessibility scores for each service category

D. Needs Assessment: Christopher Webb, Vice Chair, reported the committee met on March 19th, and established quorum. The committee discussed and reviewed the in care status from the pilot survey conducted at Parkland Hospital.

They discussed the 2019 Needs Assessment Timeline (Focus Group/Transgender). Mr. Henry reviewed the 2019 Needs Assessment timeline. Mr. Walsh suggested having another pilot survey once the tablets are available.

E. Evaluation Committee: *The committee did not meet.*

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

G. Care Coordination Ad hoc Committee: *The committee did not meet.*

VII. New Business: Mr. Salinas presented on Clinical Quality Management Program (CQM).

CQM Team:

- *Angela Jones – Clinical Quality Management Advisor*
- *Sonia Contreras - Health Advisor*
- *Oscar Salinas – Clinical Quality Management Supervisor- Medical*

All Ryan White HIV/AIDS Program recipients are required to establish clinical quality management programs to: **Measure** –Access the extent to which HIV health services are consistent with most recent Public Health Service guidelines for the treatment of HIV disease and related opportunistic infections; **Improvement** – Develop strategies for ensuring that such services are consistent with the guidelines for improvement in the access to and quality of HIV services.

Purpose Policy Clarification Number #1502 (PCN): The purpose of this PCN is to clarify the Health Resources and Services Administration (HRSA) RWHAP expectations for clinical quality management (CQM) programs.

Components of a CQM Program:

- A CQM program is the coordination of activities aimed at improving patient care, health outcomes and patient satisfaction.
- CQM activities should be continuous and fit within and support the framework of grant administration functions.
- Components of a CQM program
 1. Infrastructure
 2. Performance measurement
 3. Quality improvement

Mr. Salinas stated they are looking forward to working with the RWPC and those involve in the quality care.

VIII. Adjournment: Robert Lynn motioned to adjourn. Donna Wilson seconded the motion.

The motion passed unanimously. The meeting was adjourned at 9:45 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, May 8, 2019 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207