

EXECUTIVE COMMITTEE MEETING

February 4, 2013

Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.

MEMBERS PRESENT

Gregg Gunter, RWPC Chair Del Wilson, Evaluations Chair Cora Giddens, Planning & Priorities Chair
Ben Martinez, CCC Chair Lionel Hillard, Allocations Chair Helen Goldenberg, CCC Vice Chair
Brent Pimentel, Planning & Priorities Vice Chair

MEMBERS ABSENT

Tom Emanuele, Evaluations Vice Chair David Saenz, Allocations Vice Chair
Sabrina Taylor Care Coord. Ad Hoc Chair

RWPC STAFF PRESENT

Felton Stevens, Jr., RWPC Manager Crystal Flores, RWPC Planner Jennifer Kendrick, RWPC Coordinator

GRANTS MANAGEMENT STAFF PRESENT

Karin Petties, Assistant Director Ryan White Grants Compliance

OTHERS PRESENT

- I. **Call to Order:** Chair, Gregg Gunter called the meeting to order at 3:10 PM
- II. **Certification of Quorum:** Quorum was established and certified by Chair, Gregg Gunter
- III. **Introductions/Announcements:**
 - a. Jennifer Kendrick reminded the committee members to complete the membership update forms so that everyone records could be updated.
- IV. **Approval of January 9, 2013 Minutes:** *Lionel Hillard made a motion to accept the minutes as written. Cora Giddens seconded the motion. The motion passed unanimously.*
- V. **Review of RWPC and Committee Attendance:** Jennifer Kendrick reported that Osiris Wade resigned from the Evaluation Committee and would like to be placed on the Allocations Committee. She also reported that Charles Griffith has requested a 90 day leave of absence. Jennifer then reminded the committee that there are several empty mandated seats that need to be filled on the RWPC.
- VI. **RWPC Administrative Report:** Felton Stevens stated that there was nothing to report.
- VII. **Comprehensive Plan Update:** Felton reported that he presented one of the Goals from the Comprehensive Plan to the Evaluation Committee. One of the proposed coordinated actions within one of the goals from the Comprehensive plan is to “Identify 2-3 areas that could benefit from enhanced collaboration. The committee agreed upon and identified the three areas of collaboration as being: 1) Transportation 2) Housing and 3) Dental. The committee was charged with developing a plan and outcome for enhancing the collaborations in each target area. Felton also presented two goals from the Comprehensive Plan that the Planning and Priorities Committee will be completing. The first goal is the development of the Peer Support Program, which the committee will begin working on during the next meeting. The objective of the second Goal is to identify 2-3 best practice recommendations utilized by local providers (Ryan White funded/ non- RW funded) in order to link PLWHA into medical care by December 2013. Felton then informed the committee that the proposed action is to identify agencies from the 2010 needs assessment resource inventory directory that are non-RW funded and request information to determine how they link PLHWA into care. Felton stated he would be reporting more information to the committee during the next meeting.

VIII. Committee Reports:

a. Allocations Committee: No meeting

b. Committee: The Planning and Priorities Committee met on January 23, 2013 and also held an emergency meeting on January 30, 2013.

- During the January 23, 2013 meeting, Quorum was established, announcements were made and the minutes were approved. Felton then discussed the 2012 Comprehension Plan update. He stated that he had compiled a list of agencies and is still in the process of contacting and gathering information from them. Felton will report more information at the next meeting. The committee then reviewed and discussed the Care Coordination Ad Hoc Committee Recommendations. *Ben Martinez made the motion to accept the document. Joyce Tapley seconded the motion. The motion passed unanimously.* Next, the committee began to review and make edits to the 2013 Continuum of Care. (Edits can be found in the P&P 1.23.13 minutes). The committee decided to hold an Emergency Committee meeting for January 30, 2013 to discuss the remaining service categories from the Continuum of Care.
- At the Emergency P&P meeting held on January 30, 2013, quorum was established and the previous meeting's minutes were approved. The committee continued to review and edit the remainder of the Continuum of Care Document. *Brent Pimentel made a motion to approve the recommended changes referenced in the P&P 1.30.13 under the Mental Health Services Category. Demetria Bryan seconded the motion. The motion passed unanimously. Brent Pimentel recommended the adoption of the 2013 Continuum of Care document minus the items that are contingent upon the outcome of the feasibility study being conducted by the AA in early fall.* The meeting was adjourned.

**Lionel Hillard made a motion to approve the Planning and Priorities Committee Recommendation that the Care Coordination Ad Hoc committee recommendations are accepted. Cora Giddens seconded the motion. The motion was approved with one abstention.*

**Ben Martinez made a motion to approve the Planning and Priorities Committee Recommendation to change the Continuum of Care as outlined in the Proposed FY 2013 Continuum of Care Document for the service category Mental Health. Lionel Hillard seconded the motion. The motion passed unanimously.*

**Lionel Hillard made a motion to approve the Planning and Priorities Committee Recommendation of the adoption of the 2013 Continuum of Care document minus the changes to the items that are contingent upon the outcome of the feasibility study being conducted and completed by the Administrative Agency in the fall of 2013.*

c. Evaluation Committee: The Evaluation committee met on January 29, 2013. Quorum was established, announcements were made and the previous month's minutes were approved. In the interest of time, *Steven Inrig made a motion to move the position of the 2012 Comprehension Plan Update after the 2013 Standards of Care agenda item. Lori Davidson seconded the motion. The motion passed unanimously.* The next item agenda was the 2013 Standards of Care. The committee began to discuss and edit the 2013 Standards of Care. The edits to the Universal Standards of care include:

- Section 3.2 (a) – addition of “(including a nondiscrimination statement covering age, gender, race, color, religion, (or lack thereof), national origin , sexual orientation, gender identity or expression, disability, political affiliation, and inability to pay),” to be used as an inclusive statement for each service category. It was noted that in the specific standards, any specific additions were notified by the use of (g).
- End of Section 3.2 (g)- addition of the definition of gender identity and expression (“Gender Identity and expression are a person’s gender-related identity, appearance, or behavior, whether or not related to what is traditionally associated with the persons’ physical characteristics or sex assigned at birth. Gender related identity may be supported by medical history, care or treatment related to the identity, consistent assertion of the identity, or any other affirmation that the identity is sincerely held, part of a person’s core identity, and not being asserted for an improper purpose.”)
- The edit to the Congregate Housing Specific Standards of Care include:
 - Section 4.1 (g) – removal of this section with the rationale being that the content is already covered under the Universal standards of care and (g) is used for specific additions not currently covered
- The edits to the Home Delivered meals include:
 - Section 5.8 – replacing American Dietetic Association with Academy of Nutrition and Dietetics
 - Section 6.8 – replacing American Dietetic Association with Academy of Nutrition and Dietetics

- The edit to Legal Services include:
 - Recommending that the AA review standard 1.7 for accuracy regarding re-evaluation timelines
- The edit to Medical Case management includes:
 - Section 6.10 – replacing the current standard with “all agencies receiving case management funding through Ryan White Part A & Part B, MAI & State Services funds must comply with the training requirements in accordance with Chapter 19 of the DSHS HIV Case Management Standards (revised 6-1-2011); and”
- The edit to Medical Transportation includes:
 - Section 4.2 (e) – edited to read “shall allow significant others/caregivers (regardless of HIV status) to accompany HIV-infected persons, as necessary;”
- The edits to Mental Health Services include:
 - Remove “Activities must include”
 - Create standard “Section 1.5 - Licensure must meet the following criteria:
 1. Level I psychiatric services include individual psychiatric and medication treatment and monitoring of psychiatric disorders provided by a board certified or board eligible psychiatrist (D.O. or M.D.) or board certified Mid-level provider licensed and specializing in psychiatry (w/supervision as required by law). Services must be provided in an outpatient clinic setting; OR,
 2. Level II counseling services include intensive mental health therapy and counseling (individual, family, and/or group) provided solely by a state-licensed mental health professional. Direct service providers must possess postgraduate degrees in psychology, psychiatry, or counseling (Ph.D., Ed.D., DSW, D.O., M.D., M.S., M.A., MSW, M.Ed., or equivalent), and must be licensed by the State of Texas to provide such services; OR,
 3. Level III counseling services include general mental health therapy and counseling (individual, family, and/or group). Direct service providers must possess a postgraduate degree in the appropriate related field, be in the process of obtaining Level II licensure with the State of Texas and be appropriately supervised by a licensed clinical supervisor approved by the state licensing board. “
- The edit to Oral Health Care includes:
 - Section 5.10- edited to read “the agency shall practice current treatment methodologies as outlined in the most recent version of the Texas Dental Association (TDA) and American Dental Association (ADA) guidelines for persons living with HIV/AIDS. (contingent upon the COC recommendations)”
- The edit to Respite Care includes:
 - Recommending that the AA review standard 1.6 for accuracy regarding re-evaluation timelines for eligibility.

The Chair polled the committee for a consensus of the acceptance of the document with the proposed changes. The committee came to a consensus and the document will be forwarded to the Administrative Agency for final approval.

The meeting adjourned.

d. Care Coordination Ad Hoc Committee: No report

e. Consumer Council Committee: The Consumer Council committee met on January 31, 2013. Quorum was established, announcements were made and the previous meeting’s minutes were approved. Next, Committee Liasons gave committee reports. The committee then discussed the Consumer Council Committee forum updates. Ben Martinez updated the committee on the status of the first forum. The committee then began to discuss specific discussion topics to be covered at the forum. The committee decided that the four topics that the speakers will cover are:

1. What my partner needs to know about me living with HIV and Aging
2. Good to go
3. Aging with HIV (male perspective)
4. Aging with HIV (female perspective)

The meeting adjourned.

- IX. **Calendar of Trainings:** Felton reported that Nell Gaither is willing to present about Transgender issues in February. The dates are still tentative and subject to change. Karin Petties suggested a training on the Affordable Health Care Act.

- X. **RWPC Leadership Report:** The executive committee received and reviewed the updated copy of the rough draft of the Leadership Report. The committee discussed further edits to Crystal Flores. More discussion regarding finalization would be held at the next meeting.

- XI. **January 16, 2013 RWPC Agenda** *Brent Pimentel moved to approve the RWPC agenda as written. Lionel Hillard seconded the motion. The motion passed unanimously.*

- XII. **Adjournment:** The meeting was adjourned at 3:58 PM

Draft Submitted by:

Jennifer Kendrick, RWPC Coordinator

Date

Draft Certified by:

Felton Stevens Jr., RWPC Manager

Date

Final Approval by:

Gregg Gunter, CHAIRPERSON
Ben Martinez, VICE CHAIRPERSON

Date

NEXT SCHEDULED MEETING
Monday, March 4, 2013 3:00 p.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX