

**EXECUTIVE COMMITTEE MEETING**

**March 5, 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  
Ben Martinez, CCC Chair

Del Wilson, Evaluations Chair  
Lionel Hillard, Allocations Chair

Helen Goldenberg, CCC Vice Chair  
Brent Pimentel, P&P Vice Chair

**MEMBERS ABSENT**

Tom Emanuele, Evaluations Vice Chair  
Cora Giddens, Planning & Priorities 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**

Darlene D. Boyd, Consumer

**I. Call to Order:** Chair, Gregg Gunter called the meeting to order at 3:07 PM

**II. Certification of Quorum:** Quorum was established and certified by Chair, Gregg Gunter

**III. Introductions/Announcements:**

**a.** Helen Goldenberg Announced:

- i. 3.10.13 is National HIV Awareness Day for Women and Girls
- ii. On 3.10.13 Home away from Home Teen Center on Wheatland Rd will be having their annual women's event to celebrate National HIV Awareness Day for Women and Girls.
- iii. On 3.10.13, Golden Gate Funeral home will host Stand against Stigma, a burial of stigma. The funeral will start at 2:00 p.m.
- iv. Legacy Counseling will hold a fundraiser at noon on 3.10.13 to raise funds for scholarships to the Grace Project on May 17. People who are interested in giving should contact Linda Freeman for more information.
- v. Helen Goldenberg became a Licensed Diabetes Educator and she plans on teaching a class at AIDS Services of Dallas on Diabetic Issues at the end of March or beginning of April.

**b.** Ben Martinez announced:

- i. The National Campaign to End AIDS will be hosting a Flapjack Breakfast on 3.23.13 from 8am-10am at Applebee's located at 6464 E NW Hwy Suite 510 (near Medallion Center). Tickets are \$10 per person.
- ii. \*Save the date\* Bloomin Ball kickoff, hosted by AIDS Interfaith Network at the Hilton will take place at 4.20.13.
- iii. The South Dallas AIDS Walk will take place on 3.16.13 from 8a.m. – 2 p.m.

**IV. Approval of February 4, 2013 Minutes:** *Ben Martinez made a motion to accept the minutes as written. Lionel Hillard seconded the motion. The motion passed unanimously.*

**V. Review of RWPC and Committee Attendance:** Jennifer Kendrick reported potential attendance issues. She also reminded the Executive committee of the amount of available seats on CCC and RWPC.

**VI. RWPC Administrative Report:** Felton Stevens presented the committee with a Member Statement of

Confidentiality form. The committee will vote on its implementation next month.

**VII. Comprehensive Plan Update:** Felton reported the update in status 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 Evaluation committee identified and agreed upon the three areas of collaboration as being: 1) Transportation 2) Housing and 3) Dental. During the February Meeting, the committee discussed transportation and the Integrated HIV Housing Plan with Lori. Lori Davidson and Helena Davidson will provide more information at the March meeting on March 26, 2013. Crystal Flores also presented the 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. Crystal gathered a consensus with the committee members on questions to use to survey service providers and consumers as to what they would like to see utilized in a peer support program. Crystal distributed the surveys to 45 RWPC funded and non-funded providers as well as the CCC members. She will report the findings from the surveys at the March 20<sup>th</sup> Planning and Priorities Meeting.

**VIII. Committee Reports:**

- a. **Allocations Committee:** The Allocations Committee met on February 25, 2013, Quorum was established, announcements were made and the minutes were approved. Aurelio then gave the Administrative Agency Report. He reported that the end of the Part A/MAI grant cycle will end on Thursday February 28, 2013. At that time, the AA will begin the process of closing out the grants. Aurelio provided the committee with a copy of the FY 2011 Expenditure report to give them an idea of what the future Expenditure report would resemble. The committee also discussed Part A/MAI carry over causes and preventative measures. Aurelio then asked the committee if there was anything that the AA could provide the committee to improve the allocations process. The committee stated that they would like to see the funding increase form updated to give a more detailed explanation as to what agencies are requesting across the generally and specifically. The committee then discussed and created a list of future training opportunities that could take place in months that do not have agenda items. The meeting adjourned.
- b. **Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on February 20, 2013. Quorum was established, announcements were made and the minutes were approved. Felton then briefed the committee on the priority setting process and presented the committee with a FY 2013 Priority Setting Process implementation timeline. Crystal Flores began reviewing the Comprehensive HIV Health Services Plan Goal 2, Objective 3, action step 3. Crystal then reminded the committee of the Phases for implementing the Peer Support Program and provided relevant DPA EPI data. The committee then discussed Phase 1: Program Conceptualization/Vision and decided upon who would be involved in the peer program designing process. The committee felt that it should poll service providers and other community partners to help identify existing gaps in care and how the peer support program could decrease the gap. The meeting adjourned.
- c. **Evaluation Committee:** The Evaluation committee met on February 26, 2013. Quorum was established, announcements were made and the previous month’s minutes were approved. Del reviewed the Comprehensive Plan Objective between Ryan White funded and non-funded providers, for the Evaluation Committee (Developing a plan and outcome for enhancing collaborations with three target areas). The Committee then focused on the first target area, housing. Lori Davidson provided background on the Integrated HIV Housing Project. Lori stated that there is opportunity for collaboration and asked the committee to think about what tools the IHHP project could develop to help the Ryan White funded provider’s/case managers navigate/prepare to navigate the housing system. Lori also identified a need for an edit to the data reporting process in ARIES as a potential area of collaboration. Del asked Lori if she could provide more information to the committee highlighting other ways the Evaluation can help with the IHHP project. Lori stated that she would provide copies of the 2-3 outcomes from the IHHP plan that offer opportunities for collaborations with the Evaluation committee and ask Helena from the Legacy Counseling Center to provide information on the Home Based for Housing program at the March meeting. Next the committee discussed the second target area, transportation. The committee decided that they would invite Stephen Pace to the April Evaluation committee meeting to discuss areas of potential collaboration with the RWPC. The committee then began a brief discussion of the last target area, dental health. Lashaun Shaw informed the committee of areas of improvement within the dental care process. The committee stated that they would involve other dental organizations and key individuals (MLK Health Center/Joyce Tapley, Community Dental Clinic) and discuss opportunities at a later

date.

d. **Care Coordination Ad Hoc Committee:** No report.

e. **Consumer Council Committee:** The Consumer Council committee met on February 28, 2013. Quorum was established, announcements were made and the previous meeting's minutes were approved. Next, Committee Liaisons 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 first forum, STD/HIV Co-infections with a Medical and Social overview, will take place on April 25, 2013 at the Resource Center from 2-4. Jai Makokha will be the facilitator of the forum and the speakers will be Mary McCloud and Maurice Murray. The committee was also informed that the HIV and Aging forum will be moved to June. The committee decided that June 26<sup>th</sup> would be a good date for the HIV and Aging forum. The meeting adjourned.

IX. **Calendar of Trainings:** Felton asked Karin Petties if Veronica Moore had been confirmed for the training on the Affordable Health Care Act at the RWPC March Meeting. Karin stated that she would check on the status of the confirmation. Felton also stated that Kris Dance would be available to do a presentation on accessing and setting up an account with the new My Social Security portal on the Social Security Website after the RWPC April meeting.

X. **RWPC Leadership Report:** Gregg Gunter reported that he would like to develop a leadership retreat for individuals that may be interested in taking on leadership roles in the standing committees. Jennifer also reported that she had created a Leadership Report Notes folder for the Chair and Vice Chair to keep track of pertinent information that would be used in the End of Year report.

XI. **March 13, 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 4:04 PM

Draft Submitted by:

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Jennifer Kendrick, RWPC Coordinator

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Date

Draft Certified by:

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Felton Stevens Jr., RWPC Manager

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Date

Final Approval by:

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Gregg Gunter, CHAIRPERSON

\_\_\_\_\_  
Date

Ben Martinez, VICE CHAIRPERSON

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