

EXECUTIVE COMMITTEE MEETING

April 29, 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 Helen Goldenberg, CCC Vice Chair
Ben Martinez, CCC Chair Brent Pimentel, P&P Vice Chair Tom Emanuele, Evaluations Vice Chair
Sabrina Taylor Care Coord. Ad Hoc Chair

MEMBERS ABSENT

Lionel Hillard, Allocations Chair David Saenz, Allocations Vice Chair
Cora Giddens, Planning & Priorities Chair

RWPC STAFF PRESENT

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

GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

- I. **Call to Order:** Chair, Gregg Gunter called the meeting to order at 3:04 PM
- II. **Certification of Quorum:** Quorum was established and certified by Chair, Gregg Gunter
- III. **Introductions/Announcements:** None
- IV. **Approval of April 3, 2013 Minutes:** *Ben Martinez made a motion to accept the minutes with the necessary corrections. Sabrina Taylor seconded the motion. The motion passed unanimously.*
- V. **Review of RWPC and Committee Attendance:** Jennifer Kendrick reported potential attendance issues and reviewed the policy on consecutive excused absences according to the Bylaws. She also reminded the Executive committee of the amount of available seats on RWPC.
- VI. **RWPC Administrative Report:** Felton reported that the FY 2014 Part B/State Services renewal Application is due on May 8. The application has been sent to commissioners court for approval on May 7 and will be submitted HRSA on May 8 via e-mail. Felton also reported that the DSHS Part B and DSHS HOPWA Quarterly reports are due on May 30, 2013. He stated that Crystal will be collaborating with the Program Monitors to complete the DSHS Part B report and Joe Thekkekara and Kris Dance will work together to complete the HOPWA report. Next, Felton reported that Allocations committee will be reviewing the financial data for Part B and State Services during the May meeting.
- VII. **Committee Reports:**
 - a. **Allocations Committee:** In the absence of the Chair or Vice Chair, Felton reported that the Allocations Committee met on April 22, 2013. Quorum was established, announcements were made and the minutes were approved. The Allocations committee received the recommendations from the Administrative Agency regarding Part B and State Services Reallocations. The committee reviewed the data and asked for community input regarding the data. Community input was received followed by the committee coming to a consensus over the recommended reallocation. The committee's recommendation was forwarded to the Administrative Agency.

- b. **Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on April 17, 2013. Quorum was established, announcements were made and the minutes were approved. Brent Pimentel asked the committee if they had any questions before they began completing the ballots. It was noted that the committee decided to discuss which data sources they would like to include or omit as an action Item for the June meeting. Other questions from committee members were answered. Stacie Greskowiak moved that the committee take a 5 minute recess to complete the priority setting ballot. Ben Martinez seconded the motion. The motion passed. The committee returned from recess and submitted the ballots. The committee will vote on the Ballots during the next Planning and Priorities meeting on May 15, 2013 at 9:00a.m. Crystal updated the committee on the number of responses received from the survey and asked for member input on how they would like for the data to be organized and presented. It was suggested that Crystal do a brief presentation at the Health Services Providers Council meeting and have them complete the survey at the meeting in order to increase the amount of survey responses. The meeting adjourned.
- c. **Evaluation Committee:** The Evaluation committee met on April 23, 2013. Quorum was established, announcements were made and the previous month's minutes were approved. Del reminded the committee that they had invited several individuals to the committee meeting to discuss opportunities for enhanced collaborations regarding transportation. Mary Grinsfelder provided the committee and audience members with the MY Ride resource book. She also presented the community with a brief presentation on the MY Ride program. The next presenter was Steven Pace of AIDS Interfaith Network. Steven informed the community of their current transportation program. He also informed the committee of the pitfalls of funding van transportation versus funding bus passes. He also noted that certain programs may be faced with confidentiality issues when trying to show proof of disability. Steven also stated that consumers that do not live near a DART transit line or bus route may require van rides which are more expensive than providing bus passes. Another major issue that was noted was that AIDS Interfaith Network currently has a waiting list for clients seeking bus passes due to lack of funding/ partial grant award. Next, Susan Stambaugh gave a brief overview of the transportation program at HSNT. Melissa Everett was able to give the committee more insight of ways they were able to transport consumers that did not live within the Dallas City limits or near the Dart transit station or bus route. Dell reminded the committee that Dental/Oral Health would be discussed at the next month's meeting. The meeting adjourned.
- d. **Consumer Council Committee:** The Consumer Council Committee met on April 17, 2013. Quorum was established, announcements were made and the previous month's minutes were approved. Committee reports were given. Ben reported that the forum work group is still in the process of getting confirmations from speakers for the June Community Forum on HIV and Aging. The work group will continue to update the RWPC staff and committee. Next, Felton reviewed the priority setting ballot and the voting process. Lionel Hillard made a motion to take a 15 minute recess to assess the ballots in order to complete them for submission at 12:26 p.m. Gregg Gunter seconded the motion. The motion passed unanimously Lionel Hillard made a motion to take another 15 minute recess so that the office of support could collect the ballots and input the data into the excel spreadsheet. Michelle Anderson seconded the motion. The motion passed unanimously. The committee returned from recess at 1:03 p.m. The office of support read the results of the data collected. The committee came to a consensus The meeting adjourned.

VIII. RWPC Leadership Report: Gregg Gunter stated that in light of the recent resignation of several positions, a meeting with Mr. Thompson was held. Gregg stated that Mr. Thompson is currently working on filling those positions and that he assures all concerned parties that business operation would not be affected. Gregg also announced that he called for the dissolution of the Care Coordination Ad Hoc committee and wanted to invite all of the members of that committee to the next RWPC meeting to officially recognize and thank them for their service.

IX. May 8, 2013 RWPC Agenda *Ben Martinez moved to approve the RWPC agenda with the necessary corrections. Del Wilson seconded the motion. The motion passed unanimously.*

X. Adjournment: The meeting was adjourned at 3:50 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
Wednesday, June 3, 2013 3:00 p.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX