

EXECUTIVE COMMITTEE MEETING
April 3, 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 Lionel Hillard, Allocations Chair Brent Pimentel, P&P Vice Chair
Cora Giddens, Planning & Priorities 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

OTHERS PRESENT

Darlene D. Boyd, Consumer Kyle C. Talkington, RWPC Liaison Marcos Alcorn, AETC/TXOK
Ronald Stinson, DSHS

- I. **Call to Order:** Chair, Gregg Gunter called the meeting to order at 3:03 PM
- II. **Certification of Quorum:** Quorum was established and certified by Chair, Gregg Gunter
- III. **Introductions/Announcements:**
 - a. Helen Goldenberg Announced:
 - i. She taught her first class at Spencer Garden, AIDS Services of Dallas on Diabetic Issues on April 1st. She will teach three more classes on April 8, 15, and 22nd.
 - ii. Helen announced that Dr. Evans has confirmed that he will be available to do the CCC forum on June 26th.
 - b. Ben Martinez announced:
 - i. The CCC will have its first CCC Forum of the year on April 25, 2013 at Resource Center Dallas on STD/HIV Co-infections with Medical and Social Overview.
 - c. Felton Stevens announced:
 - i. Aurelio Rodriguez had submitted a letter of resignation and that his last day would be Friday, April 5, 2013.
- IV. **Approval of March 5, 2013 Minutes:** *Ben Martinez made a motion to accept the minutes with the necessary corrections. 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 RWPC.
- VI. **RWPC Administrative Report:** Felton stated that Aurelio Rodriguez's last day as the Grants Management Officer will be April 5, 2013. Crystal also notified the Executive committee that she is currently working on an online training. Once the training is up and running, she will present it to the Executive Committee.
- VII. **Comprehensive Plan Update:** Crystal Flores shared the status of the community assessment that was sent to funded and non-funded providers and consumers. The office of Support sent out approximately 45 surveys and 14 were returned. Crystal stated that the deadline for returning the surveys would be extended until April 12, 2013 to allow enough time to receive more responses. Felton stated that the Evaluation committee

were tasked with developing a plan and outcome for enhancing collaborations with three target areas: Housing, Transportation, and Oral Health/Dental. The Evaluation committee had invited Lori Davidson, Helena Davidson and Melissa Grove to speak about collaborative opportunities with Housing. Lori Davidson briefly discussed the executive summary of the Integrated HIV/AIDS Housing Plan Strategy as well as presented a plan for enhanced collaborations between the RWPC and Legacy's Homebase for Housing Program. Transportation will be discussed at the April committee meeting, and Oral Health/Dental services will be discussed at the May meeting.

VIII. Committee Reports:

a. Allocations Committee: No Report.

b. Planning and Priorities Committee: The Planning and Priorities Committee meeting was held on March 20, 2013. Quorum was established, announcements were made and the minutes were approved. Felton Stevens did a presentation on the Priority Setting Process. He briefly discussed the parts of the Ryan White Treatment Extension Act, Epidemiological Data, and Data sources such as the 2010 Comprehensive Needs Assessment, Utilization Data, and Expenditures. Felton Stevens then notified the committee that the MAI Priority Setting Ballot for Support Services previously had two categories: Case management (Non-Medical) and Housing Based Case Management. After a review of the service categories under MAI, it was discovered that Housing Based case management is already funded under State Services. Felton Stevens recommended that the Committee remove Housing Based Case Management from the MAI Support Services Ballot. Felton stated that he and Crystal Flores researched which service categories would be a feasible replacement for Housing Based Case Management. They found based on data, client utilization, and previous rankings that Medical Transportation and Food Bank could be used to replace Housing Based Case Management. Sonny Blake made a motion to remove Housing Based Case Management off of the MAI Support Services Ballot. Brent Pimentel seconded the motion. The motion passed unanimously. Sonny Blake made a motion to add Medical Transportation and Food Bank to the MAI Support Services ballot. The motion passed unanimously. Next, Crystal Flores shared the status of the community assessment that was sent to funded and non-funded providers and consumers. The office of Support sent out approximately 45 surveys and 14 were returned. Crystal stated that the deadline for returning the surveys would be extended until April 12, 2013 to allow enough time to receive more responses. Gregg Gunter announced that at a Service Providers meeting he attended, he was approached by several individuals that received the community assessment requesting more information about the established Peer Navigation Programs referenced in the cover letter. Crystal stated that she would revise the cover letter to further explain the intent and purpose of the survey and send the new copy to the service providers. The meeting adjourned.

Lionel made a motion to approve the Planning and Priorities recommendation to remove Housing Based Case Management from the MAI list of fundable service categories, and to add Medical Transportation and Food Bank as replacements and to revisiting the Housing Based Case Management during the next FY for any funding changes. Ben seconded the motion. The motion passed with 1 abstention.

c. Evaluation Committee: The Evaluation committee met on March 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: Housing, Transportation, and Oral Health/Dental). Housing was discussed at the March meeting, Transportation will be discussed at the April committee meeting, and Oral Health/Dental services will be discussed at the May meeting. Gregg Gunter made a suggestion to invite Mary Grinsfelder to the April Evaluation meeting so that she could do a brief presentation on the "Community Transportation Network". Del reminded the committee that they invited Lori Davidson, Helena Davidson and Melissa Grove to speak on collaborative opportunities with Housing. Lori Davidson briefly discussed the executive summary of the Integrated HIV/AIDS Housing Plan Strategy as well as presented a plan for enhanced collaborations between the RWPC and Legacy's Homebase for Housing Program. Next, Melissa Grove briefly provided the background, purpose, goals and recent accomplishments of the Homebase for housing program. Melissa also briefly discussed plans for a Housing Base Training Module to be implemented on the new Home

Base for Housing website. Next Helena Davidson briefly discussed the process involved in intake/qualifying for the Home Base for Housing Program. Helena then unveiled the new Homebase for Housing website to the committee. The meeting adjourned.

- d. **Care Coordination Ad Hoc Committee:** No report.
- e. **Consumer Council Committee:** The Consumer Council Committee met on March 28, 2013. Quorum was established, announcements were made and the previous month's minutes were approved. Committee reports were given. The committee then came to a consensus on which flyer to use for the CCC STD/HIV Co-Infections Forum. Ben Martinez then updated the committee on the status of the next CCC forum (HIV and Aging). The forum is on June 26th and will take place at Parkland's Amelia Court Professional Building Auditorium from 2-4. Felton Stevens did a presentation on the Priority Setting Process. He briefly discussed the parts of the Ryan White Treatment Extension Act, Epidemiological Data, and Data sources such as the 2010 Comprehensive Needs Assessment, Utilization Data, and Expenditures. The committee decided to meet on April 17, 2013 at 12:00pm to rank and submit their ballot. The meeting adjourned.

IX. Calendar of Trainings: Gregg announced that he is in the process of scheduling a representative from The Needle Prick Project to speak at the April RWPC meeting. 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 if the previously scheduled training for May is canceled.

X. Care Coordination Ad-Hoc Committee Dissolution: Gregg Gunter called for the dissolution of the Care Coordination Ad-Hoc Committee. Ad-Hoc Committee members will be invited to the May RWPC meeting to receive a certificate of participation.

XI. RWPC Leadership Report: Gregg Gunter reported that he would like to develop a leadership retreat in July for individuals that may be interested in taking on leadership roles in the standing committees. Gregg stated that he is in the process of creating a survey to gather information on what individuals would like to discuss during the retreat.

XII. April 10, 2013 RWPC Agenda *Brent Pimentel moved to approve the RWPC agenda with the necessary corrections. Lionel Hillard seconded the motion. The motion passed unanimously.*

XIII. Adjournment: The meeting was adjourned at 3:54 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, April 29, 2013 3:00 p.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX