

EXECUTIVE COMMITTEE MEETING

June 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

Lionel Hillard, Allocations Chair

Brent Pimentel, P&P Vice Chair

MEMBERS ABSENT

Cora Giddens, Planning & Priorities Chair

Ben Martinez, CCC Chair

Tom Emanuele, Evaluations Vice Chair

RWPC STAFF PRESENT

Crystal Flores, RWPC Planner

Jennifer Kendrick, RWPC Coordinator

GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

Ron Stinson, DSHS

- I. **Call to Order:** Chair, Gregg Gunter called the meeting to order at 3:08 PM
- II. **Certification of Quorum:** Quorum was established and certified by Chair, Gregg Gunter
- III. **Introductions/Announcements:** Helen Goldenberg announced that the Consumer Council Committee will be hosting a community forum at Parkland-Amelia Court 1st Floor Auditorium. The forum is titled HIV and Aging and will be held on June 26, 2013 from 2-4 p.m.
- IV. **Approval of April 29, 2013 Minutes:** *Brent Pimentel made a motion to accept the minutes with the necessary corrections. Del Wilson seconded the motion. The motion passed unanimously.*
- V. **Review of RWPC and Committee Attendance:** Jennifer Kendrick reported potential attendance issues and the committee discussed ways to improve correspondence between the staff and members that will be absent. It was decided that the Chairs and Vice Chairs will remind members to follow up a verbal correspondence with email confirmation regarding absences. She also reminded the Executive committee of the amount of available seats on RWPC.
- VI. **RWPC Administrative Report:** Crystal Flores presented the committee with the new Online Orientation that would be used to train new members. The committee was given a hard copy of the orientation and asked to review each slide for edits and suggestions for added information.
- VII. **Committee Reports:**
 - a. **Allocations Committee:** The Allocations Committee meeting was held on May 20, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal Flores presented the committee with the FY 2012-2013 Re-Allocations Guide for the Dallas/Sherman Dennison HSDA Part B Allocation. The guide included budget and expenditures for FY 2013 (9/1/12-4/30/13), FY 2013 Service Category Priority Rankings, and Agency Requests for Categorical Funding Increase. The committee took a ten minute recess to reviewed the information presented. The committee returned from recess and proceeded to solicit input from the audience. The committee recommended a 50/50 split of the remaining funds to be distributed between the medical transportation and food bank service categories. (\$6,648.02 to each service category) The committee came to a consensus and will forward the suggested allocations to the Administrative Agency. The meeting

adjourned

b. Planning and Priorities Committee:

- The Planning and Priorities Committee meeting was held on May 15, 2013. Quorum was established, announcements were made and the minutes were approved . Jennifer Kendrick announced the results from the Priority Setting Ballots. *Brent Pimentel made a motion to accept the 2014 Priority recommendations as indicated on the power point slide. Demetria Bryan seconded the motion. The motion passed unanimously.* The 2012 Comprehensive Plan update agenda Item was tabled until the June meeting. Next, Crystal Flores reminded the committee that the current grant award is a partial award. This means that if the remaining funds are not allocated before it is time to complete the 2013 Needs Assessment, it will have to be completed by the RWPC Staff instead of an outside contractor. Crystal presented the committee with the proposed contingency plan in the event that the remaining funding is not received in time. Crystal also presented the committee with several examples of other EMA’s Needs Assessment Questionnaires to be used in the data collection methodology. The committee was charged with reviewing the Needs Assessment Questionnaire and will choose which survey questions they would like to utilize in the event that the needs assessment is conducted by RWPC staff. An emergency meeting will be held on the proposed date of May 29, 2013 @9am so that the committee can vote on the contingency plan time line and methodology. The meeting adjourned.

- The Emergency Planning and Priorities Committee meeting was held on May 29, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal Flores reminded the committee that the current grant award is a partial award. This means that if the remaining funds are not allocated before it is time to complete the 2013 Needs Assessment, it will have to be completed by the RWPC Staff instead of an outside contractor. She also reminded that they needed to decide upon which target populations they would like to focus on, approve the timeline, and review the survey questions for approval. The committee decided to focus on the following target populations for the 2013 HIV Needs Assessment:
 - African American Men and Women
 - Hispanic Men and Women
 - Men who have sex with Men (MSM)
 - Transgender Population (Male to Female)*Ben Martinez made a motion to remove “who are 45 years of Age or Older” from the MSM category and add Transgender Population (male to female) as the fourth target population. Allen Peden seconded the motion. The motion passed unanimously.*
The committee then proceeded to review the Contingency Plan timeline. *Sonny Blake made a motion to approve the 2013 HIV Needs Assessment contingency timeline. Demetria Bryan seconded the motion. The motion passed unanimously.*
Next, the committee reviewed the survey questions. The committee recommended that the survey questions should consist of the survey questions used in the last Needs Assessments (Draft attachment #2) as well as adding questions addressing medical seeking behaviors and drug/substance abuse (amended draft attachment # 4 “Medical Seeking Behavior”). *Sonny Blake made a motion to use Draft Attachment number 2 and questions 1-4,7-8, and 18-19 from the Medical Seeking Behavior attachment. Demetria Bryan Seconded the Motion. The motion passed unanimously.*
The meeting adjourned.

Brent Pimentel made a motion to accept the Planning and Priority Recommendation of the approval of the FY2014 Priority Rankings for the Dallas Planning Area (DPA). Del Wilson seconded the motion. The motion passed with 1 abstention.

- c. Evaluation Committee:** The Evaluation Committee meeting was held on May 28, 2013. Quorum was established, announcements were made and the minutes were approved. Del Wilson reviewed the intent and process of the Evaluation of the Administrative Mechanism. The committee was given the results of the prior

Evaluation of the Administrative Mechanism from FY 2008-2011 in order to review and discuss trends in responses. The committee then proceeded to discuss the survey questions that would be utilized in the FY 2012 Evaluation of the Administrative Mechanism. First, the committee discussed the Planning Council survey. The following items were suggested changes:

- a. Edit the date range in the title to read “March 2012 – February 2013”.
- b. Change question number one to “Community needs were assessed on an ongoing basis, effectively:”
- c. Review the document for the correct usage of “past tense” (i.e. was, were, etc.) and edit as needed.
- d. Change “Question 5” to “Question 6” under “Please explain your responses in this section” of question 6.
- e. In order to increase the number of responses from council members, it was suggest to: Either 1) Survey the planning council during two meetings or 2) Notate individuals who were not present to take the survey on the meeting date and distribute the survey individually.

Next, the committee discussed the Ryan White Funded Provider Survey. One concern was regarding lack of funded provider participation/returned responses. An audience member suggested that some of the funded providers may not be motivated to complete the surveys because they feel that further action will not be taken to correct, address or acknowledge any suggestions that they may provide within their survey responses. Del Wilson stated that the previous year, the committee attempted to address those concerns by making recommendations that included actions for the Administrative Agency (AA). For future responses, the committee will request that the AA respond in a formal way for purposes of historical documentation. He then asked staff if they would review previous Evaluation Committee meeting minutes to identify what, if any actions were taken by the AA. Staff will report their findings at the June Evaluation Committee meeting. The following items were the committees suggested changes to the Funded Provider Survey:

- In order to increase the number of responses from the funded providers, the committee suggested including a reminder that there were/are several staff changes and that funded provider responses are needed in order to ensure that new staff are made aware of specific agency concerns.
- Edit the date range in the title to read “March 2012 – February 2013”
- Change question 1 to “Community needs were assessed on an ongoing basis effectively:”
- Review the document for the correct usage of “past tense” (i.e. was, were, etc.)and edit as needed.
- Change Question 5 to read:
“5a. Did you get feedback?
 Yes No”
“5b. If yes, was feedback useful to you?
 Strongly Disagree Disagree Agree Strongly Agree”
“5c. If no, what type of feedback would have been useful?
_____”

- Edit the date range in Question 6 to read “ March 2012 – February 2013”
- Edit Question 9. Part (c) to read “Specific Service Requirements applicable to your funded service category(ies) including regulatory, administrative and contractual and internal program procedures. Strongly Disagree Disagree Agree Strongly Agree”
- Edit Question 12. Part (c) to read “Specific Service Requirements applicable to your funded service category(ies) including regulatory, administrative and contractual and internal program procedures. Strongly Disagree Disagree Agree Strongly

Agree”

- Edit question 20a. to read: “If yes, you were satisfied with the financial technical assistance you received.”
- Edit question 21a. to read: “If yes, you were satisfied with programmatic technical assistance you received.

The committee then discussed the Administrative Agency survey. The following items were suggested changes to the Administrative Agency Survey:

- Change question 1 to “Community needs were assessed on an ongoing basis effectively.”
- Review the document for the correct usage of “past tense” (i.e. was, were, etc.) and edit as needed.
- Edit question 11. to read “ Did the AA communicate back to the Planning Council the results of the procurement process?”

Gregg Gunter made a motion to table Agenda Item 6. The motion was seconded by Susan Stambaugh. The motion passed unanimously. The meeting adjourned.

c. Consumer Council Committee: The Consumer Council Committee met on May 23, 2013. Quorum was established, announcements were made and the previous month’s minutes were approved. Committee reports were given. Jennifer Kendrick reported on the results of the Consumer Council Committee Forum survey results. The committee identified the following as areas of improvement concerning Consumer Forums:

- a. Hold a community forum educating consumers on the Ryan White Planning Council and its services.
- b. Host more than 4 consumer forums per year.
- c. Adopting ”Call to Action” at the end of each forum so that consumers can be encouraged to actively engage after the forum.
- d. Improving Consumer Turnout via offering translation services, venues that would be easily accessible and attractive to consumers out of care.
- e. Hosting a community forum with translation services for the Spanish speaking population.

The committee decided that it would add a discussion item on the agenda at the next meeting to address future forum topics. Next, Jennifer Kendrick provided a brief presentation to the committee discussing updates regarding Ryan White Reauthorization and the Affordable Care Act. Topics covered include:

- Notification that it is unlikely that Ryan White will be reauthorized in September 2013. However, the Ryan White program will continue to operate until legislative action is taken to end the program.
- Discussion on the effect the Affordable Care Act will have on Texas Consumers. Jennifer informed them that Texas will not participate in Medicaid Expansion and that some consumers would be required to purchase insurance from the federally run exchange/marketplace. It was noted that consumers should utilize peer support programs to choose the best coverage for their needs and financial situation.
- Information on how the committee could remain updated on any changes with Ryan White Reauthorization and Affordable Care Act legislation. The meeting adjourned.

Lionel Hillard called for a point of order to extend the meeting for 10 minutes. Del Wilson seconded the motion. The motion passed unanimously.

VIII. RWPC Leadership Report: No report

IX. June 12, 2013 RWPC Agenda *Del Wilson moved to approve the RWPC agenda with the necessary corrections. Lionel Hillard seconded the motion. The motion passed unanimously.*

X. Adjournment: The meeting was adjourned at 4:14 PM.

Draft Submitted by:

Jennifer Kendrick, RWPC Coordinator

Date

Draft Certified by:

Crystal Flores RWPC Planner

Date

Final Approval by:

Gregg Gunter, CHAIRPERSON
Ben Martinez, VICE CHAIRPERSON

Date

NEXT SCHEDULED MEETING
Monday, July 1, 2013 3:00 p.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX