

**EXECUTIVE COMMITTEE MEETING**

**January 6, 2014**

**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, RWPC Vice-Chair
Robert Compton, Allocations Vice-Chair	Sonny Blake, P&P Chair
Lionel Hillard, Allocations Chair	Jose Raymundo, CCC Vice Chair
Bryant Porter, Eval Vice Chair	

**MEMBERS ABSENT**

Tom Emanuele, Evaluations Chair	Helen Goldenberg, CCC Chair
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**RWPC STAFF PRESENT**

Crystal Flores, RWPC Manager

**GRANTS MANAGEMENT STAFF PRESENT**

**OTHERS PRESENT**

- I. **Call to Order:** RWPC Chair, Gregg Gunter called the meeting to order at 3:03 PM
- II. **Certification of Quorum:** Quorum was established and certified by Chairperson Gregg Gunter
- III. **Introductions/Announcements:**
  - a. Greg announced the new chairs for 2014. Gregg Gunter is RWPC Chair, Ben Martinez and Lionel Hillard are both Vice Chairs. Allocations have Lionel Hillard as Chair and Robert Compton as Vice Chair. Evaluations has Sonny Blake as Chair and the vice chair is still open. Planning and Priorities have Tom Emanuele as Chair and Bryant Porter as Vice Chair. The Consumer Council Committee will have Helen Goldenberg as Chair and Jose Raymundo as Vice Chair.
  - b. Ben Martinez announced that Parkland is having an open house on February 13, 2013 from 4:00 PM to 7:00 PM at Amelia Court.
  - c. Crystal Flores announced that the needs assessment contractor requested to extend the deadline for the draft report as well as the final report. The extension has been granted therefore the draft report will be presented to the Planning and Priorities Committee on February 19, 2014. They will have one week to make any revisions. There will then be a conference call on February 26, 2013 to review any changes before the final report will be presented to the Planning Council on March 12, 2014. The needs assessment workgroup will meet tomorrow January 7, 2014 at 11:00 A.M. Staff will meet Tuesday and Wednesday of this week.
- IV. **Approval of December 3, 2013 Minutes:** *Ben Martinez made a motion to accept the minutes as written. Greg Gunter seconded the motion. The motion passed with 4 abstentions.*
- V. **Review of RWPC and Committee Attendance:** Crystal Flores reported potential attendance issues and the committee agreed to continue to encourage correspondence between the staff and members that will be absent prior to the meeting time. Five members have left the RWPC this year and one person is potentially leaving. We currently have 21 members on the RWPC, that's leaves 9 empty slots. Crystal then reviewed the open mandated categories that will need to be filled. We also have to have 33% non-conflicted consumers on the council, currently we are at 24%.
- VI. **RWPC Administrative Report:** Crystal Flores stated that a candidate for the RWPC Planner position and the Coordinator has been chosen, and referred to HR to hire.
- VII. **Committee Reports:**
  - a. **Allocations Committee:** Lionel Hillard reviewed the recommendations made in the emergency meeting held on

January 2, 2014. The committee agreed to accept the AA's recommendation except for the AIDS Pharmaceutical's category. The committee's final recommendation was to only allocate \$41K to AIDS Pharmaceutical, \$53K to Medical Case Management, \$20K to Mental Health, \$20K to Early Intervention Services, \$200K to Case Management, \$10K to Transportation, \$2,500 to Legal Services, \$23,342 to Outreach Loss-to-care, \$15K to Housing Case Management and \$9K to Home delivered meals. The total allocation came to \$393,842. Lionel then called for a vote to accept the Allocations recommendations.

*Ben Martinez moved to accept the recommendations presented by the Allocation's Committee, Sony Blake seconded the motion. The motion passed with one abstention.*

- b. **Evaluation Committee:** The Evaluation Committee meeting was held on December 17, 2013. Quorum was established, announcements were made and the minutes were approved. They reviewed the Comprehensive Plan for 2012. The committee then moved to the next section of the Compressive Plan to address special population and the underserved in cultural competency. This action item is to be completed by March 2014. The Committee is currently defining what cultural competency is for our area and what training is being conducted locally. The meeting adjourned.
- c. **Consumer Council Committee:** The CCC met on December 19, 2013. Quorum was established, announcements were made, and minutes were approved. This was also the Committee's annual Christmas party and several community leaders attended. Members were reminded of the task given to them as a result of the Comprehensive Plan. The committee then began the discussion on establishing and developing goals, objectives and action steps for their committee for 2014. Attendance at Forums was discussed. There was also a discussion on the necessity of finding a vendor/provider to take over the Resource Handbook project since Resource Center was no longer going to be the leader. The meeting was adjourned.
- d. **Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on December 18, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal went over the the Needs Assessment update with some stats and timelines. Lynn Schultz was available via phone call, and updated the committee as well as answered any questions members had. The committee also reviewed documents that they are tasked with for 2014. The meeting adjourned.

**VIII. RWPC Leadership Report:** Gregg Gunter requested an informal vote for a list of people that will be able to attend leadership training on January 24, 2014 at the CCC building. Greg also asked all standing committee chairs and vice chairs to complete their year-end reports. He suggested that all vice chairs start taking notes at their meetings this year to help put together next year's reports.

**IX. January 15, 2014 RWPC Agenda** *Lionel Hillard moved to approve the RWPC agenda as written. Ben Martinez seconded the motion. The motion passed unanimously with no abstentions.*

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

Draft Submitted by:

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Robert Compton, CCC Vice Chair

Draft Certified by:

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Crystal Flores RWPC Manager

Final Approval by:

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Gregg Gunter, CHAIRPERSON

Ben Martinez, VICE CHAIRPERSON

Lionel Hillard, VICE CHAIRPERSON

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Date

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Date

\_\_\_\_\_  
Date

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