

EXECUTIVE COMMITTEE MEETING
March 31, 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	Lionel Hillard, Allocations Chair
Robert Compton, Allocations Vice-Chair	Tom Emanuele, Evaluations Chair
Helen Turner Goldenberg, CCC Chair	
Sonny Blake, P&P Chair	

MEMBERS ABSENT

Bryant Porter, Eval Vice Chair	Ben Martinez, RWPC Vice-Chair	Jose' Raymundo, CCC Vice Chair
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RWPC STAFF PRESENT

Crystal Flores, RWPC Manager	Alexis Hunter, RWPC Coordinator	Andrew Wilson, RWPC Planner
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GRANTS MANAGEMENT STAFF PRESENT

Lynn Smith-Clay, GMO	Rashida Francis, Program Monitor	Shibu Sam, Program Monitor
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OTHERS PRESENT

Jim Howze, Allocations Committee
Lauren Trimble, Judge Jenkins

- I. **Call to Order:** RWPC Chair, Gregg Gunter called the meeting to order at 3:08 P.M.
- II. **Certification of Quorum:** Quorum was established by Crystal Flores, RWPC Manager and certified by Chairperson Gregg Gunter
- III. **Introductions/Announcements:**
 - a. Alexis Hunter, RWPC Coordinator announced that she has received the 2013 "My Ride" transportation guides. Transportation is a category of the 2012 Comprehensive Plan Goal I Objective III. Unfortunately, My Ride is not printing 2014 transportation resource guides. However, they do have updated information printed on singular pages to place within the 2013 guides as inserts. The revised 2013 guides will be on the welcome table at future Evaluation Committee meetings for distribution in that several committee members are connected to agencies and has agreed to distribute the guides.
 - b. Helen Turner Goldenberg announced that the USCA abstracts are due on April 4, 2014. She also announced that the first-ever national "HIV is Not a Crime" conference will be held from June 2nd to 5th, 2014, at Grinnell College in Grinnell, Iowa, to unite and train advocates living with HIV and allies from across the country in the effort to end the criminalization of people with HIV. The deadline to apply for a scholarship to attend this event is April 7, 2014.
- IV. **Approval of March 5, 2014 Minutes:** *Helen Turner Goldenberg made a motion to accept the minutes as written. Sonny Blake seconded the motion. The motion passed with one abstention.*
- V. **Review of RWPC and Committee Attendance:** Alexis Hunter, RWPC Coordinator reviewed the attendance from all of standing committee meetings. She also announced that those members who have violated the attendance policy described in Bylaw Section 3.7, have received a warning, termination, or reminder letter via email.
 - a. **Membership Update Distribution List:** Alexis Hunter, RWPC Coordinator distributed the most current membership lists to the respective Chairs and Vice Chairs.
- VI. **RWPC Administrative Report:**
 - a. **Website Update:** Crystal Flores, RWPC Manager showed the committee the changes to the RWPC website. She stated the website will be transformed into a more user friendly site. The website will outline and include more resources and additional training materials. The web developer has yet to launch a completion date, but there is

progress. After receiving feedback from the committee, the new RWPC website will include additional links to the following information:

- i. FY 2013 Evaluation of the Administrative Mechanism
 - ii. Robert's Rules of Order
 - iii. 2014 Texas Open Meetings Act
- b. **May 2014 Planning Council Meeting Date Change:** Due to four members' anticipated attendance at the TX/HIV Syndicate on May 6, 2014 -May 7, 2014, there may or may not be an issue regarding quorum establishment. However, to prepare in advance, the Executive Committee advised the RWPC Staff to contact RWPC committee members regarding their availability for a possible RWPC Meeting on Thursday, May 8, 2014 at 9:00 A.M. instead of Wednesday, May 7, 2014. The decided date will be announced during the April 9, 2014 RWPC meeting.
- c. **Training Calendar:** Andrew Wilson, RWPC Planner introduced a tentative 2014 Training Calendar. He reiterated that the calendar is not final and will continue to be a work in progress. However, the calendar serves as a guide.
- d. **Planning Calendar:** Andrew Wilson, RWPC Planner introduced a tentative 2014 Planning Calendar for each respective standing committee. He reiterated that the calendar is not final and will continue to be a work in progress. However, the calendar serves as a planning guide for each committee.

VII. **Committee Reports:**

- a. **Allocations Committee:** The Allocations Committee did not meet on March 24, 2014 as scheduled due to inability to establish quorum. However, a rescheduled meeting will be held on Tuesday, April 8, 2014 at 5:00 P.M. During that time, Andrew Wilson, RWPC Planner will give a presentation concerning the Allocations process.
- b. **Evaluation Committee:** The Evaluation Committee meeting was held on March 25, 2014. Quorum was established. The committee reviewed Goal 6 Objective III: the current programs and best practices that are in place from providers that are currently addressing cultural sensitivity training within their agency. The Committee decided that creating a list (hyperlinks) of best strategies to address cultural sensitivity would be the most appropriate and the best resource for agencies to complete this task. However, prior to uploading the resource on the RWPC website, members suggested that receiving the agencies' permission to post is necessary. Crystal Flores, RWPC Manager provided an official progress report/update on how the AA and RWPC Staff have addressed the FY 2012 Evaluation of the Administrative Mechanism recommendations. The AA provided the status updates for each recommendation. She also informed the committee of the drafted timeline to complete the FY 2013 Evaluation Administrative Mechanism Report.
- c. **Consumer Council Committee:** Andrew Wilson, RWPC Planner gave a presentation and reviewed the contents of the FY 2015 Priority Setting Process Guide. The guide includes a brief explanation of the process based on HRSA's definitions and tasks, the Dallas EMA counties, descriptions of Part A, Part B, State Services, and MAI funding, needs assessment data unduplicated client utilization of services from ARIES, updated expenditure data, past three year rankings, and the ballots for FY 2015. The most up to date data was provided. Due to the FY 2015 Priority Ranking, it is necessary that the Consumer Council Committee casts its vote prior to the April 16, 2014 Planning & Priorities Committee meeting. Therefore the CCC decided to meet on Monday, April 14, 2014 at 12:00 P.M. to submit FY 2015 Priority Setting Ballot. The Committee discussed the details of the upcoming forum, Accessing Community Resources, which is tentatively scheduled for the month of April. After consulting with Auntjuan Wiley, Accessing Community Resources Keynote Speaker and Facilitator, the committee decided on two dates to host the forum (April 16, 2014 from 2:00 P.M.-4:00 P.M. or April 23rd from 10:00 A.M.-12:00 P.M. Auntjuan Wiley assured that he would contact Diana Turner at the VA on March 27, 2014 to solidify the details as well as include RWPC Staff in the email, so that a flyer could be produced before the Executive Committee meeting, which is scheduled for Monday, March 31, 2014.
- d. **Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on Wednesday

March 19, 2014. Quorum was established. Crystal Flores, RWPC Manager gave a presentation and reviewed the contents of the FY 2015 Priority Setting Process Guide. The guide includes a brief explanation of the process based on HRSA's definitions and tasks, the Dallas EMA counties, descriptions of Part A, Part B, State Services, and MAI funding, needs assessment data unduplicated client utilization of services from ARIES, updated expenditure data, past three year rankings, and the ballots for FY 2015. The most up to date data was provided. The FY 2015 Priority Setting Process Presentation included:

1. RWPC Mission and Vision
2. Priority Setting Objectives & Process
3. Things to Remember
4. Description of the Dallas Planning Area
5. FY 2013 Comprehensive Needs Assessment Information
6. CY 2011-2013 Unduplicated Client Utilization Data
7. FY 2012 Final Expenditure Data & most recent FY 2013 Expenditure Data
8. FY 2014 Continuum of Care
9. FY 2012-2014 Service Category Rankings
10. FY 2015 Priority Ranking Ballots

The remaining agenda items were tabled. However, Crystal Flores, RWPC Manager encouraged members to review the Final FY 2013 Comprehensive HIV Needs Assessment prior submitting a FY 2015 Priority Ranking Ballot on April 16, 2014.

- VIII. RWPC Leadership Report:** Chair Gregg Gunter utilized this time to remind Chairs to recognize audience participants during committee members and act as a parliamentarian if necessary to ensure that the meeting follows the agenda items as written in the meeting materials.
- IX. 2013 End of Year Report:** The Committee reviewed the drafted CY 2013 End of Year Report and will send any changes to Alexis Hunter, RWPC Coordinator at their earliest convenience, so that the report could be launched in a timely manner.
- X. April 9, 2014 RWPC Agenda:** *Lionel Hillard moved to approve the RWPC agenda as written. Helen Turner Goldenberg seconded the motion. The motion passed unanimously with no abstentions.*
- XI. Adjournment:** The meeting was adjourned at 4:14 P.M.

Submitted by:

Alexis Hunter, RWPC Coordinator

Date

Draft Certified by:

Crystal Flores, RWPC Manager

Date

Final Approval by:

Gregg Gunter, CHAIRPERSON
Ben Martinez, VICE CHAIRPERSON
Lionel Hillard, VICE CHAIRPERSON

Date

NEXT SCHEDULED MEETING
Monday, April 28, 2014 @ 3:00 p.m.
Hickman Conference Room, 2nd floor

Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX