

EXECUTIVE COMMITTEE MEETING
April 28, 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
Robert Compton, Allocations Vice Chair
Helen Turner Goldenberg, CCC Chair
Sonny Blake, P&P Chair

Lionel Hillard, Allocations Chair
Tom Emanuele, Evaluations Chair
Bryant Porter, Eval Vice Chair

MEMBERS ABSENT

Jose' Raymundo, CCC Vice Chair Allen Peden, P & P Vice Chair Ben Martinez, RWPC Vice Chair

RWPC STAFF PRESENT

Crystal Flores, RWPC Manager Alexis Hunter, RWPC Coordinator Andrew Wilson, RWPC Planner

GRANTS MANAGEMENT STAFF PRESENT

Shibu Sam, Program Monitor Kimberly Broadneax, Quality Assurance Administrator

OTHERS PRESENT

- I. **Call to Order:** RWPC Chair, Gregg Gunter called the meeting to order at 3:04 P.M.
- II. **Certification of Quorum:** Quorum was established by Crystal Flores, RWPC Manager and certified by Chairperson Gregg Gunter
- III. **Introductions/Announcements:**
 - a. Kimberly Broadneaux introduced herself as the new Quality Assurance Administrator.
 - b. Gregg Gunter, Chair reminded everyone that the Grace Project will be this weekend on May 2nd-May 4th at the Westin Hotel in Dallas, Texas. For more information, visit legacycares.org. Gregg Gunter also announced that the AIDS Interfaith Network is serving lunch on Tuesdays, Thursdays, and Fridays at the Cathedral of Hope from 12:00 P.M. to 1:00 P.M. Clients may arrive at 11:00 A.M. Care Center members can participate in the lunch program. AIDS Interfaith Network will be serving breakfast soon.
 - c. Helen Goldenberg announced that the Christians Joined at the Heart Against AIDS Organization hosted an event which was held on April 22, 2014 at the Center of Community Collaboration entitled, "The Conversation" was a success. Helen also announced that the Golden Baptist Church will be participating in a HIV Testing Day event on Sunday, June 29, 2014.
- IV. **Approval of March 31, 2014 Minutes:** *Lionel Hillard 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:** Crystal Flores, RWPC Manager reviewed the attendance from all of standing committee meetings. The Executive Committee discussed those members who have forfeited their membership on the RWPC Planning Council and/or standing committee. Alexis Hunter, RWPC Coordinator 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. RWPC Staff shared a possible recruitment flyer to distribute to committee members and interested parties. The Executive came to a consensus and approved the distribution of the recruitment flyer after minor edits.
 - a. **Membership Update Distribution List:** Alexis Hunter, RWPC Coordinator distributed the most current membership lists to the respective Chairs and Vice Chairs. As 2014 Membership Update Forms are received, the lists will be updated and shared with committee Chairs and Vice Chairs.

VI. RWPC Administrative Report:

- a. **Website Update:** Crystal Flores, RWPC Manager updated the committee regarding the changes to the RWPC

website. The web developer has yet to launch a completion date, but there is progress. After receiving feedback during the March 31, 2014 Executive Committee Meeting, the new RWPC website will include additional links to the important information. Additionally, the website will showcase a picture gallery and a button graphic (hyperlink embedded) to direct interested parties to the application process.

- b. **RWPC Bylaw Training:** Andrew Wilson, RWPC Health Planner developed an interactive RWPC Bylaw Training which will be presented immediately following the Planning Council Meeting on May 8, 2014. The presentation will allow members to learn as well as assess his/her understanding of the most recent implemented bylaws.

VII. **Committee Reports:**

- a. **Allocations Committee:** The Allocations Committee met on Monday, April 21, 2014 at 5:00 P.M. Quorum was established. During that time, RWPC Staff gave expenditure report regarding FY 2013 Part A Formula, FY 2013 Part A Supplemental, FY 2013 MAI, FY 2014 Part A Partial Award Formula, and FY 2014 Part B/ State Services. The figures presented were not final figures. The amounts represented the balance as of April 21, 2014.
- b. **Evaluation Committee:** The Evaluation Committee meeting was held on April 22, 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 to utilize all submissions without elimination. Therefore, Lori Davidson and RWPC Staff made a compilation of all the providers' submissions into a user friendly handout to be uploaded onto the RWPC website. The Evaluation Committee completed the goal. Next, the committee reviewed an Evaluation of the Administrative Mechanism handout which consisted of all questions that are included on surveys which are distributed to the planning council, service providers, and the administrative agency. The committee came to a consensus that online survey distribution is the best method if the results may remain anonymous. There was an elaborate discussion regarding ways to shorten the survey ways that would not affect the validity of the results.
- c. **Consumer Council Committee:** The Consumer Council Committee met on April 21, 2014 at 2:00 P.M. This meeting was a rescheduled meeting. Quorum was established. The committee submitted their aggregate vote for the FY 2015 Priority Setting Ranking. Their aggregate vote will be calculated to represent the consumers within the community while considering the data sources and research provided. The Consumer Council Committee will host the first forum of the year on May 22, 2014 from 1:30 P.M.-3:30 P.M. at Resource Center Dallas located at 2701 Reagan Dallas, Texas. The forum is titled "HIV and Substance Use". The facilitator will be Melissa Grove. The presenters will be Teresa Loeber and Gail Atwater; both are licensed therapists. All of the presenters are representing Legacy Counseling Center. The monthly CCC meeting will be at 12:00 P.M. at the Resource Center. A lunch to go will be provided by the Resource Center. Additionally, it was decided to host the "Accessing Community Resources" forum on June 17, 2014 at the Center for Community Cooperation located at 2900 Live Oak Street, Dallas 75204 in the Gulf/Rio Room. The Executive Committee gave Alexis Hunter, RWPC Coordinator the permission to distribute the "HIV and Substance Use" flyer after correcting the flyer written in Spanish.
- d. **Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on Wednesday, April 16, 2014 and April 23, 2014. Quorum was established at both meetings. During the April 16, 2014 meeting, the committee reviewed the document titled, "Guidance on "How Best to Meet the Priority." During the April 23, 2014 meeting, the committee submitted the FY 2015 Priority Ranking Ballots. The RWPC calculated and presented the rankings. There was a discussion regarding the findings. *Lionel Hillard, RWPC Vice Chair moved to accept the Planning and Priorities Committee's recommendation to approve the FY 2015 Priority Rankings for the Dallas Planning Area. Helen Goldenberg seconded the motion. The motion passed with one abstention.*

Lionel Hillard, RWPC Vice Chair moved to extend the meeting for 10 minutes. Helen Goldenberg seconded the motion. The motion passed unanimously.

VIII. **RWPC Bylaws:** RWPC shared other bylaws which are implemented in other Texas EMA's or TGA's. By sharing this

information, the Executive Committee was able to brainstorm and discuss possible bylaw revisions. There was a discussion regarding the logistics of allowing members to conference call for meetings.

- IX. RWPC Leadership Report:** Gregg Gunter, RWPC Chair requested that committee members have an opportunity to request any additional agenda items to be included in future meeting agendas. RWPC Staff asked that any additional agenda item requests be made in a timely manner (in adherence to the Texas Open Meetings Act) in order to poll for quorum.
- X. May 8, 2014 RWPC Agenda:** *Tom Emanuele moved to approve the RWPC agenda as written. Lionel Hillard seconded the motion. The motion passed unanimously with no abstentions.*
- XI. Adjournment:** The meeting was adjourned at 4:05 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, June 2, 2014 @ 3:00 p.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX