

**EXECUTIVE COMMITTEE MEETING**

**August 5, 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**

Del Wilson, Evaluations Chair                      Helen Goldenberg, CCC Vice Chair                      Ben Martinez, CCC Chair  
Cora Giddens, Planning & Priorities Chair

**MEMBERS ABSENT**

Tom Emanuele, Evaluations Vice Chair      Lionel Hillard, Allocations Chair                      Gregg Gunter, RWPC Chair  
Brent Pimentel, P&P Vice Chair

**RWPC STAFF PRESENT**

Crystal Flores, RWPC Planner                      Jennifer Kendrick, RWPC Coordinator

**GRANTS MANAGEMENT STAFF PRESENT**

**OTHERS PRESENT**

Robert Baxter, DCHHS

- I. **Call to Order:** RWPC 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 on August 15, 2013 from 1:30-2:30 at AIDS Interfaith Network, the Consumer Council Committee will be hosting a consumer forum titled “Accessing Community Resources”. Gregg Gunter announced that on August 12, @3:30pm at AIN there would be a planners meeting for World AIDS Day at Main Street Garden. If interested in attending the meeting and/or joining the committee, contact Gregg for more information.
- IV. **Approval of April 29, 2013 Minutes:** *Ben Martinez made a motion to accept the minutes. Brent Pimentel seconded the motion. The motion passed with 2 abstentions.*
- V. **Review of RWPC and Committee Attendance:** Jennifer Kendrick reported potential attendance issues and the committee was asked to continue to encourage correspondence between the staff and members that will be absent prior to the meeting time. She also reported on individuals that were close to forfeiture of their membership seat and asked committee chairs or vice chairs to contact their respective committee member.
- VI. **RWPC Administrative Report:** Crystal Flores announced that the AA is working diligently to get contracts signed so that the second half of the Part A/MAI funds can be dispersed and agencies can begin billing for services. Crystal also announced that she had been named the RWPC Manager and hopefully the planner position will be filled within the next few months. Crystal reported that the New Member online orientation is now accessible from the RWPC website. It was recommended that all RWPC members as well as encourage standing committee members take the training and print off a copy of the certificate of completion for member files.
- VII. **Committee Reports:**
  - a. **Allocations Committee:** The Allocations Committee meeting was held on July 22, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal presented the Allocations Committee with the FY 2014 Allocations Planning Guide. The following information was presented:
    - i. HIV/AIDS Epidemiologic Data for the DPA
    - ii. Dallas EMA/HSDA Maps
    - iii. Planning and Priorities FY 2014 Service Category Priority Rankings
    - iv. Unduplicated Client Utilization Data per Service Category for 2010-2012 for Part A and MAI funding
    - v. Categorical Service Expenditures for 2010-2012 for Part A and MAI

- vi. FY 2013 Part A Allocations
- vii. FY 2013 MAI Allocations

Sylvia Moreno of Parkland Health and Hospital Systems asked if the remaining \$415,421 returned funds from service providers went to the State ADAP program. Sylvia stated that the State has received so much returned money from the Medication Assistance Programs that some of the funds have been placed into the state general revenue fund which doesn't help HIV programs. The committee discussed causes for the balance of returned funds. Upon losing quorum, the committee was tasked with reviewing the 2014 Allocations guide and come prepared to discuss and/or vote on the FY 2014 Part A/MAI Allocations next month. The meeting adjourned.

- b. **Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on July 17, 2013. Quorum was established, announcements were made and the minutes were approved. The committee reviewed and discussed the How Best to Meet the Priority Provider responses. During the discussion, David Thomas of Bryan's House recommended removing the special instruction for the Child Care Services that states "Evaluate options for providing child care at medical clinics to encourage clients (especially women) to attend medical appointments" with the rationalization that funding for Medicaid Part D had been cut in September 2012. After a brief discussion on the issue the committee decided to leave the special instruction in the document. Ben Martinez made a motion to accept the 2014 How Best to Meet the Priority Document as presented. Demetria Bryan seconded the motion. The motion passed. The committee then reviewed and discussed and made edits to the 2013-2014 Comprehensive Needs Assessment Timeline and the following sections of the 2013 Comprehensive Needs Assessment Request for Proposal: Objectives of the needs assessment, scope of services, deliverables, and coordination, collaboration, and evaluation. Demetria Bryan made a motion to remove the "in addition to" sentence in goal number 4 and add Goal number 5. Brent Pimentel seconded the motion. The motion passed unanimously. Demetria Bryan made a motion to accept the presented priority populations. Brent Pimentel seconded the motion. The motion passed unanimously. Allen Peden made a motion to accept the deliverables presented. Demetria Bryan seconded the motion. The motion passed. Demetria Bryan made a motion to accept the section with the recommended changes. Brent Pimentel seconded the motion. The motion passed. Brent Pimentel made a motion to recommend that the changes to the RFP as outlined in the document be accepted. Demetria Bryan seconded the motion. The meeting adjourned.  
*Lionel made a motion to accept the approval of the FY 2013 Needs Assessment Request for Proposal document as outlined in the attachment presented. Ben seconded the motion. The motion passed with one abstention. Lionel made a motion to accept the FY 2014 How Best to Meet the Priority Document as presented to the committee. Ben Martinez seconded the motion. The motion passed with one abstention.*

- c. **Evaluation Committee:** The Evaluation Committee meeting was held on July 23, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal Flores reviewed the Survey process and informed the committee that Service Provider surveys had been mailed out. She reported that the Office of Support Staff had only received 2 of 14 returned responses. Susan Stambugh stated that several providers had voiced their concerns about the unique identifier found on the survey. The committee and Office of support agreed that an email should be sent to the providers explaining that the unique identifiers are only utilized by internal staff only in an effort to avoid duplicate survey responses. In order to improve response rate, a reminder email for survey completion will be sent to providers as well. Next, the committee was presented a document that condensed the proposed plans to enhance collaborations between Ryan White Funded and non-funded service providers in the areas of transportation, housing, and dental/oral health. The committee decided on the plans and action steps for Housing and Transportation. The committee decided to complete the action steps for dental/oral health at the next committee meeting. The meeting adjourned.
- d. **Consumer Council Committee:** The Consumer Council Committee met on July 30, 2013. Quorum was established, announcements were made and the previous month's minutes were approved. Committee reports were given. Jennifer Kendrick provided background information on the objective of Goal 5: Objective 1: Action Step 3. The committee was then informed of their responsibility as outlined by the comprehensive plan. The committee will solicit information about current prevention messages found in health facilities with a focus on facilities that have reported repeat cases of HIV/Syphilis co-infections. The committee will discuss its findings during the next meeting. Next, the committee came to a consensus on the flyer to be distributed for the "Accessing Community Resources" Consumer Forum. The committee then began to review the survey results from the past Consumer forum. The committee discussed options of collaborations with TX/OK AETC to possibly host webinars in order to address and provide some of the recommended

forum topics given in response to the post forum surveys. The meeting adjourned.

**VIII. RWPC New Member Orientation Online Training:** Crystal reported that the New Member online orientation is now accessible from the RWPC website. It was recommended that all RWPC members as well as encourage standing committee members take the training and print off a copy of the certificate of completion for member files.

**IX. RWPC Bylaws:** The committee was given a copy of the Bylaws. Chair Gregg Gunter asked that the committee begin to think of any changes that should be made with a deadline of submitted changes being October 2013. One of the suggested changes was to research TX open meetings act rules regarding teleconferencing for meetings. It was stated that if the bylaws are changed to allow members to participate via conference call that it may increase representation from northern counties such as Denton, Collin, etc as well as improve a committee’s quorum record. Ben Martinez will research updated legislature regarding Texas open meetings act and teleconferencing and report on it at the next committee meeting.

*\*Tom Emanuele called for a point of order to extend the meeting for 10 minutes. Ben Martinez seconded the motion. The motion passed unanimously.*

**X. RWPC Leadership Report:** Gregg Gunter, Ben Martinez and Cora Giddens met on Friday August 2, 2013. They discussed how to address individuals concerns regarding the amount of unallocated money being forwarded to ADAP. Gregg stated that an article in the upcoming newsletter will address concerns by describing the allocations process and explaining reasons for a large amount of unallocated money and why it historically hasn’t been able to be spent in a short time span. Also, Cora Giddens stated that she would love for the Planning and Priorities committee to complete its evaluation of the feasibility of implementing a consumer peer post-test counseling program as outlined in Goal 2: Objective 3 of the Comprehensive before the end of her term as a RWPC Vice Chair and P&P Chair.

**XI. July 10, 2013 RWPC Agenda** *Lionel Hillard moved to approve the RWPC agenda. Helen Goldenberg seconded the motion. The motion passed unanimously.*

**XII. Adjournment:** The meeting was adjourned at 4:04 PM.

Draft Submitted by:

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Jennifer Kendrick, RWPC Coordinator

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Date

Draft Certified by:

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Crystal Flores RWPC Manager

\_\_\_\_\_  
Date

Final Approval by:

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Gregg Gunter, CHAIRPERSON  
Ben Martinez, VICE CHAIRPERSON  
Cora Giddens, VICE CHAIRPERSON

\_\_\_\_\_  
Date

NEXT SCHEDULED MEETING  
Monday, September 4, 2013 3:00 p.m.  
Hickman Conference Room, 2nd floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX