

**EXECUTIVE COMMITTEE MEETING**  
**September 4, 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 |
| Gregg Gunter, RWPC Chair      | Robert Compton, Allocations Vice Chair    |

**MEMBERS ABSENT**

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

**RWPC STAFF PRESENT**

Crystal Flores, RWPC Planner                      Jennifer Kendrick, RWPC Coordinator

**GRANTS MANAGEMENT STAFF PRESENT**

**OTHERS PRESENT**

- I. **Call to Order:** RWPC Chair, Gregg Gunter called the meeting to order at 3:06 PM
- II. **Certification of Quorum:** Quorum was established and certified by Chair, Gregg Gunter
- III. **Introductions/Announcements:** Cora Giddens announced that a town hall forum for the Latina/o population will take place October 26, 2013 6:00p – 8:00p covering such topics on accessing health services and the affordable care act. Helen Goldenberg announced that Artist for Action will host a play titled “Victims of Circumstance” at the Cathedral of Hope on Sunday September 8, 2013 starting at 6:00p.m. Helen Goldenberg announced that the play “Dying Alone” will be showing at the Grandville Arts Center (Brownlee Auditorium at 300 North 5th Street in Garland, Texas) on September 28, 2013. Tickets for “Dying Alone” will be raffled off at the AIDS Walk South Dallas Launch Party. Helen Goldenberg announced that the Stand Against Stigma event took place on August 18, 2013 in Dallas with 379 attendees that included a sermon followed by a forum and open discussion on HIV/AIDS and stigma. Gregg Gunter announced that Legacy Counseling Center will be landlords of 24 2-bedroom apartments. On September 28, 2013 from 9a-12p in the Legacy parking lot, individuals can drop off new or used household items, accessories, or furniture to be donated to the apartments. For more information contact Melissa Grove.
- IV. **Approval of August 5, 2013 Minutes:** *Cora Giddens made a motion to accept the minutes. Del Wilson seconded the motion. The motion passed with 1 abstention.*
- 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 reported that the Part A FOA is due on October 9, 2013. The Grants Management and RWPC staff is working diligently to complete and submit the application before the due date. Crystal gave an update on the status of the Evaluation of the Administrative Mechanism surveys responses. The RFP for the needs assessment was sent to Commissioners Court for briefing and should be court ordered next Tuesday and open for bid on Wednesday. Crystal reminded the committee that there has been expressed interest in providing leadership training for chairs and vice chairs. Crystal tasked the committee to search for leadership trainings that they would like to incorporate. An e-mail was sent to providers and interested parties soliciting questions regarding the implementation of ACA in our EMA. Crystal reported that she and the GMO are currently reviewing applications for the Planner position and will be interviewing candidates soon.

## VII. Committee Reports:

- a. **Allocations Committee:** The Allocations Committee meeting was held on August 26, 2013. Quorum was established, announcements were made and the minutes were approved. Chair Lionel Hillard began by reminding the committee that the Affordable Care Act shall go into effect as of January 1, 2014. He also stated that some clients may be eligible for a tax penalty waiver should they choose not to choose an insurance plan. Crystal Flores briefly reviewed the data provided in the Allocation Guide at the previous month's meeting. She also notified the committee that HRSA would be hosting a conference call in September to have a more in-depth dialogue on what insurance plans will or will not cover. Jennifer Hurn of RCD stated that to her understanding, under the "payer of last resort" rule, Ryan White cannot pay for benefits that are available for coverage anywhere else (premiums for private health care insurance if consumer qualifies for Medicaid). After a brief discussion, the committee agreed to the proposed modification of shifting 1.2425% from the Part A Ambulatory/Outpatient Medical Care Service Category into the Health Insurance Assistance service category to address the anticipated need as a result of the Affordable Care Act. The committee then agreed that they would recommend using FY 2012 final expenditures percentages including the proposed 1.2425% shift from Ambulatory/ Outpatient Medical Care to Health Insurance Assistance for FY 2014 Ryan White Part A and MAI Allocations.
- Jim Howze recommended the use of Ryan White Part A FY 2012 final expenditure percentages with the modification of shifting 1.2425% from the Ambulatory/Outpatient Medical Care service category into the Health Insurance Category Assistance service category. Odus Oglesby seconded the motion. The motion passes with two abstentions.*
- Odus Oglesby recommended the use of Ryan White FY 2012 final expenditure percentages as the basis for ranked service allocation as indicated on spreadsheet provided with breakouts for WICY, African American and Hispanic populations as indicated. Jim Howze seconded the motion. The motion passes with two abstentions.* The meeting adjourned.
- b. **Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on August 21, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal reviewed the Needs Assessment Timeline with the committee and reported that things are currently on schedule. Next, Crystal Flores reviewed the goal and action steps that the committee was tasked with under the 2012 Comprehensive plan. Crystal also reminded the committee that Ryan White received a 5% decrease and that the peer support program is to be implemented contingent upon available funding. June Tremble of Youth Angle, a part D funded program provided a brief description of the Youth Angle program. June stated that the program is currently seeking newly diagnosed clients up to age 30 and women of all ages. One service gap identified was that omission of men over the age of 30. June stated that although the program is tailored to women of all ages and clients up to age 30, they do not turn down anyone who does not fit the qualification. June also stated that the program was developed based on the CRCS and PBC training with outreach online training provided through AETC. UTSW provides trainings on HIPPA compliance, Ethics, etc for Full Time and Part Time employees. Finally, Crystal Flores reminded the committee that they are tasked with updating the document. The committee was reminded to read through the HRSA definition to gain a better understanding of what the rules and regulations are for services. The committee was instructed to review the document and come prepared to discuss changes at the September 18, 2013 Planning and Priorities Committee meeting. The meeting adjourned.
- c. **Evaluation Committee:** The Evaluation Committee meeting was held on August 27, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal Flores reviewed the survey process and informed the committee that the Service Provider surveys had been mailed out on July 25, 2013 regarding an update on the unique identifiers to address funded providers concerns. She reported that the Office of Support Staff had received 13 out of 21 planning council surveys and 8 out of 14 funded provider surveys. She also reminded the committee that the deadline for surveys was September 13, 2013. Jennifer Hurn of RCD recommended soliciting feedback from non responsive participants about why they did not complete the survey. Del Wilson suggested providing options for the participants to select from (" was not useful" "too lengthy" "uncomfortable with the unique identifier") Ron Stinson suggested specifying which designated person in an agency should complete the funded provider survey (ED, CEO, CFO, etc). Crystal Flores stated that she would contact other EMA's to solicit information on how they deal with low response rates. Stephen Inrig suggested pointing out a few questions where issues were not able to be addressed because of a lack of response. Next, Crystal Flores reviewed the purpose of the Standards of Care document as well as how the document is organized. The committee was tasked with reviewing the document sending all suggested changes to the Office of Support staff. Del reminded the committee to think of any legislative changes, regulatory

changes, proposed best practices, any conflicts with programmatic functions while reviewing the document. Crystal also reminded the committee that Ryan White is the payer of last resort and to keep that in mind when suggesting changes. A reminder that the committee will be editing the Standards of Care will be sent to interested parties and funded agencies in an attempt to include their suggestions during the revision process. Lastly, 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 chair handed the floor to Lashaun Shaw to review the proposed Dental/Oral Health Plans and Action Steps she presented to the committee. Marcos Alcorn of AETC presented the committee with a list of trainings that AETC provides in the area of Dental and oral health care. The committee also discussed trainings offered by TX Train. The committee will continue discussion on the Comprehension plan task at the next meeting.  
The meeting adjourned.

- c. **Consumer Council Committee:** The Consumer Council Committee met on August 29, 2013. Quorum was established, announcements were made and the previous month's minutes were approved. Committee reports were given. Jennifer Kendrick reminded the committee of purpose of objective of Goal 5: Objective 1: Action Step 3. The committee compiled a working list of the facility types that committee members had solicited information from. The committee will continue the discussion and compilation of the list at the September 26, 2013 committee meeting. Next, the committee came to a consensus on the flyer to be distributed for the "Empowerment" Consumer Forum. The committee then began to review the survey results from the past Consumer forum. The meeting adjourned.

*Cora Giddens made a motion to extend the Executive Committee meeting to cover the remaining agenda items. Ben Martinez seconded the motion. The motion passed.*

- VIII. **Calendar of Training:** Crystal gave an update on the status of requested presenters. The Department of State Health Services is requesting to present on Extra-Genital GC testing for Gay Men and other MSM after the October RWPC meeting. The committee came to a consensus on having the presentation. Gregg suggested that the committee invite Januari Leo to present on ACA updates after one of the Planning Council Meetings. Gregg was tasked with finding out if she would be available for the September RWPC Meeting.
- IX. **RWPC Bylaws:** The committee was given a copy of the Bylaws at the previous month's meeting. The committee discussed implementing the following changes:

- i. **Attendance Policy regarding unexcused absence**
- ii. **Quorum- Teleconferencing**

The committee was tasked with coming to the next meeting with proposed attendance policy regarding unexcused absences. Ben Martinez was tasked with finding out more information regarding using teleconferencing for inclusion of Quorum.

*\*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 reported that he plans on requesting a moment of silence at September 11, 2013 RWPC meeting.

- XI. **July 10, 2013 RWPC Agenda** Ben Martinez moved to approve the RWPC agenda with the suggested modifications. Del Wilson seconded the motion. The motion passed unanimously.

- XII. **Adjournment:** The meeting was adjourned at 4:13 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

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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 30, 2013 3:00 p.m.  
Hickman Conference Room, 2nd floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX