

**EXECUTIVE COMMITTEE MEETING**

**November 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**

Gregg Gunter, RWPC Chair  
Lionel Hillard, Allocations Chair  
Del Wilson, Evaluations Chair

Robert Compton, Allocations Vice-Chair  
Cora Giddens, Planning & Priorities Chair  
Brent Pimentel, P&P Vice-Chair

**MEMBERS ABSENT**

Helen Goldenberg, CCC Vice-Chair    Ben Martinez, CCC Chair    Tom Emanuele, Evaluations Vice-Chair

**RWPC STAFF PRESENT**

Crystal Flores, RWPC Manager

**GRANTS MANAGEMENT STAFF PRESENT**

Rashida Francis, DCHHS Program Monitor

**OTHERS PRESENT**

Lynn Schultz, New Solutions, Inc.

**I. Call to Order:** RWPC Chair, Gregg Gunter called the meeting to order at 3:18 PM

**II. Certification of Quorum:** Quorum was established and certified by Chairperson Gregg Gunter

**III. Introductions/Announcements:**

- a. Brent Pimentel, P&P Committee Vice Chair, announces that he has been offered a position as a Program Manager for the AETC starting November 18, 2013. He states he intends to stay a member of the Ryan White Planning Council.

**IV. Approval of September 30, 2013 Minutes:** *Del Wilson made a motion to accept the minutes with amendments. Brent Pimentel seconded the motion. The motion passed with 2 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. She reported that Osirus Wade resigned his seats on the Allocation Committee as well as the Mental Health seat on the Ryan White Planning Council. Kevin Greene has resigned from the Ryan White Planning Council. Susan Stambaugh has resigned from the Evaluation Committee. She also reported one individuals that were close to forfeiture of their CCC seat, so the Chair will be contacting the members to notify them.

**VI. RWPC Administrative Report:** Crystal Flores reported she will be attending the Texas HIV Syndicate meeting on November 13 -14 in Austin, TX. She also stated that a candidate for the RWPC Planner position has been chosen, and referred to HR to hire.

**VII. Committee Reports:**

- a. **Allocations Committee:** The Allocations standing meeting met on October 21, 2013 and reviewed the final expenditures per service category for Part B/State Services for FY 2013. Also reviewed Part A formula and supplemental up to date expenditures per service category. The Allocations Committee had an emergency meeting on November 4, 2013 to reallocate \$53,688 from Part A. The committee reviewed current service category expenditures, FY 2013 Priority Rankings, and the submitted RFI's from the providers. They had discussions on where and how to allocate the funds. The Committee decided to Reallocate the \$53,688 into the Food Bank Service Category. They forward on the recommendation to the Executive Committee, as stated in the meeting materials.
  - i. ***Lionel Hillard moved to accept the Allocation Committee's recommendation as stated in the meeting materials, Brent Pimentel seconded the motion. The motion passed with 1 abstention.***

- b. **Evaluation Committee:** The Evaluation Committee meeting was held on October 22, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal Flores reviewed the process for evaluating the administrative mechanism and discussed the results and recommendations. The committee voted to submit the report on to the Executive committee for approval. Next the committee reviewed the Standards of Care documents and made suggested changes. The committee will vote on these suggested changes at the next meeting. Next, the committee moved on to their Comprehensive Plan's task. Dr. Shaw took the lead for the Dental Services portion and selected some issues and included possible plans and outcomes. She focused on improving knowledge of HIV basics because it is the first step to accomplishing any of the outcomes. The committee was provided a table with options for the goals, as well as the Plans, Outcomes and Providers responsible for each goal. Some suggestions and modifications were made. At the next meeting, the committee will review the Medical Transportation and Housing service categories. The meeting adjourned.
  - i. ***Lionel Hillard moved to accept the FY 2012 Evaluation of the Administrative Mechanism Report as provided in the meeting materials. Brent Pimentel seconded the motion. The motion passed unanimously.***
- c. **Consumer Council Committee:** The CCC met on October 24, 2013. Quorum was established, announcements were made, and minutes were approved. The committee finalized plans for the next CCC Forum on October 31, 2013 at AIDS Services of Dallas. They will share the results of the post forum survey at the next meeting. The committee then began the discussion on establishing and developing goals, objectives and action steps for their committee for 2014. Finally, members were reminded of the task given to them as a result of the Comprehensive Plan. To review, CCC members have been asked to solicit information from providers in the community with HIV+ patients and find out how they screen for HIV and other STDs with their HIV population, and what prevention messages/materials are available in their office. If no screening or materials are present, the providers are asked if they are interested in receiving information about AETC trainings for their staff in these areas. The committee members submitted their filled out questionnaires to the committee leadership for them to generate a summary. The meeting was adjourned.
- d. **Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on October 16, 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. Committee members interested in participating in a workgroup to assist with the Needs Assessment gave Crystal their contact information. She will forward the list to the agency which receives the final contract. Brent Pimentel reviewed the changes made to the Continuum of Care document thus far. No new changes were suggested. Brent reminded everyone to review the document thoroughly and send any further suggested changes to Crystal before the next P&P meeting at which time a vote will be taken to approve the document for 2014. One issue raised by Gregg Gunter was whether ADAP funds can be used to pay insurance premiums, and this matter was discussed. Sylvia Moreno, PHHS, reported a recent conversation with Central DSHS, and that this matter is under discussion currently there. The issue was tabled until guidance from DSHS could be obtained. Crystal Flores reviewed the goal and action steps that the committee was tasked with under the 2012 Comprehensive plan upon available funding. She reviewed the recent update from June Tremble about the UTSW Youth Angle program, its expansion, and how some of the previous gaps in the program had been closed. A discussion followed about what direction and goal the committee should now have regarding the peer mentoring program. A decision was made to use the Needs Assessment to evaluate this issue further and guide the committee. In addition, the NA will be used to update and amend the HIV Handbook produced by the RCD as needed. The meeting adjourned.

**VIII. FY2013 Comprehensive HIV Needs Assessment Update:** The Administrative Agency has announced that New Solutions, Inc. was contracted to conduct the Needs Assessment. Lyn Schultz, the agency's Vice President, gave a presentation to the committee. The presentation covered the objectives, timeline and sections of the needs assessment. She will be working with the Needs Assessment workgroup that the P&P Committee developed, and will report back to the P&P Committee of their progress. Brent Pimentel and Cora Giddens requested some additional questions regarding Peer Navigation need be put into the consumer survey.

**IX. RWPC Bylaws:** The committee reviewed the Bylaws at the meeting and asked to review it for potential changes. The committee discussed several issues suggested by the RWPC staff and made some minor recommendations. Email Crystal with any suggestions. At this time, the issue of whether teleconferencing can be accepted when

determining quorum is still under research and has not been discussed further. Ben provided some materials but was not at the meeting to explain the results. It was also noted that the bylaws needed to include a statement allowing the Chair or Vice Chair of the RWPC to chair a standing committee if it is necessary for quorum. All suggested changes to the Bylaws must be submitted before the next Executive meeting on December 4, 2013, because they will be put to a vote at that time.

*Lionel Hillard moved to extend the meeting an extra 25 minutes to cover the rest of the agenda topics. Del Wilson seconded the motion. The motion passed unanimously.*

- X. **RWPC Leadership Report:** Gregg Gunter announced that the RWPC leadership has been researching and coordinating topics for Leadership Training for the new members next year. The training will be a half-day retreat and it will cover on how to facilitate productive meetings and Roberts Rules of Order training. Also, he tasked all standing committee chairs and vice chairs to start reviewing all their meeting materials and summarize what the committee’s achievements have been over the last year. He requests they submit these to him prior to the next meeting.
- XI. **November 13, 2013 RWPC Agenda** *Lionel Hillard moved to approve the RWPC agenda with the suggested modifications. Brent Pimentel seconded the motion. The motion passed unanimously with no abstentions.*
- XII. **Adjournment:** The meeting was adjourned at 4:34 PM.

Draft Submitted by:

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Crystal Flores, RWPC Manager

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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

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Date

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