

PLANNING AND PRIORITIES (P&P) COMMITTEE

April 16, 2014

Minutes

Charge: To oversee development and implementation of a process to identify needs and barriers, keep the assessment of needs current and develop a comprehensive plan to implement the priority goals of the Planning Council.

MEMBERS PRESENT

Ben Martinez Nell Gaither Virginia Franco	Sonny Blake, Chairperson Woldu Amenshoa	Allen Peden, Vice Chair Paula Witherspoon
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MEMBERS ABSENT

Cora Giddens	Demetria Bryan	Stacie Greskowiak
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RWPC STAFF PRESENT

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

Angi Jones, Quality Assurance Advisor Shibu Sam, PM	Lynn Smith- Clay, GMO Dindi Matthews, Health Advisor	Glenda Blackmon-Johnson, PM
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OTHERS PRESENT

Sylvia Moreno, Parkland	Jennifer Hurn, RCD	Grace Balaowi, EIC Dallas County
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- I. **Call to Order:** Sonny Blake, Chair called the meeting to order at 9:05A.M.
- II. **Certification of Quorum:** Quorum was established and certified by Sonny Blake, Chair.
- III. **Introductions/Announcements:**
 - a. Chair Sonny Blake reminded everyone to turn off/silent pagers and/or cell phones for the duration of the meeting and to limit texting. If a phone call needed to be placed, he asked that it is done outside of the room.
 - b. Ben Martinez, RWPC Vice Chair announced that the tentative Consumer Council Committee (CCC) Forum will be held on May 22, 2014 at 1:30 P.M. at the Resource Center. The May CCC meeting will tentatively be held at the Resource Center as well at 12:00 P.M. The topic is HIV and Substance Abuse. Jennifer Hurn, Resource Center informed the committee that members can access the lunch program. If a committee member is not a recipient of the Ryan White program, members may access the lunch program for \$5.00. Melissa Grove, Legacy Center tentatively committed to participate in this forum.
 - c. Alexis Hunter, RWPC Coordinator announced that the Planning and Priorities Committee will meet again on Wednesday, April 23, 2014 at 9:00 A.M. to vote on the FY 2015 Priority Setting Rankings.
 - d. Jennifer Hurn announced that the Resource Center food pantry has expanded with more nutritious groceries, so more clients will be served. She asked the committee and audience participants to spread the word that food is available at the Resource Center despite the food scarcity last fall.
 - e. Nell Gaither announced that the Dallas Transgender Housing Program has placed their first resident. She encouraged committee members and audience participants to spread the word to interested parties. The applicant must be Trans or gender non-conforming as well as have an interest in receiving housing. To provide housing, a participant must be accepting to work with someone who is Trans or gender non-conforming.
- IV. **Approval of March 19, 2014 Minutes:** *Paula Witherspoon made a motion to approve the minutes. Ben Martinez, RWPC Vice Chair seconded the motion. The motion passed unanimously with no abstentions.*
- V. **2015 Priority Setting Rankings:** *Ben Martinez, RWPC Vice Chair made a motion to table the FY 2015 Priority Setting Ranking to Wednesday, April 23, 2014 at 9:00 A.M. Paula Witherspoon seconded the motion. The motion passed unanimously.*
- VI. **FY 2015 How Best to Meet the Priority:** *Paula Witherspoon recommended that the committee takes a 15 minute recess to review the provider responses to the document which included the providers' responses to the Special Instructions for FY 2013, which was applicable for the agencies that received funding in that service category. Additionally, the committee took the time to review the document titled, "Guidance on "How Best to Meet the Priority." Allen Peden, Vice Chair seconded the motion. The motion passed unanimously. The Chair guided the committee to discuss each service category's special instructions. There was a discussion regarding the inclusion of more bilingual resources and information. For example, it was recommended that non-medical case management should consist of sharing Spanish translated information regarding education, resources, and training. However, providers*

within the audience assured that most providers have access to a translator or a Spanish speaking employee. There was also another conversation regarding gender options on intake applications and ARIES data entries. It was recommended that HIV/AIDS case managers be aware of the “Trans” option when entering demographic information, so that more Trans data could be reported for evaluation and research purposes. RWPC Staff would investigate the best avenue to ensure that it is being done, but this is something that the AA is currently working on.

VII. 2012 Comprehensive Plan Update: Sonny Blake, Chair recommended to table this agenda item.

VIII. Adjournment: The meeting was adjourned at 10:29 A.M.

Submitted by:

Alexis Hunter, RWPC Coordinator

Date

Draft Certified by:

Crystal Flores, RWPC Manager

Date

Final Approval by:

Sonny Blake, Chairperson
Allen Peden, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, April 23, 2014 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX