

**RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA**

**October 9, 2013**

**Minutes**

**COUNCIL MEMBERS PRESENT**

Allen Peden	Del Wilson	Kendall Richardson	Nell Gaither
Anthony Bolden	Demetria Bryan	Jose Raymundo	Robert Compton
Ben Martinez	Gary Benecke	Lori Davidson	Ron Stinson
Brent Pimentel	Gregg Gunter, Chair	Louvenia Freeman	Sonny Blake
Bryant Porter	Helen Goldenberg	Marcos Alcorn	Virginia Franco

**COUNCIL MEMBERS ABSENT**

Cora Giddens	Joyce Tapley	Osiris Wade
Emily Marks	Jai Mokokha	Stacie Greskowiak
Lionel Hillard		

**RWPC STAFF PRESENT**

Crystal Flores, RWPC Manager

**GRANTS MANAGEMENT STAFF PRESENT**

Rashida Francis, Program Monitor	Angi Jones, Quality Assurance Advisor
Glenda Blackmon-Johnson, Program Monitor	Dindi Matthews, Health Advisor
Shibu Sam, Program Monitor	

**OTHERS PRESENT**

Steven Pace, AIN	Roger Wedell, Legal Hospice	Kelly Richter, Gilead Sciences
Sylvia Moreno, DCHD/Parkland	David Thomas, Bryans House	Bret Camp, AHF
John Carlo, AIDS Arms Inc. Nat	Gwynne Palmore, Your Health Clinic	Maurice Murray, DCHHS
Rachel Sandoval, Dental Health	Larry Cuellar, DSHS	Linda Cantu, BMS
Brooke Nickelson, Legacy	Shaina Johnson, DSHS	Manisha Maskay, AIDS Arms
Jennifer Hurn, RCD	Todd Logan, DSHS	Traswell Livingston, ASD
		J. Michael Cruz, RCD

- I. Call to Order:** Chairperson Gregg Gunter called the meeting to order at 9:04 a.m.
- II. Certification of Quorum:** Quorum was established and certified by Chairperson Gregg Gunter.
- III. Introductions/Announcements:**

The following introductions & announcements were made:

  - a. Gregg Gunter asked that attendees please turn all cell phones and pagers to vibrate and to limit texting or other cell phone usage. If a phone call needed to be place, he asked that it is done outside of the room. Gregg reminded everyone to not use acronyms. Lastly, he asked all committee members to notify the office of support if they would not be able to attend the RWPC meetings or subcommittee meetings.
  - b. Gregg Gunter announced that the Administrative Agency and RWPC will be hosting a presentation by Januari Leo from the Texas HIV/AIDS Coalition to present on the Affordable Care Act & the Insurance Marketplace on October 23, 2013 at 1pm in the Hickman Conference Room. If anyone would like to submit questions for the presenter to answer, please email the office of support prior to the presentation so we can address them.
  - c. Gregg Gunter announced that the CCC will be hosting a community forum titled “Advocacy & Empowerment” on October 31, 2013 from 2-4p.m. at AIDS Services of Dallas: Spencer Gardens. Flyers are available on the table. A parking attendant will be present and food will be provided.
  - d. After today’s meeting, we will hear a presentation from Todd Logan, Department of State Health Services on the issue of extra-genital gonorrhea screening for gay men and HIV-positive gay men in Dallas.
  - e. The RWPC hosted a webinar on October 1, 2013 on Health Care Reform Enrollment: How to Pick a Plan. A copy of the presentation slides can be found at [www.HIVHealthReform.org](http://www.HIVHealthReform.org)

- f. RWPC members are encouraged to go take the online New Member Orientation, and print off the certificate of completion, and submit to RWPC support staff to be placed in their member file. As of today, only 7 out of the 27 people on the RWPC have turned in their completion certificate.
- g. Gregg Gunter introduced the RWPC new member, Kendall Richardson.
- h. The office of support will be accepting leadership applications for the RWPC Chair and Vice Chair positions, as well as Chair and Vice Chair positions for the standing committees. The leadership applications can be found on the RWPC website.
- i. The Planning & Priorities Committee is in the process of setting up a “Needs Assessment Workgroup” to aid the consultant in refining the consumer questionnaire, setting up/facilitating focus groups, and revising the final report. If you would like to be a part of this workgroup, please email Crystal Flores, RWPC Manager to be included on the email distribution list.
- j. Nell Gaither announced that DART passed their “plus one” benefits for the LBGT workers.
- k. Marcos Alcorn from the AETC announced that he brought the TX/OK AETC pamphlet that lists the details of this organization and they are available on the table. Also, there are preceptorship opportunities for health care providers to shadow in a HIV health clinic Nov 12 & 13. Lastly, on December 6, they are hosting an Oral Health & HIV Symposium in Fort Worth. There are 6 hours of CE’s available for this training. For more information, please check out the TX/OK AETC website.
- l. Helen Goldenberg announced the Campaign to End AIDS completed its annual women and men’s Leadership & Advocacy summit in Virginia. Also they plan to go to Pearidge, AR to do more advocacy work there.
- m. Jose Raymundo announced that there will be an event on October 26, 2013 at the Cathedral of Hope for the LGBT Hispanic community. It will be about immigration reform and HIV stigma. Food will be provided, so RSVP to attend.

**IV. Approval of the August 14, 2013 Minutes:** *Helen Goldenberg made a motion to accept the minutes as written. Ben Martinez seconded the motion. The motion passed with two abstentions.*

**V. Administrative Agency Report:** Dindi Matthews announced that the Part A application has been finalized and submitted. The Part B/ State Services RFPs will be sent out next week, and it’s a noncompetitive renewal. Program monitors are completing monitoring FY 2012 and be preparing for FY 2013. She thanked all providers that submitted questions to be presented to Januari Leo prior to her presentation on October 23, 2013.

**VI. Committee Reports:**

**A. Executive/Nominations Committee (Chair Gregg Gunter):**

**I.** Executive Committee met on September 30, 2013. The Committee approved the minutes, and then proceeded to discuss and address RWPC Committee attendance issues. Crystal Flores reported that the Part A FOA is due on October 9, 2013. The Needs Assessment RFP was approved and officially sent out for agency bids. Once an agency is selected, she will forward them the list of members interested in being part of the Needs Assessment Workgroup. The respective chairs then gave their committee reports. The committee was given a copy of the Bylaws at the August 2013 meeting and asked to review it for potential changes. The committee discussed several issues suggested by the RWPC staff and made some minor recommendations. All suggested changes to the Bylaws must be submitted before the next Executive meeting on November 4, 2013, because they will be put to a vote at that time. At this time, the issue of whether teleconferencing can be accepted when determining quorum is still under research and has not been discussed further. Gregg Gunter reminded the committee that those seeking to retain their chair or vice-chair position must re-apply by October 31, 2013. The leadership application is available online at the RWPC website. In addition, the council is also accepting application for the RWPC Chairperson and Vice-Chairs as well. Once the positions have been filled, Gregg, Cora Giddens, and Ben Martinez are planning a half-day retreat to welcome and instruct new chairs/vice-chairs. The meeting was adjourned at 4:11 PM

**II.** Nominations Committee met on September 30, 2013 immediately following the Executive

meeting. Quorum was certified, announcements were made and the minutes from the last meeting were approved. Two candidates were interviewed. The committee voted on their recommendations/appointments of:

- a. Paula Witherspoon to the Consumer Council Committee..
  - b. Chijioke Okonkwo to the Allocations Committee
  - c. Maurice Murray to the Evaluation Committee & RWPC for consideration.
  - d. Angela Medlin to the Consumer Council Committee
- The meeting adjourned.

- B. Allocations Committee:** The Allocations Committee did not meet in September due to lack of quorum. The most recent expenditure data per service category was emailed to committee members to review.
- C. Evaluation Committee:** The Evaluation Committee meeting was held on September 24, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal Flores reviewed the process for evaluating the administrative mechanism including provider survey results. The committee discussed several recommendations and will vote on them at the October 9, 2013 meeting. Next, Crystal Flores again reviewed the purpose of the Standards of Care document as well as how the document is organized. The committee continued to review the document with attention focused on what changes might occur to case management under the new ACA regulations specifically in regard to outreach and education. Del reminded the committee that Planning and Priorities is finalizing changes to the Continuum of Care, and any changes to that document will probably require changes to the Standards of Care. A recommendation from planning council staff was made to invite Lynn Smith Clay, Ryan White Grants Management Officer to the next meeting to discuss the issues with more detail. The meeting adjourned.
- A. Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on September 18, 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. She also reviewed how the 2010 Needs Assessment (NA) was accomplished and reminded the committee the current NA must be completed in a much shorter timeframe. 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. The continuum of care was discussed and small changes were made to the sections on both medical and non-medical case management to allow billing when discussing options with clients in reference to the new health insurance marketplace. The committee also discussed some of the language in the continuum of care concerning trans-gendered individuals, but no changes were recommended. This discussion is ongoing. Finally, Jennifer Hurn of RCD asked about making a change to allow case managers to bill when completing the mandatory Ryan White eligibility updates every six months, and this matter will be researched for feasibility and revisited at the next P&P meeting. The meeting adjourned.
- B. Consumer Council Committee:** The CCC met on September 26, 2013. Quorum was established, announcements were made, and minutes were approved. Ben reminded the committee about the CCC booth at LifeWalk on Sunday, October 6, 2013 and requested more volunteers for help in staffing it. The committee finalized plans for the next CCC Forum on October 31, 2013 at AIDS Services of Dallas. Crystal updated the members about the Needs Assessment timeline and asked for those interested in being part of the NA workgroup to give her their contact information. She will forward a list of these members to the agency receiving the final contract. The RFP has been posted, and bids are currently being submitted. 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 meeting was adjourned.

**VII. HIV Service Providers Council (SPC) Report:** Lori Davidson reported that the HIV SPC met on Monday, September 16, 2013. The topics covered include:

- a. They received an update from David Thomas on the National Ryan White Workgroup and what they are working on. The focus is the future funding for Ryan White. They also spoke with Lynn Smith-Clay, Grants Management Officer about some ideas she has for the future of the Dallas Planning Area and their procurement process.

The council is scheduled to meet again on October 14, 2013.

**VIII. Adjournment:** The meeting was adjourned at 9:35 a.m.

*Submitted by:*

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Crystal Flores, RWPC Manager

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Date

*Draft Certified by:*

\_\_\_\_\_  
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

Wednesday, November 13, 2013 9:00 a.m.  
Hickman Conference Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX