

RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA

November 13, 2013

Minutes

COUNCIL MEMBERS PRESENT

| | | | |
|----------------|----------------|------------------|----------------|
| Anthony Bolden | Del Wilson | Lori Davidson | Robert Compton |
| Ben Martinez | Gary Benecke | Louvenia Freeman | Ron Stinson |
| Brent Pimentel | Jose Raymundo | Marcos Alcorn | Sonny Blake |
| Bryant Porter | Lionel Hillard | | |
| Cora Giddens | | | |

COUNCIL MEMBERS ABSENT

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|-------------|---------------------|-------------------|
| Allen Peden | Demetria Bryan | Stacie Greskowiak |
| Emily Marks | Gregg Gunter, Chair | Maurice Murray |
| | Helen Goldenberg | Nell Gaither |
| | Kendall Richardson | Virginia Franco |
| | Joyce Tapley | |

RWPC STAFF PRESENT

Crystal Flores, RWPC Manager

GRANTS MANAGEMENT STAFF PRESENT

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

OTHERS PRESENT

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|--------------------------------|--|--------------------------|
| Steven Pace, AIN | Roger Wedell, Legal Hospice | Traswell Livingston, ASD |
| Sylvia Moreno, DCHD/Parkland | Beverly Coulter, My Second Chance ,Inc | Marisa Elliot |
| John Carlo, AIDS Arms Inc.Nat | Brooke Nickelson, Legacy | Bret Camp, AHF |
| Rachel Sandoval, Dental Health | Jennifer Hurn, RCD | |

- I. Call to Order:** Vice Chairperson Cora Giddens called the meeting to order at 9:06 a.m.
- II. Certification of Quorum:** Quorum was established and certified by Vice Chairperson Cora Giddens
- III. Introductions/Announcements:**

The following introductions & announcements were made:

 - a. Cora Giddens 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, she asked that it is done outside of the room. Cora reminded everyone to not use acronyms. Lastly, she 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. The Texas Department of State Health Services (DSHS) is currently hosting the Texas HIV Syndicate meeting in Austin, today and tomorrow. They will be discussing the Texas HIV Plan which is a joint prevention and care plan intended to coordinate and steer HIV related activities across the state. There are members from the RWPC as well as staff that will be present at this meeting.
 - c. 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 12 out of the 27 people on the RWPC have turned in their completion certificate.
 - d. Cora Giddens introduced Maurice Murray to the Evaluation Committee and Angel Medlin to the Consumer Council Committee.
 - e. The office of support accepted leadership applications for the RWPC Chair and Vice Chair positions, as well as Chair and Vice Chair positions for the standing committees until November 1, 2013. The Nominations Committee reviewed the applications and made their recommendations to the Judge for his consideration

- f. The Planning & Priorities Committee created a Needs Assessment workgroup that is currently working with the contractor New Solutions. The workgroup has met and has been helping the consultant in refining the consumer questionnaire, setting up/facilitating focus groups, and revising the final report
- g. Ben Martinez wanted to thank Brent Pimentel and Robert Compton for their help with the meeting minutes and their aid in setting up the meetings. It is greatly appreciated.
- h. Marcos Alcorn announced that 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. Also, the AETC is hosting 3 webinars for Worlds AIDS day, Dec 2, 3, & 13, 2013.
- i. Melissa Grove with Legacy Counseling Center announced that with the Master Leasing Program, they have already leased out all of their 30 slots in their apartments. Also May 2-4, the legacy grace project is currently accepting registrations.
- j. Steven Pace with AIN, is hosting a virtual Worlds AIDS Day event for Dec 1, 2013. More information will be available on their website.

IV. Approval of the October 9 Minutes: *Ben Martinez made a motion to accept the minutes as written. Jose Raymundo seconded the motion. The motion passed with two abstentions.*

V. Administrative Agency Report: No Report

VI. Committee Reports:

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

- I. Executive Committee met on November 4, 2013. The Committee approved the minutes, and then proceeded to discuss and address RWPC Committee attendance issues. the committee agreed to continue to encourage correspondence between the staff and members that will be absent prior to the meeting time. 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. Committee leadership gave their committee reports, they received a presentation from the Needs Assessment contractor from New Solutions, Lynn Shultz. 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. 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. They will be voting on them in December. 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. They then approved the RWPC agenda and the meeting was adjourned at 4:11 PM
- II. Nominations Committee met on November 4, 2013 immediately following the Executive meeting. Quorum was certified, announcements were made and the minutes from the last meeting were approved. One candidate was interviewed and they reviewed the Leadership applications. The committee voted on their recommendations/appointments of:
 - a. J. Michael Cruz for a seat on the Ryan White Planning Council, and the Evaluation Committee.
 - b. Lionel Hilard to be appointed as the Chair of the Allocations Committee for the 2014 calendar year.
 - c. Robert Compton to be appointed as the Vice Chair of the Allocations Committee for the 2014 calendar year.

- d. Tom Emmanuel to be appointed as the Chair of the Evaluations Committee for the 2014 calendar year.
- e. Bryant Porter to be appointed as the Vice Chair of the Evaluations Committee for the 2014 calendar year.
- f. Helen Goldenberg to be appointed as the Chair of the Consumer Council Committee for the 2014 calendar year\
- g. Jose Raymundo to be appointed as the Vice Chair of the Consumer Council Committee for the 2014 calendar year.

The meeting adjourned.

- 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 and now to the Planning Council, as stated in the meeting materials.

Anthony Bolden moved to accept the Allocation Committee's recommendation as stated in the meeting materials, Ben Martinez seconded the motion. The motion passed with 3 abstentions.

- 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 and now to the RWPC for a final vote.

Lionel Hillard moved to accept the FY 2012 Evaluation of the Administrative Mechanism Report as provided in the meeting materials. Ben Martinez seconded the motion. The motion passed unanimously.

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.

- B. 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. 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.

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.

VII. **HIV Service Providers Council (SPC) Report:** Lori Davidson reported that the HIV SPC met on Monday, October 14, 2013 at Bryans House. The topics covered include:

- a. Affordable Care Acts enrollment and any questions providers have
- b. Implications of the government shut down

The council is scheduled to meet again on November 18, 2013@ DCHHS 3rd floor.

VIII. **Adjournment:** The meeting was adjourned at 9:44 a.m.

Submitted by:

Crystal Flores, RWPC Manager

Date

Draft Certified by:

Crystal Flores RWPC Manager

Date

Final Approval by:

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

Date

NEXT SCHEDULED MEETING

Wednesday, December 11, 2013 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX