

CONSUMER COUNCIL COMMITTEE MEETING

January 24, 2019

MINUTES

Charge: Empowering consumers through education by providing the tools and knowledge to interact with those individuals and committees that affect categorical service delivery of the Ryan White Treatment Modernization Act, including the Texas Department of State Health Services (DSHS).

MEMBERS PRESENT

Auntjuan Wiley, Chair	John Dornheim	Alexander Deets
Donna Wilson, Vice Chair	Helen E. Turner	Linda Freeman
Karin Petties	Ricky Tyler	Jamie Collins
Lionel Hillard	Julie Wilson Caldwell	

MEMBERS ABSENT

Robert L. McGee II	Jonathan Thorne
Julie Jackson	Christopher Grimes

COUNCIL STAFF PRESENT

Annie Sawyer-Williams, Coordinator	Justin M. Henry, RWPC Planner
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GRANTS MANAGEMENT STAFF PRESENT

Sonia Contreras, Health Advisor

OTHERS PRESENT

Ebony Starr, ASD	Angelica Gallegos, AIN	Victoria Umon, AIN	Jason
Douglas, ASP Cares	Ted Douglas, ASP Cares	Justin Vander, PHNTX	Brad
Walsh, Parkland	Robert Lynn, RWPC CCC		

- I. **Call to Order:** Auntjuan Wiley, Chair, called the meeting to order at 12:02 p.m.
- II. **Certification of Quorum:** Quorum was established and certified by Annie Sawyer-Williams, RWPC Coordinator, and confirmed by Auntjuan Wiley.
- III. **Introductions/Announcements:**
 - a. Lionel Hillard announced the RWPC Leadership Training is Friday, January 25th from 9 a.m. - 4 p.m. at the Meadows Conference Center. The target audience for the training is current and new leaders.
 - b. Helen Zimba announced a Save-the-Date for “Get Tested and Grab a Bite” on June 27th.
 - c. Auntjuan Wiley announced February 7th is National Black HIV Testing Day.

- IV. **Approval of the December 20, 2018 Minutes:** *Lionel Hillard motioned to accept the minutes as written. Julie Wilson Caldwell seconded the motion. The motion passed unanimously.*

Mr. Wiley thanked those who attended the end of the year meeting, HIV Social Implications: Women and Transgender forum and luncheon.

- V. **Office of Support:** Mr. Henry announced the RWPC leadership training is at the Meadows Conference Center from 9 a.m. - 4 p.m. The Dallas HIV Taskforce is in the process of assisting with the Ending the Epidemic (ETE) plan launch event. They are in the process of electing chairs and vice chairs as well and are open to new members.
- VI. **Committee Liaison Reports:**
 - a. **Allocations Committee:** Committee did not meet.

- b. **Planning & Priorities Committee:** Mr. Dornheim reported the committee met on January 16th and quorum was established. The committee discussed understanding client data utilization with information regarding Primary and Secondary Services. Mr. Henry gave an overview of the client utilization data. The committee reviewed and updated the Service Delivery Guidelines for the FY 2019 Program Year.

The committee requested that the Office of Support produce an FY 2019 Service Delivery Guideline handbook that maintains the organizations by service categories.

Mr. Ganesh Shivaramaiyer introduced the new Medical Director of Health and Human Services Dr. Philip Huang. Dr. Huang introduced himself to the CCC and stated that he has assisted with Austin's Fast Track Program and is excited to share the lessons learned.

- c. **Evaluation Committee:** Mr. Henry reported the committee met on January 22th and quorum was established. The committee discussed the annual Evaluation of the Administrative Mechanism. The FY 2017 Evaluation of the Administrative Mechanism is a process by which funds are procured, contracts are monitored and claims are reimbursed on the Part A grant cycle. In the past, a subjective survey-driven process by which involved the RWPC, sub-recipient, and Administrative Agency (AA). The FY 2018 Evaluations of the Administrative Mechanism utilized a matrix developed by the Houston EMA.

A member suggested that the Evaluation Committee engage a component of evaluating the directives of the council, how effectively they are managed, and follow through into the proposal for HRSA and into the RFP through purchasing.

- d. **Needs Assessment Committee:** Mr. Dornheim reported the committee met on January 15th and quorum was established. Mr. Dornheim distributed the Needs Assessment pilot survey for feedback from the committee. He thanked the committee for their participation in completing the survey. Mr. Dornheim stressed the importance of having honest feedback and wants the survey to be user friendly.

The CCC members discussed having the opportunity for members to take the Needs Assessment pilot survey at a later date. Mrs. Caldwell expressed concern with the Needs Assessment committee's evaluation process. Once a client takes the survey, they will not have time to review and critique the document during the survey process. She suggested for members that they complete the survey in one setting and then give feedback. The CCC members agreed to complete and return the survey to support staff by the close of business on 1.29.19.

- e. **Care Coordination Ad Hoc Committee:** The committee did not meet.

- VII. **Ryan White Planning Council Retreat Strategic Planning:** Mr. Wiley suggested looking at the various ER and identify a strategic plan as to how to deliver the resource guide. Mr. Hillard and Ms. Turner will follow up with support staff. Mr. Wiley announced that the CCC does not have a specific page on the RWPC website.

Retreat Strategic Work Plan:

Lionel Hillard – Specific link for CCC on website

Karin/Ms. Zimba/Helen/Lionel - Emergency Rooms/Hospital Outreach

Ms. Zimba – Keeping forums in places where people live

Auntjuan Wiley – Facebook Live will follow up with Sonya Hughes

VIII. **CCC Community Events Involvement:** The committee discussed the CCC community tabling at AIDS Walk South Dallas on March 23th and the NAMI Walk on May 4th.

IX. **CCC Forum Planning:** The committee discussed the upcoming forum “HIV & Housing” forum. Mr. Wiley suggested that guest provide their questions in advance. The committee discussed an information/resource table for all providers to provide information. The committee discussed the Newly Diagnosis forum tentative for March 12th.

The committee scheduled a date for the upcoming forums:

- HIV & Housing - February 12th, 12-2 p.m.
- Newly Diagnosis Forum – March 12th, 12 – p.m.

X. **CCC Recruitment:** Mr. Wiley reminded the committee members of the importance of recruiting for the RWPC and CCC.

XI. **New Business:** N/A.

XII. **Adjournment:** *Donna Wilson motioned to adjourn. Helen E. Turner seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 1:07 p.m.

Submitted by:

Annie Sawyer-Williams, Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

Auntjuan Wiley, Chair
Donna Wilson, Vice Chair

Date

NEXT SCHEDULED MEETING
Thursday, December 20, 2018 12:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX