

EXECUTIVE COMMITTEE MEETING

October 3, 2018

Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.

MEMBERS PRESENT

Auntjuan Wiley, RWPC Vice Chair, CCC Chair
John Dornheim, Needs Assessment, Chair

Gary Benecke, Evaluation Chair
Kyle Talkington, Judges Representative

MEMBERS ABSENT

Lynn Smith-Clay, GMO
Donna Wilson, CCC Vice Chair
Yolanda Jones, Allocations Chair
Lionel Hillard, RWPC Vice Chair, Allocations Vice Chair

Stacie McNulty, Planning & Priorities Chair
Evany Turk, RWPC Vice Chair
Del Wilson, Evaluation Vice Chair

RWPC STAFF PRESENT

Glenda Blackmon-Johnson, RWPC Manager

Annie Sawyer-Williams, RWPC Coordinator

GRANTS MANAGEMENT STAFF PRESENT

Sonya M. Hughes, Assistant Director

OTHERS PRESENT

- I. **Call to Order:** Auntjuan Wiley, Vice Chair called the meeting to order at 2:07 p.m.
- II. **Certification of Quorum:** Quorum was established by Auntjuan Wiley, and certified by Glenda Blackmon-Johnson, RWPC Program Manager.
- III. **Introductions/Announcements:** N/A.
- IV. **Approval of September 5, 2018 Minutes:** *John Dornheim motioned to accept the minutes as written. Gary Benecke seconded the motion. The motion passed unanimously.*
- V. **Call for Executive Session:** In adherence to the Texas Open Meetings Handbook 2014 Section 551, the Committee deliberated potential appointee(s) and member(s). The Executive Session was called at 2:12 p.m.
- VI. **Reconvene:** The committee reconvened at 2:21 PM.
- VII. **Recommendations for Appointments:** The Executive Committee interviewed one candidate for appointment to the Ryan White Planning Council and Consumer Council Committees.

John Dornheim motioned to nominate Julie Wilson Caldwell to be seated on the Consumer Council Committee and forward a recommendation to the Judge's Office for RWPC appointment. Kyle Talkington seconded the motion. The motion passed unanimously.
- VIII. **Office of Support:** Ms. Blackmon-Johnson announced there were no major issues with member's attendance for the month of September. She shared the RWPC membership reflectiveness:

Planning Council (33 seats): 26 members

- **With 58% Non-Aligned Consumers (HRSA requires 33% Non-Aligned Consumers)*

- *Vacant Mandatory Seat Categories:*

- *State Medicaid Agency*

- *Members of a Federally recognized Indian tribe as represented in the population*

➤ *Formerly Incarcerated*

Ms. Blackmon-Johnson announced three candidates have applied for the membership with the RWPC. Those memberships await approval. The members were appointed to committee. The Office of Support will host a new member orientation October 26th and more details will follow. The committee received a briefing of the new member orientation materials.

Committees work plan task for the month of October:

Executive Committee: Will review the plan materials outlined in the October's agenda.

Needs Assessment Committee: Will review the Needs Assessment planning for the smaller priority population surveys and the needs assessment planning for the three year plan and the committee will revisit the Integrated Work Plan.

Planning & Priorities Committee: Will review the FY2019 Financial Service Category Eligibility based on the Federal Poverty Level.

Allocations Committee: Will review the FY2018 Expenditures and the eight month reallocation.

Evaluation Committee: Will discuss Evaluation of the RWPC and Standing Committees.

Consumer Council Committee: Will work on the remaining forums; participate in community events, and discuss the objectives from the RWPC retreat, and resume discussion of the Integrated Work Plan.

IX. Leadership Report (*Distribution list of Materials to be reviewed & discussed at November's Executive Meeting*):

- **Leadership Application Renewal:** Mr. Wiley expressed his concerns regarding the leadership application and asked if there's a way to streamline the application process by consolidating the renewal application. The committee discussed the process, and Mr. Talkington stated he would have a conversation with the Judge Office regarding the matter.
- **Review Orientation Binder:** The committee reviewed the binder and made suggestions. Mr. Wiley requested the orientation binder be introduced at the RWPC meeting and make the material available to those who would like to receive a copy.
- **Review Training Calendar per Committee:** The committee reviewed and discussed the training calendar.
- **Review Bylaws:** A member expressed his concern regarding leadership attendance to the committee meetings. It was suggested that the committee have input about criteria to be met for leadership candidates. It was suggested when a member applies for leadership they should be involved with the RWPC for at least a year. It was suggested more input from the Executive Committee be forwarded to the Judge's Office to help with decision making.

Mr. Wiley noted the attendance record is for the members with unexcused absent the committee should also address excused absences addressed; and those with excessive absences should be sent a letter of concern.

Mr. Benecke suggested that Evaluation Committee start collaboration with the Clinical Quality Management division (CQM). Mr. Charles Henley, RWPC trainer, recommended that the Evaluation committee collaborated with the Part A Quality Committee. The committee had a brief discussion regarding the two entities working together.

Ms. Blackmon-Johnson asked the committee if there should be language in the bylaws regarding procedures of recorded materials. A member stated the language should appear in policy and procedures manual. The committee discussed and asked staff to forward the consent forms for review.

The committee discussed Capacity Building funding and how to alert funded providers that the funds exist, for the community. Ms. Blackmon-Johnson stated the RWPC would make recommendations the AA.

- **Retreat Materials:** The committee will discuss in November's committee meeting.

X. Committee Reports

- a. **Planning & Priorities:** Mr. Dornheim, Planning & Priorities Committee Vice Chair, reported the committee met on September 19th, and quorum was established. They discussed the FY2019 Financial Eligibility Based on the Federal Poverty Level (FPL). The committee will review supporting documents provided by the office of support at the next meeting regarding the FPL.
- b. **Allocations Committee:** Committee did not meet.
- c. **Consumer Council Committee:** Auntjuan Wiley Consumer Council Committee Chair, reported the committee met on September 27th and quorum was established. Announcements and committee reports were given. The committee had the HIV & Affordable Care Act forum on September 27th which was very informative. The committee reviewed and discussed the upcoming forums and scheduled tentative dates.

The committee scheduled tentative dates for the upcoming forums:

- *Housing Modification & Partnership- October 30th, 2-4PM*
- *HIV& Substance Abuse – November 13th, 2-4PM*
- *Social Implications HIV & Women/Transgender- December 20th, 12-2PM*

The committee member's signs up for the upcoming events: Life Walk and Men's Strength Conference

- d. **Evaluation Committee:** Gary Benecke, Evaluation Committee Chair, reported the committee met on September 25th and quorum was established. They discussed the Evaluation of the Ryan White Planning Council and Standing Committees. The committee will defer to the Ryan White Planning Council Primer as a guide.
 - e. **Needs Assessment Committee:** John Dornheim, Needs Assessment Committee Chair, reported the committee met on September 18th, and quorum was established. The committee reviewed and discussed the 2019 Needs Assessment including: timeline, table of content, and outsourcing the survey. A member volunteered to conduct the Needs Assessment Survey and to work with support staff to gather information.
- The committee reviewed a questionnaire for Unmarried Latino Men to add the Latino population survey. Members were requested to forward select questions to Justin.
- f. **Care Coordination Ad Hoc Committee:** Auntjuan Wiley, Care Coordination Ad hoc Committee Chair, reported the committee met on September 25th, and quorum was established. The committee reviewed the Focus Group Report for: Black Women, MSM, and Hispanic Populations. They discussed the Federal Poverty Level and are waiting for the Planning & Priorities to provide their recommendations. Recommendations were submitted to the AA regarding the FPL percentages.

XI. **Approval of the October 10, 2018 RWPC Agenda:** *John Dornheim made a motion to approve the October 10, 2018 RWPC meeting agenda with corrections. Kyle Talkington seconded the motion. The motion passed unanimously.*

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

XIII. **Adjournment:** *John Dornheim motioned to adjourn. Gary Benecke seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:28 PM.

Submitted by:

Annie Sawyer-Williams, RWPC Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

Lionel Hillard, Chair
Auntjuan Wiley, Vice Chair
Evany Turk, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, November 7, 2018 @ 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207