

EXECUTIVE COMMITTEE MEETING

February 6, 2019

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

MEMBERS PRESENT

Lionel Hillard, RWPC Chair

Auntjuan Wiley, RWPC Vice Chair, CCC Chair

Yolanda Jones, Allocations Chair

Kyle Talkington, Judges Representative

Del Wilson, Evaluation Vice Chair

MEMBERS ABSENT

John Dornheim, Needs Assessment, Chair

Donna Wilson, CCC Vice Chair

RWPC STAFF PRESENT

Glenda Blackmon-Johnson, RWPC Manager

Justin M. Henry, RWPC Planner

Annie Sawyer-Williams, RWPC Coordinator

GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

Skylar Lange, Community Member

Angelica Gallegos, AIN

Raquel Sanders, AIN

Carmarion D. Anderson, UTSW

- I. **Call to Order:** Lionel Hillard, Chair called the meeting to order at 2:08 p.m.
- II. **Certification of Quorum:** Quorum was established by Lionel Hillard, and certified by Glenda Blackmon-Johnson, RWPC Program Manager.
- III. **Introductions/Announcements:**
 - a. Lionel Hillard announced the RWPC Retreat on Friday, March 8th from 9 a.m. – 4 p.m. at the Meadows Conference Center.
- IV. **January 2, 2019 Minutes:** *Kyle Talkington motioned to accept the minutes as written. Del Wilson seconded the motion. The motion passed with one abstention.*
- 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 2:10 p.m.
- VI. **Reconvene:** The committee reconvened at 3:05 p.m.
- VII. **Recommendations for Appointments:** The Executive Committee interviewed two candidates for appointment to the Ryan White Planning Council, Needs Assessment, Consumer Council and Allocations Committees.

Yolanda Jones motioned to nominate Skylar Lange to be seated on the Allocations Committee. Kyle Talkington seconded the motion. The motion passed unanimously.

Auntjuan Wiley motioned to nominate Carmarion D. Anderson to be seated on the Consumer Council and Needs Assessment Committees and forward a recommendation to the Judge's Office for RWPC appointment. Yolanda Jones seconded the motion. The motion passed unanimously.
- VIII. **Office of Support:** Annie Sawyer-Williams reviewed the RWPC reflectiveness report.

The total available seats = 33 Members

The total current seats filled = 21

There are 3 mandated seats = 3

- State Representative (Medicaid)
- Representatives of recently incarcerated
- Federally recognized Indian tribe, co-infected with Hepatitis B or C, and historically underserved groups

There are 9 seats available = 9

to be filled by those to meet
reflectiveness of the diagnosis
within the community.

(i.e. Hispanic/Latino/Black Female/Transgender)

Prior to the December 31, 2018, the seats filled = 26 (*this number didn't include the 3 mandated seats*)

As of December 31, 2018, five people rolled off the RWPC Membership Roster:

1. Gary Benecke - Resigned - (aligned; **Community reflectiveness:** white male, open about status)
2. Stacy McNulty- Term Expired - (non-aligned; **Community reflectiveness:** white female)
3. Helen E. Turner- Term Expired - (non-aligned; **Community reflectiveness:** black female, open about status)
4. Tom Emanuel - Term Expired - (non-aligned; **Community reflectiveness:** white male)
5. Evany Turk – Resigned – (non-aligned; **Community reflectiveness:** black female, open about status)

With these five members rolling off, the total seats filled decreased to 21 members and the non-aligned percentage increased 71.00%.

The committee discussed the status of the pending membership applications that were submitted to the Judge's Office.

The leadership candidate's applications were briefly discussed; Mr. Wiley noted his concerns regarding fairly new members applying for a leadership role when they have questions regarding the RWPC process.

IX. Leadership Report: Mr. Hillard announced the RWPC Leadership Training took place on Friday, January 25th. The training was a huge success and any issue identified through the evaluation forms will be addressed.

Ms. Blackmon-Johnson presented Addendum A- 2019 Bylaws Article III Membership, Section 3.5 – *Numbers of Members*: to amend regarding the number of members. The committee had an extension discussion regarding the RWPC Bylaws Section 3.5 – Numbers of Members; and establishing quorum and membership reflectiveness.

The committee proposed changes and request staff to present a formal document with recommendations to discuss at the next meeting. The committee discussed increasing the number of the council members. They discussed and agreed to revise the addendum and vote on it at the next month's meeting.

X. Committee Reports

- a. Planning & Priorities:** Justin Henry, RWPC Planner, 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. They discussed including the Policy Clarification Notice #18-02 *The Use of Ryan White HIV/AIDS Program Funds for Core Medical and Support Services for People Living with HIV who are Incarcerated and Justice Involved* and #15-02 *Clinical Quality Management Policy Clarification Notice, Recently adjustment to the Federal Poverty Level (FPL), and the 30 day referral* within the document.

- b. **Allocations Committee:** Yolanda Jones, Allocations Committee Chair, reported the committee met on January 28th and quorum was established. The committee discussed priorities of the committee. Ms. Jones proposed a question to the members regarding what they would need to complete their job effectively; committee members and guests shared ideas of what would make the committee better.
- c. **Consumer Council Committee:** Auntjuan Wiley, Consumer Council Committee Chair, reported the committee met on January 24th and quorum was established. Announcements and committee reports were given. The Needs Assessment, Chair, John Dornheim distributed the Needs Assessment pilot survey for feedback from the Consumer Council Committee. The CCC was not able to use their time at the committee to complete the survey. The CCC members were asked to take the survey with them and submit it back to support staff by 1.29.19 with their comments and suggestion.

The committee discussed the RWPC Retreat Strategic Plan:

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

The committee discussed the CCC community tabling the AIDS Walk South Dallas on March 23th and the NAMI Walk on May 4th.

The committee discussed the upcoming forum “HIV & Housing” forum. They discussed having 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, 2 p.m. - 4 p.m.
- Newly Diagnosis Forum – March 12th, 2 p.m. – 4 p.m.

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.

- d. **Evaluation Committee:** Del Wilson, Evaluation Committee Vice Chair, reported the committee met on January 22nd and quorum was established. The committee discussed the Evaluation of the Ryan White Planning Council using the Ryan White Planning Council Primer and self-assessment as a guide. There has been discussion regarding how to get started and how what the questions for evaluation will look like.

Agenda Items for next meeting: Mr. Henry will provide a refresher of the EAM process, Evaluation of the EAM, review the EAM questions, timeline for FY 2018 EAM report, and Evaluation of the RWPC.

- e. **Needs Assessment Committee:** Justin Henry, RWPC Planner, reported the committee met on January 15th, and quorum was established. The committee reviewed and discussed the consumer survey. They reviewed and discussed the draft survey that will be distributed to the Consumer Council Committee (CCC) for feedback.
- f. **Care Coordination Ad Hoc Committee:** Committee did not meet.

XI. Approval of the February 13, 2019 RWPC Agenda: Yolanda Jones made a motion to approve the February

13, 2019 RWPC meeting agenda with corrections (add Chairs/Vice Chair names). Kyle Talkington seconded the motion. The motion passed unanimously.

XII. 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 3:54 p.m.

XIII. Reconvene: The committee reconvened at 4:04 p.m.

XIV. Recommendations for Leadership Appointments: The Executive Committee discussed candidates for appointment to the Ryan White Planning Council, Leadership (*Evaluation-Chair, Allocations-Vice Chair and Needs Assessment-Vice Chair*).

Yolanda Jones motioned to nominate James Wright for Vice-Chair of the Allocations Committee. Auntjuan Wiley seconded the motion. The motion passed unanimously.

Del Wilson motioned to nominate Darius Ahmadi for Chair of the Evaluation Committee. Kyle Talkington seconded the motion. The motion passed unanimously.

Kyle Talkington motioned to nominate Christopher Webb for Vice-Chair of the Needs Assessment Committee. Yolanda Jones seconded the motion. The motion passed unanimously.

XV. New Business: None

XVI. Adjournment: *Kyle Talkington motioned to adjourn. Yolanda Jones seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 4:06 p.m.

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
John Dornheim, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, March 6, 2019 @ 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207