

**EXECUTIVE COMMITTEE MEETING
December 4, 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

Robert Lynn, P&P Vice Chair
Del Wilson, Evaluation Vice Chair

Auntjuan Wiley, RWPC Vice Chair, CCC Chair

MEMBERS ABSENT

Yolanda Jones, Allocations Chair
James Wright, Allocations Vice Chair
John Dornheim, Needs Assessment, Chair

Donna Wilson, CCC Vice Chair
Lionel Hillard, RWPC Chair
Christopher Webb, Needs Assessment Vice Chair

RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator

Justin M. Henry, RWPC Planner

GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

Joni Wysocki, AIN Inc.

Miranda Grant, AIN Inc.

I. Call to Order: Auntjuan Wiley, Vice Chair called the meeting to order at 2:05 p.m.

II. Certification of Quorum: Quorum was established by Lionel Hillard, and certified by Annie Sawyer-Williams, RWPC Coordinator.

III. Introductions/Announcements:

a. Annie Sawyer-Williams announced Kyle Talkington has resigned from the Executive Committee.

IV. November 6, 2019 Minutes: *Robert Lynn made a motioned to accept the minutes as written. Del Wilson 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 regarding the applicant. The Executive Session was called at 2:07 p.m.

VI. Reconvene: The committee reconvened at 2:34 p.m.

VII. Recommendations for Appointments: The Executive Committee interviewed one candidate for appointment to the Allocation Committee.

Robert Lynn made a motioned to nominate Jacobi Hunter-Wright to be seated on the Allocations or Needs Assessment Committee and to forward a recommendation to the Judge's Office for RWPC appointment. Del Wilson seconded the motion. The motion passed unanimously.

VIII. Office of Support: No report.

IX. Leadership Report: The Executive Committee members discussed the Standards of Care (SOC) workgroup and scheduled the meeting for Thursday, December 12th at 10:30 a.m. Staff will send an email seeking volunteers for the workgroup.

X. Committee Reports:

- a. **Planning & Priorities:** Committee did not meet.
- b. **Allocations Committee:** Committee did not meet.
- c. **Consumer Council Committee:** Auntjuan Wiley, Chair, reported the committee met on November 21st and established quorum. The committee discussed and reviewed the CCC Education Outreach Project for 2019. The committee completed the goal of identifying ten emergency rooms and providing them with resources and educational material. A follow up will be done with the emergency room contacts for additional information. New locations will be identified for 2020 with goals and deliverables.

The committee discussed and identified potential forum topics for 2020 and finalized the Adherence & Staying Undetectable forum on Thursday, December 19th.

- d. **Evaluation Committee:** Committee did not meet.
- e. **Needs Assessment Committee:** Justin M. Henry reported the committee met on November 19th and established quorum. Mr. Henry updated the committee on the Needs Assessment progress.
 - Conducted 16 Key Informant interviews for data collection.
 - Conducted 9 Focus Groups.
 - They are in the process of organizing focus groups for the Transgender Community.
 - They are in the process of recruiting for 18-24 age groups.
 - They are organizing consumer surveys.

XI. Approval of the December 11, 2019 RWPC Agenda: *Robert Lynn made a motion to approve the December 11, 2019 RWPC meeting agenda. Del Wilson seconded the motion. The motion passed unanimously.*

XII. New Business: N/A.

XIII. Adjournment: *Del Wilson made a motioned to adjourn. Robert Lynn seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:09 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, January 8, 2020 @ 2:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207