

EXECUTIVE COMMITTEE MEETING
January 9, 2013

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

MEMBERS PRESENT

Gregg Gunter, RWPC Chair	Del Wilson, Evaluations Chair	Cora Giddens, Planning & Priorities Chair
Ben Martinez, CCC Vice Chair	Lionel Hillard, Allocations Chair	Sabrina Taylor Care Coord. Ad Hoc Chair

MEMBERS ABSENT

Tom Emanuele, Evaluations Vice Chair	David Saenz, Allocations Vice Chair
Brent Pimentel, Planning & Priorities Vice Chair	

RWPC STAFF PRESENT

Felton Stevens, Jr., RWPC Manager	Crystal Flores, RWPC Planner	Jennifer Kendrick, RWPC Coordinator
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GRANTS MANAGEMENT STAFF PRESENT

Karin Petties, Assistant Director Ryan White Grants Compliance

OTHERS PRESENT

- I. **Call to Order:** Chair, Gregg Gunter called the meeting to order at 3:10 PM
- II. **Certification of Quorum:** Quorum was established and certified by Chair, Gregg Gunter
- III. **Introductions/Announcements:**
 - a. Jennifer Kendrick reminded the committee members to complete the membership update forms so that everyone records could be updated.
- IV. **Approval of December 3, 2012 Minutes:** *Lionel Hillard made a motion to accept the minutes as written. Cora Giddens seconded the motion. The motion passed unanimously.*
- V. **Review of RWPC and Committee Attendance:** Jennifer Kendrick reported that several committee members may need to be contacted regarding their attendance to the RWPC and standing committee meetings. The committee agreed to follow a protocol which requires staff to send a letter to the individual inquiring about membership intentions.
- VI. **RWPC Administrative Report:** Felton Stevens stated that there was no report, due to lack of information to report.
- VII. **Comprehensive Plan Update:** Felton reported that he presented one of the Goals from the Comprehensive Plan to the Evaluation Committee. One of the proposed coordinated actions within one of the goals from the Comprehensive plan is to "Identify 2-3 areas that could benefit from enhanced collaboration. The committee agreed upon and identified the three areas of collaboration as being: 1) Transportation 2) Housing and 3) Dental. The committee was charged with developing a plan and outcome for enhancing the collaborations in each target area. Felton also presented a second goal from the Comprehensive Plan to the Planning and Priorities Committee. The objective of the Goal is to identify 2-3 best practice recommendations utilized by local providers (Ryan White funded/ non- RW funded) in order to link PLWHA into medical care by December 2013. Felton then informed the committee that the proposed action is to identify agencies from the 2010 needs assessment resource inventory directory that are non-RW funded and request information to determine how they link PLHWA into care. Felton stated he would be reporting more information to the committee during the next meeting.

VIII. Committee Reports:

- a. **Allocations Committee:** No Report
 - b. **Evaluation Committee:** Del Wilson reported that the Evaluation committee met on December 18, 2012. Quorum was established, announcements were made and the previous month's minutes were approved. Felton Stevens provided background information on one of the requirements from the 2012 Comprehensive Plan and asked the committee to complete one of the action steps of the goal. The committee discussed, agreed upon and identified the three areas of collaboration referenced in the goal presented by Felton [1) Transportation 2) Housing and 3) Dental]. The committee was charged with developing a plan and outcome for enhancing the collaborations in each target area at the next meeting. Next, the committee began to discuss and edit the 2013 Standards of Care. The meeting adjourned.
 - d. **Consumer Council Committee:** Ben Martinez reported that the Consumer Council committee met on December 20, 2012. Quorum was established, announcements were made and the previous month's minutes were approved. Committee Liasons presented their committee reports. The committee then discussed and edited the Forum Guidelines for CY 2013. The committee also revived the CCC Forums workgroup which will be responsible for coordinating meeting locations, date, and speakers with the assistance of RWPC staff and Forum Facilitators. The meeting adjourned.
 - e. **Care Coordination Ad Hoc Committee-Ad Hoc:** No report
 - f. **Planning and Priorities –P&P:** Cora Giddens reported that the Planning and Priorities committee met on December 19, 2012. Quorum was established and no announcements were made. Felton presented the committee a second goal from the Comprehensive Plan. Felton stated he would be reporting more information to the committee during the next meeting to assist with completing this goal. Next, the committee continued to read, discuss and edit the Recommendations from the Care Coordination Ad Hoc Committee. Due to lengthy discussions and time, the remainder of the agenda items were tabled until the next meeting. The meeting adjourned.
- IX. **Calendar of Trainings:** Felton reported that he and Kyle Talkington had not been able to coordinate a date for the presentation about the One campaign in January and Nell Gaither will present about Transgender issues in February. The dates are still tentative and subject to change.
- X. **Information Distribution:** Felton reminded committee members that all information distributed to the Interested Parties list must be related to the planning council.
- XI. **RWPC Leadership Report:** The executive committee received the rough draft of the Leadership Report. The committee was asked to review the document and forward any edits to Crystal Flores. More discussion regarding finalization would be held at the next meeting.
- XII. **January 16, 2013 RWPC Agenda** *Cora Giddens moved to approve the RWPC agenda as written. Lionel Hillard seconded the motion. The motion passed unanimously.*
- XIII. **Adjournment:** The meeting was adjourned at 4:03 PM

Draft Submitted by:

Jennifer Kendrick, RWPC Coordinator

Date

Draft Certified by:

Felton Stevens Jr., RWPC Manager

Date

Final Approval by:

Gregg Gunter, CHAIRPERSON
Ben Martinez, VICE CHAIRPERSON

Date

NEXT SCHEDULED MEETING
Monday, February 4, 2013 3:00 p.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX