

EXECUTIVE COMMITTEE MEETING
February 3, 2014

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	Ben Martinez, RWPC Vice-Chair
Robert Compton, Allocations Vice-Chair	Lionel Hillard, Allocations Chair
Helen Goldenberg, CCC Chair	Tom Emanuele, Evaluations Chair
Bryant Porter, Eval Vice Chair	

MEMBERS ABSENT

Sonny Blake, P&P Chair	Jose Raymundo, CCC Vice Chair
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RWPC STAFF PRESENT

Crystal Flores, RWPC Manager	Alexis Hunter, RWPC Coordinator	Andrew Wilson, RWPC Planner
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GRANTS MANAGEMENT STAFF PRESENT

Lynn Smith-Clay, Grants Management Officer

OTHERS PRESENT

- I. **Call to Order:** RWPC Chair, Gregg Gunter called the meeting to order at 3:09 P.M.
- II. **Certification of Quorum:** Quorum was established by Crystal Flores, RWPC Manager and certified by Chairperson Gregg Gunter
- III. **Introductions/Announcements:**
 - a. Crystal Flores, RWPC Manager introduced Alexis Hunter as the new RWPC Coordinator and Andrew Wilson as the new RWPC Planner.
 - b. Ben Martinez announced that Parkland is having an open house on February 13, 2014 from 4:00 P.M.-7:00 P.M. at Amelia Court entitled "Love Yourself, Love Your Family". The event will feature the various services that Parkland's HIV Department provides such as HIV testing.
 - c. Helen Goldenberg reminded everyone that February 7, 2014 is Black AIDS Day. She encouraged everyone to get involved and participate. She announced that February 7, 2014-February 14, 2014 is the Week of Prayer for the Healing of AIDS. She also announced that the Afiya Center is sponsoring an event entitled, "End with Red" on March 8, 2014 at a park located at the corner of Monticello St. and Colorado Rd. in Dallas. Helen announced her opportunity to attend a meeting regarding the future of Ryan White at the President's Advisory Council of AIDS in Washington D.C. She welcomes any helpful input from anyone pertaining to RWPC.
 - d. Crystal Flores announced the Texas Department of State Health Services (DSHS) update on the THMP Program, a pilot program that is intended to address some of the recent changes in federal law and the insurance industry.
- IV. **Approval of January 6, 2014 Minutes:** *Ben Martinez corrected Robert Compton's position from CCC Vice Chairperson to Allocations Vice Chairperson as indicated in the January 6, 2014 minutes. Lionel made a motion to accept the minutes as amended. Ben Martinez seconded the motion. The motion passed with 2 abstentions.*
- V. **Review of RWPC and Committee Attendance:** Crystal Flores reported potential attendance issues. Crystal then reviewed the open mandated categories that will need to be filled. She advised leadership to recruit more non-conflicted consumers, because HRSA requires Planning Councils to have 33% non-conflicted consumers on the council; currently, we are at 24%.
- VI. **RWPC Administrative Report:** Crystal Flores stated the website is updated with recent minutes and will be transformed into a more user friendly site soon. She mentioned that the links for the Homebase for Housing and My Ride pamphlet are included on the website. She announced that this month is Membership Update Month, so

members will be asked to provide updated contact information, which will be shared within each respective committee. Crystal reminded everyone to complete the New Member Online Training Module on the RWPC website and submit the certification to the staff upon completion.

VII. Committee Reports:

- a. **Allocations Committee:** On January 2, 2014, the AA reallocated \$393,000, per the Allocations Committee's recommendation, to place back into services, and the contracts should be finalized on February 11, 2014 to allow providers to start billing towards these reallocated funds. The Allocations Committee met on January 27, 2014 at 5:00 P.M. Quorum was established. The Committee discussed and voted on giving the AA the authority to have the discretion to utilize unexpended FY 2013 Part A funds up to the amount of \$1,000,000 and FY 2013 MAI funds to the amount of \$500,000 among any of the medical core services and under non-core services, case management only. ***Robert Compton moved to accept the recommendations presented by the Allocation's Committee, Helen Goldenberg seconded the motion. The motion passed with one abstention.***
- b. **Evaluation Committee:** The Evaluation Committee meeting was held on January 28, 2014 at 3:00P.M. Quorum was established. The Committee was updated by the QM staff about where the process stands regarding an action plan collaborative with the providers, who are receiving funding, to ensure that the quality indicators are being met. The committee discussed the Comprehensive Plan Goal I Objective III: the transportation, housing, and dental collaboration with non-Ryan White providers. They also reviewed Goal 6 Objective III: the current programs and best practices that are in place from providers that are currently addressing cultural competency training within their agency.
- c. **Consumer Council Committee:** The CCC met on January 30, 2014 12:00 P.M. Quorum was established. The Committee discussed and continued to fill out the 2014 Goals and Objectives and highlighted that a social media presence should be a priority to recruit and retain members. There was a discussion on how to target and engage various population groups such as the youth. The Committee began to discuss potential forum topics based upon consumers, providers, and past successful recommendations.
- d. **Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on Wednesday January 22, 2014 at 9:00 A.M. They discussed the Needs Assessment update and the 2013 Comprehensive Plan with the goal and objective of linkage to care: best practices of training. Additionally, they discussed the 2015 Priority Process Setting. The AA is accumulating information for the Committee for the priority setting process. The consultant will present a final report of the Needs Assessment after the March Planning Council meeting based on a tabulation of survey results.

VIII. Leadership Training Update: The Planning Council and all standing committees' Chairs and Vice Chairs met on January 24, 2014 to discuss:

- a. Robert's Rules of Order
- b. Leadership
- c. Bylaws

The Chair recommended a point of order extension for 15 minutes at 4:03 P.M. Lionel Hillard moved to extend the meeting. Tom Emanuele seconded the motion. The motion passed unanimously.

IX. RWPC Leadership Report: Chairs and Vice Chairs are currently working together along with Alexis Hunter, RWPC Coordinator to construct the RWPC quarterly newsletter. Additionally, Chairs and Vice Chairs are currently working together to compose the 2013 RWPC End of Year Report.

X. February 12, 2014 RWPC Agenda: ***Ben Martinez moved to approve the RWPC agenda as written. Lionel Hillard seconded the motion. The motion passed unanimously with no abstentions.***

XI. Adjournment: The meeting was adjourned at 4:15 P.M.

Submitted by:

Alexis Hunter, RWPC Coordinator

Date

Draft Certified by:

Crystal Flores, RWPC Manager

Date

Final Approval by:

Gregg Gunter, CHAIRPERSON
Ben Martinez, VICE CHAIRPERSON
Lionel Hillard, VICE CHAIRPERSON

Date

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