

EXECUTIVE COMMITTEE MEETING

March 5, 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
Robert Compton, Allocations Vice-Chair
Helen Goldenberg, CCC Chair
Sonny Blake, P&P Chair

Ben Martinez, RWPC Vice-Chair
Jose Raymundo, CCC Vice Chair
Tom Emanuele, Evaluations Chair

MEMBERS ABSENT

Bryant Porter, Eval Vice Chair
Lionel Hillard, Allocations Chair

RWPC STAFF PRESENT

Crystal Flores, RWPC Manager Alexis Hunter, RWPC Coordinator Andrew Wilson, RWPC Planner

GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

- I. **Call to Order:** RWPC Chair, Gregg Gunter called the meeting to order at 2:02 P.M.
- II. **Certification of Quorum:** Quorum was established by Crystal Flores, RWPC Manager and certified by Chairperson Gregg Gunter
- III. **Introductions/Announcements:** There were no introductions or announcements.
- IV. **Approval of February 3, 2014 Minutes:** *Sonny Blake made a motion to accept the minutes as written. Ben Martinez seconded the motion. The motion passed with no 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%. Due to the recent attendance review, the aforementioned percentages will change. Based upon the Committee's decision after review, members, who have violated the attendance policy described in Bylaw Section 3.7, will receive with a warning, termination, or reminder letter via email. The Committee made a consensus on the decision to execute the bylaws.
- VI. **RWPC Administrative Report:** Crystal Flores stated the website will be transformed into a more user friendly site within the next two weeks. The website will outline and include more resources and additional training materials. The web developer has yet to launch a completion date, but there is progress. Membership updating will continue in March. Additionally, the Office of Support will be taking pictures of all standing Committees. After the membership updating is complete, Alexis Hunter, RWPC Coordinator will distribute among the Chairs and Vice Chairs, so that they may communicate freely and collaborate with members. The Needs Assessment Presentation is immediately following the Planning Council Meeting on March 12, 2014 starting at 10:00 A.M. Andrew Wilson, RWPC Planner gave an update on his recent projects including an allocation process presentation, training calendar development, and FY 2015 Planning Guide. The Office of Support plans to create games i.e. Jeopardy to reemphasize important materials such as the Needs Assessment.
- VII. **Committee Reports:**
 - a. **Allocations Committee:** The Allocations Committee met on February 24, 2014. Quorum was established. The meeting was facilitated by Ben Martinez, RWPC Vice Chair. Crystal Flores, RWPC Manager, gave updates regarding the FY 2013 Part A/MAI Service Update and the FY 2014 Part B/ State Services Update. The Committee discussed

the current expenditure report. There was an in-depth discussion about returning Part A FY 2013 unspent money to ADAP and the FY 2013 year-end reallocation.

- b. **Evaluation Committee:** The Evaluation Committee meeting was held on February 25, 2014. Quorum was established. The meeting was facilitated by Bryant Porter, Vice Chair. The Committee was tasked with reviewing the past FY 2012 Evaluation Administrative Mechanism (EAM) and the Administrative Agency's responses to the Committee's recommendations regarding the EAM. The committee made progress on the Comprehensive Plan Goal 1 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 sensitivity training within their agency. The Committee decided that creating a list of best strategies to address cultural sensitivity would be the most appropriate and the best resource for agencies.
- c. **Consumer Council Committee:** The CCC met on February 27, 2014 at 12:00P.M. Quorum was established. The Committee discussed and voted on the top 4 forum topics for CY 2014, which are mentioned below. Additionally, the Committee reviewed their goals and objectives for CY 2014.
 - 1. Accessing Community Resources: Housing and Transportation Services (Tentatively Scheduled for April 2014)
 - 2. HIV and Substance Abuse (Targeting the youth in partnership with The HIVE, Youth First Texas, Youth Ministries, and United Black Element)
 - 3. Job Training Opportunities (In partnership with the Urban League and Social Security Administration)
 - 4. HIV & STD Co-Infections (Targeting the youth in partnership with The HIVE, Youth First Texas, Youth Ministries, and United Black Element)
- d. **Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on Wednesday February 19, 2014. Quorum was established. They discussed the 2015 Priority Setting Process and Timeline. The priority rankings will begin during the March monthly meeting. Crystal Flores, RWPC Manager announced that the Needs Assessment Final Presentation will be held on March 12, 2014 at 10:00 A.M. immediately following the Planning Council Meeting.

VIII. RWPC Leadership Report: Chair Gregg Gunter utilized this time to speak about the CY 2013 End of Year Report.

IX. 2013 End of Year Report: The Committee reviewed the CY 2012 End of Year Report in comparison to the CY 2013 End of Year Report Draft, and it was decided that the Committee will edit the draft in a format similar to the previous year.

X. March 12, 2014 RWPC Agenda: *Helen Goldenberg moved to approve the RWPC agenda as written. Sonny Blake seconded the motion. The motion passed unanimously with no abstentions.*

XI. Adjournment: The meeting was adjourned at 3:01 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, April 28, 2014 @ 3:00 p.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX