

**EXECUTIVE COMMITTEE MEETING**

**July 3, 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**

Del Wilson, Evaluations Chair                      Helen Goldenberg, CCC Vice Chair                      Ben Martinez, CCC Chair  
Cora Giddens, Planning & Priorities Chair

**MEMBERS ABSENT**

Tom Emanuele, Evaluations Vice Chair      Lionel Hillard, Allocations Chair                      Gregg Gunter, RWPC Chair  
Brent Pimentel, P&P Vice Chair

**RWPC STAFF PRESENT**

Crystal Flores, RWPC Planner                      Jennifer Kendrick, RWPC Coordinator

**GRANTS MANAGEMENT STAFF PRESENT**

**OTHERS PRESENT**

Robert Baxter, DCHHS

- I. **Call to Order:** Vice Chair, Cora Giddens called the meeting to order at 3:08 PM
- II. **Certification of Quorum:** Quorum was established and certified by Vice Chair, Cora Giddens
- III. **Introductions/Announcements:** None.
- IV. **Approval of April 29, 2013 Minutes:** *Del Wilson made a motion to accept the minutes. Ben Martinez seconded the motion. The motion passed unanimously.*
- V. **Review of RWPC and Committee Attendance:** Jennifer Kendrick reported potential attendance issues and the committee was asked to continue to encourage correspondence between the staff and members that will be absent prior to the meeting time. She also reported on individuals that were close to forfeiture of their membership seat and asked committee chairs or vice chairs to contact their respective committee member.
- VI. **RWPC Administrative Report:** Crystal Flores announced that: Lynn Smith Clay was named the Grants Management Officer, Joe Thekkekara was named the Grants Manager, and that the clerk/receptionist position had been filled. She then updated the committee on the Part A/MAI grant award. At the beginning of FY2013, HRSA released a portion of the Part A/MAI funding, of which approximately \$4,684,633.00 was disbursed among the funded service categories. The Administrative Agency has received the rest of the FY2013 Part A/MAI award and is proposed to disburse approximately \$8,062,835.00 among the funded service categories. The total service delivery funds for FY2013 Part A/MAI are approximately \$668,830 less than FY2012. This results in a 5% reduction in the overall service delivery of Part A/MAI funds. She also reported that because we have received the remainder of the funding, the needs assessment would not follow the guidelines of the contingency plan. Crystal also stated that RWPC staff is requesting an amendment to the RWPC agenda to include the Administrative Agency report now that a Grants Management Officer had been named. Crystal also requested that Agenda Item VIII. RWPC New Member Orientation Online Training be tabled until next month. She also reported that staff is requesting that once the online orientation is complete, all current RWPC members take the online orientation and print off a final Certificate of Completion after reviewing all 3 modules. It will be requested that all RWPC members submit a copy of the certificate to the RWPC staff prior to the September 2013 for their member files.
- VII. **Committee Reports:**
  - a. **Allocations Committee:** The Allocations Committee meeting was held on June 24, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal updated the committee on the status of the remainder of the Part A/MAI allocation. The following information was presented:

- i. At the beginning of FY2013, HRSA released a portion of the Part A/MAI funding, of which approximately \$4,684,633.00 was disbursed among the funded service categories.
- ii. The Administrative Agency has received the rest of the FY2013 Part A/MAI award and is proposed to disburse approximately \$8,062,835.00 among the funded service categories.
- iii. The total service delivery funds for FY2013 Part A/MAI are approximately \$668,830 less than FY2012. This results in a 5% reduction in the overall service delivery of Part A/MAI funds.

The committee was reminded of the data sources that they currently receive in the allocation guide. One suggestion requested regarding the data sources provided was to list the service categories by priority ranking when reporting the previous year's allocation. The committee was asked to send request for any additional sources they would like to be included into the FY 2014 Allocation guide to the Office of Support before the July Allocation committee meeting. The meeting adjourned

- b. Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on June 19, 2013. Quorum was established, announcements were made and the minutes were approved. Funded service provider responses regarding the How Best to Meet the Priority special instructions were received by the QM team. In light of the amount of time needed to review, discuss, and provide feedback, it was suggested to table the item until the next meeting. Brent Pimentel made a motion to table the action Item until the next month. Nell Gaither seconded the motion. The motion passed. Next, the committee discussed the recommendations from the Care Coordination Ad Hoc Committee including changes to the Eligibility Requirements Document. Those recommendations were sent to the Evaluation Committee and subsequently forwarded to the Planning and Priorities committee. The Planning and Priorities committee then forwarded the recommendations to the Administrative Agency. Dindi Mathews gave a report on new additions to the document. Several committee members and audience members recommended the following changes to the documents:
- i. Consider adding P-24 antigen test to the list referenced in the fourth bullet point under "1. Proof of HIV/AIDS diagnosis must be verified by one of the following:".
  - ii. In the 5th bulletin under "2. Proof of residency within...", change "delivered" to "dated".
  - iii. In the 3rd bulletin under "3. Proof of income must...", change "sixty" to "thirty".
  - iv. Under Conditional eligibility. Change the last sentence to read, "Service provider may be reimbursed for the first thirty (30) days of service in urgent need situations where eligibility documentation is missing.
  - v. Add the following definition for "urgent": An urgent need is a situation that is likely to become an emergency need if not addressed within thirty (30) days.

The committee and audience members were reminded that this document was drafted from the recommendations developed by the Care Coordination Ad Hoc committee, the Evaluation Committee, the Planning and Priorities committee. The presentation from Dindi Mathews was a report on the changes made to the Eligibility Requirement document. The recommendations given during the meeting will be considered for implementation and reported on at next month's meeting. Next, the committee discussed the Comprehensive HIV Health Services Plan update. Crystal Flores reminded the committee members that under Goal 2: Objective 3 of the Comprehensive HIV Health Services Plan, they were tasked with evaluating the feasibility of implementing a consumer peer post-test counseling program in the Dallas Planning Area. The committee agreed to conduct a community assessment in order to identify: the environment and circumstances affecting the HIV+ community, gaps in care, the perception of the clients that are falling through these gaps, and where peer navigators can help. The assessment was given in the form of a survey distributed to consumers, funded providers and non-funded providers. Crystal then presented and provided committee members with a copy of the results of the community assessment. The committee was then reminded that the next step is the development of the Post-Test Counseling Peer Navigation program. Jennifer Kendrick then reminded the committee that under Goal 5: Objective 1 of the Comprehensive HIV Health Services Plan, the committee was tasked with identifying the three (3) highest reporting entities for HIV + individuals with a detectable viral load and are co-infected with syphilis. Jennifer presented the committee with data received from the Department of State Health Services. She then reviewed the next action step and party responsible for the task as outlined in the Comprehensive Plan. Lastly, the committee was given a document from Lori Davidson that included her recommendations regarding the questions concerning housing. The committee was tasked with reviewing Lori's suggestions as well as the remainder of the needs assessment survey questions and be prepared to discuss at the next committee meeting. Documents needed for discussion and review will be emailed prior to the July meeting. \*Brent Pimentel also suggested that Data sources for the Priority Setting Process be added as an agenda item in the next

month's meeting.\*The meeting adjourned.

- c. **Evaluation Committee:** The Evaluation Committee meeting was held on June 25, 2013. Quorum was established, announcements were made and the minutes were approved. The committee began to discuss the Care Coordination Ad Hoc committee recommendations. Some of the proposed recommendations from the Care Coordination Ad Hoc Committee included changes to the Eligibility Requirements Document. Those recommendations were sent to the Evaluation Committee and subsequently forwarded to the Planning and Priorities committee. The Planning and Priorities committee then forwarded the recommendations to the Administrative Agency. Dindi Mathews gave a report on the final additions made by the Administrative Agency. Next, the committee was given the FY 2011 Evaluation of the Administrative Mechanism with the Administrative Agency Responses, the draft survey questions including the suggested changes discussed in the previous meeting, and the suggested Timeline for completion. The committee took a 5 minute recess at 3:23pm. The committee returned from recess at 3:28pm. Crystal Flores reviewed the recommendations from last year's report and briefed the committee on how the Planning Council staff and AA have addressed them or are continually working on them. The committee then began to discuss the proposed timeline. In order to encourage more provider participation, the committee recommended that the AA provide an official report on how they plan to address the current FY Evaluation of the Administrative Mechanism recommendations. The committee also recommended that the AA provide an official progress report on how they have addressed the previous FY Evaluation of the Administrative Mechanism recommendations. Steven Inrig made a motion to approve the Evaluation of the Administrative Mechanism Survey tools and timeline. Philip Scheldt seconded the motion. The motion passed. Lastly, the committee continued their discussion on Dental services and ways the RWPC can develop a plan and outcomes for enhancing collaborations between Ryan White funded agencies and Non-Ryan White funded service providers. Lashaun Shaw presented a document outlining potential plans and outcomes on ways the RWPC could increase collaborations between Ryan White funded providers and non-Ryan White funded providers. The suggested collaborative efforts include:

- a. Improving knowledge of HIV basics relative to oral health care via:
  - i. Developing seminars and/or webinars that cover the relationships between oral health care and HIV medication adherence, CD4 counts and viral loads, and general nutrition.
  - ii. Utilizing seminars, webinars, preceptorships and online websites developed by the AID Education Training Center to enhance understanding of HIV and the importance of oral health care.
  - iii. Arranging for HIV and Oral Health to be a topic represented at dental conferences and association meetings.
- b. Improving collaboration between funded and non-funded dental providers via:
  - i. Identifying non-funded dental providers willing to provide reduced fee or pro bono services and/or volunteer at existing facilities.
- c. Improving collaboration between dental providers and medical providers via:
  - i. Developing tools that providers can use to identify clients who have incomplete treatment plans and get them to return to care.
  - ii. Developing tools that allow providers to access/exchange/obtain medical information (such as CD4 count and VL) in a way that does not delay treatment and/or allow the patient to fall out of care.

The office of support staff created a table that the committee could use to complete with information on their proposed ways of enhancing collaborations in the areas of transportation, housing, and dental/oral health. The meeting adjourned. ***Del Wilson made a motion to accept the evaluation committee recommendations. Helen Goldenberg seconded the motion. The motion was passed unanimously.***

- d. **Consumer Council Committee:** The Consumer Council Committee met on June 27, 2013. Quorum was established, announcements were made and the previous month's minutes were approved. Committee reports were given. The committee began to suggest topics for possible forums and listed the following topics:
- a. Side Effects of Medication
  - b. ACA Repercussions on Ryan White
  - c. Ryan White 101
  - d. HIV 101

The committee then began to plan for the next Consumer Council Community forum on Accessing Community Resources taking place in August. The facilitator for the Forum will be Auntjuan Wiley. He in conjunction with the Consumer Forum Work Group will work out the logistics of the forum. The Forum date, time and location were

tentatively set for August 15 at AIDS Interfaith Network from 1:30pm - 3:30pm. The committee adjourned.

**VIII. RWPC Leadership Report:** The committee discussed tentative topics and speakers to invite and be placed on the RWPC Calendar of trainings. The following topics were suggested:

- a. ACA update
- b. SAMSHA presentation by Maurice Murray
- c. Update on LGBT Community and Legal issues surrounding same sex marriage
- d. Fair Housing/Legal Rights presented by the City of Dallas
- e. HIV 101
- f. Clinical Trials and updates
- g. HIV & Drug Interactions

The committee decided to host the next training in August with the topic TBD.

***Ben Martinez called for a point of order to extend the meeting for 10 minutes. Helen Goldenberg seconded the motion. The motion passed unanimously.***

**IX. July 10, 2013 RWPC Agenda** *Ben Martinez moved to approve the RWPC agenda with the necessary corrections. Helen Goldenberg seconded the motion. The motion passed unanimously.*

**X.**

**XI. Adjournment:** The meeting was adjourned at 4:14 PM.

Draft Submitted by:

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Jennifer Kendrick, RWPC Coordinator

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Date

Draft Certified by:

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Crystal Flores RWPC Planner

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Date

Final Approval by:

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Gregg Gunter, CHAIRPERSON  
Ben Martinez, VICE CHAIRPERSON

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Date

NEXT SCHEDULED MEETING  
Monday, July 1, 2013 3:00 p.m.  
Hickman Conference Room, 2nd floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX