

**EXECUTIVE COMMITTEE MEETING**

**September 30, 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  
Ben Martinez, CCC Chair  
Del Wilson, Evaluations Chair

Helen Goldenberg, CCC Vice-Chair  
Cora Giddens, Planning & Priorities Chair  
Brent Pimentel, P&P Vice-Chair

**MEMBERS ABSENT**

Tom Emanuele, Evaluations Vice-Chair  
Robert Compton, Allocations Vice-Chair

Lionel Hillard, Allocations Chair

**RWPC STAFF PRESENT**

Crystal Flores, RWPC Manager

**GRANTS MANAGEMENT STAFF PRESENT**

Lynn Smith-Clay, GMO

**OTHERS PRESENT**

Rashida Francis, DCHHS Program Monitor

Sam Shibu, DCHHS Grants Management

**I. Call to Order:** RWPC Chair, Gregg Gunter called the meeting to order at 3:10 PM

**II. Certification of Quorum:** Quorum was established and certified by Chairperson Gregg Gunter

**III. Introductions/Announcements:**

1. Helen Goldenberg reminded the committee about the next CCC forum from 2p-4p on 10/31/2013 at AIDS Services of Dallas (717 Comal Street, Dallas, 75203). A parking attendant will be present to help with traffic, and food will be provided. The topic is "Consumer Advocacy & Empowerment", and Auntjuan Wiley will facilitate.
2. DCHHS will host a webinar on Tuesday, October 1, 2013, in the 2<sup>nd</sup> Floor Hickman Conference Room from 12noon to 1pm. Katherine Record from the Harvard Center for Health Law Policy will discuss the new insurance marketplace and picking a plan with a focus on the HIV+ individual.
3. Crystal Flores announced the departure of Jennifer Kendrick from the RWPC Coordinator Position. The position will be posted and filled. Interviews for the RWPC Planner will occur this week. During this transition period, Crystal and Gregg would appreciate any volunteers who can help with RWPC business. Contact Crystal if interested for further details.
4. Ben Martinez reminded the committee about LifeWalk on Sunday, October 6, 2013. The CCC will have a booth at the event again this year. Contact Ben or Helen if interested in staffing the booth.
5. Helen Goldenberg announced that the play "Dying Alone" was presented at the Grandville Arts Center on September 28, 2013, with an impressive turnout and positive public response.
6. Gregg Gunter announced that Legacy Counseling Center had a decorating contest for eight apartments on September 28, 2013 using donated goods with an extremely positive response. The apartments will go to homeless individuals, and Legacy will function as the landlords. He expects the first recipients to be able to move in within the next couple of weeks.

**IV. Approval of September 4, 2013 Minutes:** *Del Wilson made a motion to accept the minutes. Helen Goldenberg seconded the motion. The motion passed unanimously with no abstentions.*

**V. Review of RWPC and Committee Attendance:** Crystal Flores reported potential attendance issues and the committee agreed to continue to encourage correspondence between the staff and members that will be absent prior to the meeting time. She also reported on two individuals that were close to forfeiture of their RWPC seat, their subcommittee seat, or both. The chairs of the CCC and the Allocations Committee will send certified letters to remind these individuals of the attendance bylaws, encourage them to contact the staff, and outline their options.

**VI. RWPC Administrative Report:** Crystal Flores reported that the Part A FOA is due on October 9, 2013. The Grants Management and RWPC staff is working diligently to complete and submit the application before the due date. Crystal gave an update on the status of the Evaluation of the Administrative Mechanism document. The RFP for the needs assessment was approved and officially sent out for agency bids. Once an agency is selected, she will forward them the list of members interested in being part of the Needs Assessment Workgroup. Finally, she and Gregg again asked for in-office help during this transition period so that the RWPC business stays current.

**VII. Committee Reports:**

- a. **Allocations Committee:** The Allocations standing meeting was cancelled in September due to a lack of quorum. The up to date expenditure data per service category was email to Committee members to review. The Committee will be doing the Part A/ MAI Re-Allocations next meeting.
- b. **Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on September 18, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal reviewed the Needs Assessment Timeline with the committee and reported that things are currently on schedule. She also reviewed how the 2010 Needs Assessment (NA) was accomplished and reminded the committee the current NA must be completed in a much shorter timeframe. Committee members interested in participating in a workgroup to assist with the Needs Assessment gave Crystal their contact information. She will forward the list to the agency which receives the final contract. The continuum of care was discussed and small changes were made to the sections on both medical and non-medical case management to allow billing when discussing options with clients in reference to the new health insurance marketplace. The committee also discussed some of the language in the continuum of care concerning transgendered individuals, but no changes were recommended. This discussion is ongoing. Finally, Jennifer Hurn of RCD asked about making a change to allow case managers to bill when completing the mandatory Ryan White eligibility updates every six months, and this matter will be researched for feasibility and revisited at the next P&P meeting. The meeting adjourned.
- c. **Evaluation Committee:** The Evaluation Committee meeting was held on September 24, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal Flores reviewed the process for evaluating the administrative mechanism including provider survey results. The committee discussed several recommendations and will vote on them at the October 9, 2013 meeting. Next, Crystal Flores again reviewed the purpose of the Standards of Care document as well as how the document is organized. The committee continued to review the document with attention focused on what changes might occur to case management under the new ACA regulations specifically in regard to outreach and education. Del reminded the committee that Planning and Priorities is finalizing changes to the Continuum of Care, and any changes to that document will probably require changes to the Standards of Care. A recommendation from planning council staff was made to invite Lynn Smith Clay, Ryan White Grants Management Officer to the next meeting to discuss the issues with more detail. The meeting adjourned.
- d. **Consumer Council Committee:** The CCC met on September 26, 2013. Quorum was established, announcements were made, and minutes were approved. Ben reminded the committee about the CCC booth at LifeWalk on Sunday, October 6, 2013 and requested more volunteers for help in staffing it. The committee finalized plans for the next CCC Forum on October 31, 2013 at AIDS Services of Dallas. Crystal updated the members about the Needs Assessment timeline and asked for those interested in being part of the NA workgroup to give her their contact information. She will forward a list of these members to the agency receiving the final contract. The RFP has been posted, and bids are currently being submitted. Finally, members were reminded of the task given to them as a result of the Comprehensive Plan. To review, CCC members have been asked to solicit information from providers in the community with HIV+ patients and find out how they screen for HIV and other STDs with their HIV population, and what prevention messages/materials are available in their office. If no screening or materials are present, the providers are asked if they are interested in receiving information about AETC trainings for their staff in these areas. The meeting was adjourned.

**VIII. Calendar of Training:** Crystal gave an update on the status of requested presenters. Todd Logan of DSHS will

give a presentation about extra-genital GC testing for the MSM population after the RWPC meeting on Wednesday, October 9, 2012. In addition, Januari Leo will present on October 23, 2013, about ACA updates. The presentation will start at 10am and occur at DCHHS, 2<sup>nd</sup> Floor, Hickman Conference Room.

*Ben Martinez made a motion to extend the Executive Committee Meeting by 10 minutes so the agenda could be completed. Brent Pimentel seconded the motion. The motion passed unanimously with no abstentions.*

- IX. RWPC Bylaws:** The committee was given a copy of the Bylaws at the August 2013 meeting and asked to review it for potential changes. The committee discussed several issues suggested by the RWPC staff and made some minor recommendations. All suggested changes to the Bylaws must be submitted before the next Executive meeting on November 4, 2013, because they will be put to a vote at that time. Email Crystal with any suggestions. At this time, the issue of whether teleconferencing can be accepted when determining quorum is still under research and has not been discussed further.
- X. RWPC Leadership Report:** Gregg Gunter reminded the committee that those seeking to retain their chair or vice-chair position must re-apply by October 31, 2013. The leadership application is available online at the RWPC website. In addition, the council is also accepting application for the Chairperson and Vice-Chairs as well. Once the positions have been filled, Gregg, Cora Giddens, and Ben Martinez are planning a half-day retreat to welcome and instruct new chairs/vice-chairs.
- XI. October 9, 2013 RWPC Agenda** *Brent Pimentel moved to approve the RWPC agenda with the suggested modifications. Cora Giddens seconded the motion. The motion passed unanimously with no abstentions.*
- XII. Adjournment:** The meeting was adjourned at 4:11 PM.

Draft Submitted by:

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Brent Pimentel, P&P Chair

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Date

Draft Certified by:

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Crystal Flores RWPC Manager

\_\_\_\_\_  
Date

Final Approval by:

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Gregg Gunter, CHAIRPERSON  
Ben Martinez, VICE CHAIRPERSON  
Cora Giddens, VICE CHAIRPERSON

\_\_\_\_\_  
Date

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