

PLANNING AND PRIORITIES (P&P) COMMITTEE

February 20, 2013

Minutes

Charge: To oversee development and implementation of a process to identify needs and barriers, keep the assessment of needs current and develop a comprehensive plan to implement the priority goals of the Planning Council.

MEMBERS PRESENT

Brent Pimentel, Vice Chair	Allen Peden	Demetria Bryan
Nell Gaither	Ben Martinez	Stacie Greskowiak
Cora Giddens, Chairperson	Sonny Blake	Joyce Tapley
Woldu Ameneshoa		

MEMBERS ABSENT

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 Grants Compliance	Glenda Blackmon-Johnson, Program Monitor	
Dindi Matthews, Health Advisor	Angi Jones, Quality Assurance Advisor	Joe Thekkekara, Program Monitor

OTHERS PRESENT

Jennifer Hurn, RCD	Norma Piel-Brown, Parkland	Helen Goldenberg, RWPC/CCC
Robbie Hollis, City of Dallas	Manisha Maskay, AIDS Arms	

- I. **Call to Order:** Cora Giddens – Chair called the meeting to order at 9:05 a.m.
- II. **Certification of Quorum:** Quorum was established and certified by Cora Giddens, RWPC Chairperson.
- III. **Introductions/Announcements:** Ben Martinez announced that March 4, 2013 would be Advocacy day and that a group of interested parties will be traveling to Austin to participate in a discussion with the HIV/AIDS coalition and elected officials.
- IV. **Approval of January 30, 2013 Minutes:** Brent Pimentel moved to approve the minutes as written. Allen Peden seconded the motion. The motion passed unanimously.
- V. **2014 Priority Setting Process:** Felton Stevens reported that the FY 2014 RWPC priority setting process planning guide will consist of three data sources that included (3year) calendar year client utilization, information from the 2010 Comprehensive Needs Assessment, and the 2011 service category expenditures. He stated that it would also include the FY 2013 COC document. Felton then shared with the committee the 2013 priority setting process implementation timeline:
 - a. **February 2013**
 - 1. *Planning and Priorities Committee (P&P) review of process with RWPC Staff*
 - b. **March 2013**
 - 1. *Planning and Priorities receives presentation and planning guides*
 - 2. *Consumer Council receives presentation and planning guides*
 - c. **April 2013**
 - 1. *P&P/CCC joint meeting to complete priority setting ballots at meeting or at home prior to April meeting*
 - 2. *P&P will receive the How Best to Meet the Priority(HBTMP) document*
 - d. **May 2013**
 - 1. *P&P finalizes results, including the aggregate CCC ranking*
 - 2. *Approval of HBTM*
- VI. **2012 Comprehensive Plan Update:** Crystal Flores began reviewing the Comprehensive HIV Health Services Plan Goal 2, Objective 3, action step 3. Crystal then reminded the committee of the Phases for implementing the Peer Support Program and provided relevant DPA EPI data. The committee then discussed Phase 1: Program Conceptualization/Vision and decided upon who would be involved in the peer program designing process. The committee felt that it should poll service providers and other community partners to help identify existing gaps in care and how the peer support program could decrease the gap.
- VII. **Adjournment:** The meeting was adjourned at 10:15 a.m.

Submitted by:

Jennifer Kendrick, RWPC Coordinator

Date

Draft Certified by:

Felton Stevens, Jr., RWPC Manager

Date

Final Approval by:

Cora Giddens, Chairperson
Brent Pimentel, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, March 20, 2013 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX