RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA
June 12, 2013
Minutes

COUNCIL MEMBERS PRESENT			
Ben Martinez, VICE CHAIR	Gregg Gunter, CHAIR	Patrick Brown	Anthony Bolden
Brent Pimentel	Helen Goldenberg	Lionel Hillard	Robert Compton
Cora Giddens	Jose Raymundo	Virginia Franco	Sonny Blake
Demetria Bryan	Lori Davidson	Allen Peden	Nell Gaither

COUNCIL MEMBERS ABSENT		
Del Wilson	Emily Marks	Osiris Wade
Jai Makokha	Joyce Tapley	Stacie Greskowiak

RWPC STAFF PRESENT	
Crystal Flores, RWPC Planner	Jennifer Kendrick, RWPC Coordinator

GRANTS MANAGEMENT STAFF PRESENT	
Dindi Moore-Matthews, Health Advisor	Angi Jones, Quality Assurance Advisor
Joe Thekkekara, Program Monitor	Glenda Blackmon-Johnson, Program Monitor

OTHERS PRESENT	
Kendal Richardson, CCC member	John Carlo, AIDS Arms, Inc.
Gary Benecke, RCD	Steven Pace, AIDS Interfaith Network, Inc.
Leopold Habimana, Mosaic	Traswell Livingston, AIDS Services of Dallas
Manisha Maskay, AIDS Arms, Inc.	Doreen Rue, Health Services of North Texas
Bryant Porter, AAI	Rachel Sandoval, Dental Health Programs
Bret Camp, AHF	Melissa Grove, Legacy Counseling Center, Inc.
Patrick Richoux, RCD	Roger Wedell, Legal Hospice of Texas
Gwynne Palmore, Your Health Clinic	David Thomas, Open Arms, Inc./ Bryan's House
Kristin Smart, Legacy Counseling Center, Inc.	Jennifer Hurn, Resource Center Dallas
Robert Baxter, DCHHS	

I. **Call to Order:** Chairperson Gregg Gunter called the meeting to order at 9:01 a.m.

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

III. **Introductions/Announcements:**
The following introductions & announcements were made:
   a. Gregg Gunter asked that attendees please turn all cell phones and pagers to vibrate and to limit texting or other cell phone usage. If a phone call needed to be place, he asked that it is done outside of the room. Gregg reminded everyone to not use acronyms. Lastly, he asked all committee members to notify the office of support if they would not be able to attend the RWPC meetings or subcommittee meetings.
   b. Gregg Gunter announced that the RWPC Consumer Committee will be hosting a community forum titled HIV and aging. The forum will take place on Wednesday, June 26, 2013 at Amelia Court from 2:00pm to 4:00pm.
   c. Gregg Gunter also welcomed back Lionel Hilliard as a returning member of the RWPC council and the Allocations Committee Chair, and introduced Marcos Alcorn, Kevin Greene, and Ron Stinson as new members of the Planning Council.
   d. Helen Goldenberg announced that Legacy Counseling Center and Resource Center Dallas would be sponsoring HIV/AIDS 101 for housing providers and social service agencies at the center for community cooperation. The event will take place on Friday, June 21, 2013 from 10:00am. – 3:00pm.
   e. Ben Martinez announced that UTSW clinical trials unit will host a community forum on the HBTN 505 vaccine study on June 27, 2013 at 6:00pm at Cathedral Of Hope's Peace Chapel.
   f. Bret Camp announced that Hip Hop for HIV events began two weeks ago with several testing events. The official launch of Hip Hop for HIV will be Sunday June 16, 2013 at the Car and Dub show.
   g. Roger Wedell announced that the Legal Hospice of Texas had relocated to: 1825 Market Center Blvd. Suite 550.

h. Marcos Alcorn announced that AETC will host a De-escalation of Aggressive Clients training on Friday, June 14, 2013 from 1:30pm - 4:30.

i. Melissa Grove introduced Jamie Toussaint as her new assistant/ grants development contact person.

j. Cora Giddens announced that June 27, 2013 is National HIV testing day.

IV. **Approval of the May 8, 2013 Minutes:** *Cora Giddens made a motion to accept the minutes. Ben Martinez seconded the motion. The motion passed with one abstention.*

V. **Committee Reports:**

A. **Executive/Nominations Committee (Chair Gregg Gunter):**

1. Executive Committee met on June 3, 2013. The Committee approved the minutes, and then proceeded to discuss and address RWPC Committee attendance issues. Crystal Flores presented the committee with the new Online Orientation that would be used to train new members. The committee was given a hard copy of the orientation and asked to review each slide for edits and suggestions for added information. Committee Reports were given. The committee reviewed the proposed June 12, 2013 RWPC Agenda. ***Del Wilson moved to approve the RWPC agenda with the necessary corrections. Lionel Hillard seconded the motion. The motion passed unanimously.*** The meeting adjourned.

2. Nominations Committee met on June 3, 2013.

B. **Allocations Committee:** The Allocations Committee meeting was held on May 20, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal Flores presented the committee with the FY 2012-2013 Re-Allocations Guide for the Dallas/Sherman Dennison HSDA Part B Allocation. The guide included budget and expenditures for FY 2013 (9/1/12-4/30/13), FY 2013 Service Category Priority Rankings, and Agency Requests for Categorical Funding Increase. The committee took a ten minute recess to review the information presented. The committee returned from recess and proceeded to solicit input from the audience. The committee recommended a 50/50 split of the remaining funds to be distributed between the medical transportation and food bank service categories. ($6,648.02 to each service category) The committee came to a consensus and will forward the suggested allocations to the Administrative Agency. The meeting adjourned.

C. **Planning and Priorities Committee:**

▪ The Planning and Priorities Committee meeting was held on May 15, 2013. Quorum was established, announcements were made and the minutes were approved. Jennifer Kendrick announced the results from the Priority Setting Ballots. *Brent Pimentel made a motion to accept the 2014 Priority recommendations as indicated on the power point slide. Demetria Bryan seconded the motion. The motion passed unanimously.* The 2012 Comprehensive Plan update agenda Item was tabled until the June meeting. Next, Crystal Flores reminded the committee that the current grant award is a partial award. This means that if the remaining funds are not allocated before it is time to complete the 2013 Needs Assessment, it will have to be completed by the RWPC Staff instead of an outside contractor. Crystal presented the committee with the proposed contingency plan in the event that the remaining funding is not received in time. Crystal also presented the committee with several examples of other EMA's Needs Assessment Questionnaires to be used in the data collection methodology. The committee was charged with reviewing the Needs Assessment Questionnaire and will choose which survey questions they would like to utilize in the event that the needs assessment is conducted by RWPC staff. An emergency meeting will be held on the proposed date of May 29, 2013 @9am so that the committee can vote on the contingency plan time line and methodology. The meeting adjourned.

- The Emergency Planning and Priorities Committee meeting was held on May 29, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal Flores reminded the committee that the current grant award is a partial award. This means that if the remaining funds are not allocated before it is time to complete the 2013 Needs Assessment, it will have to be completed by the RWPC Staff instead of an outside contractor. She also reminded that they needed to decide upon which target populations they would like to focus on, approve the timeline, and review the survey questions for approval. The committee decided to focus on the following target populations for the 2013 HIV Needs Assessment:
  - ➤ African American Men and Women
  - ➤ Hispanic Men and Women
  - ➤ Men who have sex with Men (MSM)
  - ➤ Transgender Population (Male to Female)

  Ben Martinez made a motion to remove "who are 45 years of Age or Older" from the MSM category and add Transgender Population (male to female) as the fourth target population. Allen Peden seconded the motion. The motion passed unanimously.

  The committee then proceeded to review the Contingency Plan timeline.

  Sonny Blake made a motion to approve the 2013 HIV Needs Assessment contingency timeline. Demetria Bryan seconded the motion. The motion passed unanimously.

  Next, the committee reviewed the survey questions. The committee recommended that the survey questions should consist of the survey questions used in the last Needs Assessments (Draft attachment #2) as well as adding questions addressing medical seeking behaviors and drug/substance abuse (amended draft attachment # 4 "Medical Seeking Behavior"). *Sonny Blake made a motion to use Draft Attachment number 2 and questions 1-4,7-8, and 18-19 from the Medical Seeking Behavior attachment. Demetria Bryan Seconded the Motion. The motion passed unanimously.*

  The meeting adjourned.

Brent Pimentel made a motion to accept the Planning and Priority Recommendation of the approval of the FY2014 Priority Rankings for the Dallas Planning Area (DPA). Del Wilson seconded the motion. The motion passed with 1 abstention.

The meeting adjourned.

D. **Evaluation Committee:** The Evaluation Committee meeting was held on May 28, 2013. Quorum was established, announcements were made and the minutes were approved. Del Wilson reviewed the intent and process of the Evaluation of the Administrative Mechanism. The committee was given the results of the prior Evaluation of the Administrative Mechanism from FY 2008-2011 in order to review and discuss trends in responses. The committee then proceeded to discuss the survey questions that would be utilized in the FY 2012 Evaluation of the Administrative Mechanism. First, the committee discussed the Planning Council survey. The following items were suggested changes:

   a. Edit the date range in the title to read "March 2012 – February 2013".
   b. Change question number one to "Community needs were assessed on an ongoing basis, effectively:"
   c. Review the document for the correct usage of "past tense" (i.e. was, were, etc.) and edit as needed.
   d. Change "Question 5" to "Question 6" under "Please explain your responses in this section" of question 6.
   e. In order to increase the number of responses from council members, it was suggest to: Either 1) Survey the planning council during two meetings or 2) Notate individuals who were not present to take the survey on the meeting date and distribute the survey individually.

Next, the committee discussed the Ryan White Funded Provider Survey. One

concern was regarding lack of funded provider participation/returned responses. An audience member suggested that some of the funded providers may not be motivated to complete the surveys because they feel that further action will not be taken to correct, address or acknowledge any suggestions that they may provide within their survey responses. Del Wilson stated that the previous year, the committee attempted to address those concerns by making recommendations that included actions for the Administrative Agency (AA). For future responses, the committee will request that the AA respond in a formal way for purposes of historical documentation. He then asked staff if they would review previous Evaluation Committee meeting minutes to identify what, if any actions were taken by the AA.   Staff will report their findings at the June Evaluation Committee meeting.   The following items were the committees suggested changes to the Funded Provider Survey:

- In order to increase the number of responses from the funded providers, the committee suggested including a reminder that there were/are several staff changes and that funded provider responses are needed in order to ensure that new staff are made aware of specific agency concerns.
- Edit the date range in the title to read "March 2012 – February 2013"
- Change question 1 to "Community needs were assessed on an ongoing basis effectively:"
- Review the document for the correct usage of "past tense" (i.e. was, were, etc.)and edit as needed.
- Change Question 5 to read:
    "5a. Did you get feedback?
            ☐ Yes ☐ No"
    "5b. If yes, was feedback useful to you?
            ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree"
    "5c. If no, what type of feedback would have been useful?
    _____

    _____"
- Edit the date range in Question 6 to read " March 2012 – February 2013"
- Edit Question 9. Part (c) to read "Specific Service Requirements applicable to your funded service category(ies) including regulatory, administrative and contractual and internal program procedures. ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree"
- Edit Question 12. Part (c) to read "Specific Service Requirements applicable to your funded service category(ies) including regulatory, administrative and contractual and internal program procedures. ☐ Strongly Disagree ☐ Disagree ☐ Agree ☐ Strongly Agree"
- Edit question 20a. to read: "If yes, you were satisfied with the financial technical assistance you received."
- Edit question 21a. to read: "If yes, you were satisfied with programmatic technical assistance you received.

The committee then discussed the Administrative Agency survey. The following items were suggested changes to the Administrative Agency Survey:

- Change question 1 to "Community needs were assessed on an ongoing basis effectively:"
- Review the document for the correct usage of "past tense" (i.e. was, were, etc.) and edit as needed.
- Edit question 11. to read " Did the AA communicate back to the Planning Council the results of the procurement process?"

Gregg Gunter made a motion to table Agenda Item 6. The motion was seconded by Susan Stambaugh. The motion passed unanimously. The meeting adjourned.

E. **Consumer Council Committee:** The Consumer Council Committee met on May 23, 2013. Quorum was established, announcements were made and the previous month's minutes were approved. Committee reports were given. Jennifer Kendrick reported on the results of the Consumer Council Committee Forum survey results. The committee identified the following as areas of improvement concerning Consumer Forums:

    a. Hold a community forum educating consumers on the Ryan White Planning Council and its services.

    b. Host more than 4 consumer forums per year.

    c. Adopting a "Call to Action" at the end of each forum so that consumers can be encouraged to actively engage after the forum.

    d. Improving Consumer Turnout via offering translation services, venues that would be easily accessible and attractive to consumers out of care.

    e. Hosting a community forum with translation services for the Spanish speaking population.

The committee decided that it would add a discussion item on the agenda at the next meeting to address future forum topics. Next, Jennifer Kendrick provided a brief presentation to the committee discussing updates regarding Ryan White Reauthorization and the Affordable Care Act. Topics covered include:

- Notification that it is unlikely that Ryan White will be reauthorized in September 2013. However, the Ryan White program will continue to operate until legislative action is taken to end the program.
- Discussion on the effect the Affordable Care Act will have on Texas Consumers. Jennifer informed them that Texas will not participate in Medicaid Expansion and that some consumers would be required to purchase insurance from the federally run exchange/marketplace. It was noted that consumers should utilize peer support programs to choose the best coverage for their needs and financial situation.
- Information on how the committee could remain updated on any changes with Ryan White Reauthorization and Affordable Care Act legislation. The meeting adjourned.

VI. **HIV Service Providers Council (SPC) Report:** Lori Davidson reported that the HIV SPC met on May 13, 2013. The topics covered include:

a. Clarifications from the AA regarding the Eligibility Requirements Document.

b. ACA updates and how it effects Texas.

The council is scheduled to meet again on June 17, 2013.

VII. **Adjournment:** The meeting was adjourned at 9:25 a.m.

Submitted by:

_____   _____

Jennifer Kendrick, RWPC Coordinator   Date

Draft Certified by:

_____   _____

Crystal Flores RWPC Planner   Date

Final Approval by:

_____   _____

Gregg Gunter, CHAIRPERSON   **Date**

Ben Martinez, VICE CHAIRPERSON

Cora Giddens, VICE CHAIRPERSON