

RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA

January 15, 2014

Minutes

COUNCIL MEMBERS PRESENT

Allen Peden	Jose Raymundo	Maurice Murray	Virginia Franco
Ben Martinez	Lionel Hillard	Nell Gaither	J. Michael Cruz
Bryant Porter	Lori Davidson	Robert Compton	
Demetria Bryan	Louvenia Freeman	Sonny Blake	
Gary Benecke	Marcos Alcorn	Stacie Greskowiak	

COUNCIL MEMBERS ABSENT

Gregg Gunter, Chair	Ron Stinson
Helen Goldenberg	Kendall Richardson
Joyce Tapley	

RWPC STAFF PRESENT

Crystal Flores, RWPC Manager

GRANTS MANAGEMENT STAFF PRESENT

Glenda Blackmon-Johnson, Program Monitor	Angi Jones, Quality Assurance Advisor
Shibu Sam, Program Monitor	Dindi Matthews, Health Advisor
	Lynn Smith Clay, GMO

OTHERS PRESENT

Jennifer Hurn, RCD,	Tony Lakash, Legal Hospice	Paula Witherspoon
John Carlo, AIDS Arms Inc.	David Thomas, Open Arms, Inc	Robert Baxter
Steven Pace AIN	Melissa Grove, Legacy	
Sylvia Moreno, DCHD/Parkland	Bret Camp, AHF	

- I. Call to Order:** Vice Chair Ben Martinez called the meeting to order at 9:02 a.m.
- II. Certification of Quorum:** Quorum was established and certified by Vice Chair Ben Martinez
- III. Introductions/Announcements:**

The following introductions & announcements were made:

 - a. Ben Martinez 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. He 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. Ben announced that Greg Gunter and Helen Goldenberg were attending National Minority AIDS Council in Ft. Lauderdale today.
 - c. He also announced that for 2014 Grunter will be the Chair of the RWPC and Ben Martinez and Lionel Hillard are the Vice Chairs. The Chair for the Planning & Priorities will be Sonny Blake and Vice Chair is in the approval process. The Chair for the Allocations Committee will be Lionel Hillard and Vice Chair Robert Compton. The Chair for the Evaluation Committee will be Tom Emanuele and Vice Chair Bryant Porter. The Consumer Committee will have Helen Goldenberg as Chair and Jose Raymundo as Vice Chair.
 - d. The needs assessment draft will be presented at the February 19, 2014 Planning and Priorities meeting and the final draft will be presented after the March 2014 RWPC meeting.
 - e. Ben reminded everyone that the Profile of Capacity Survey was emailed out to Ryan White funded providers yesterday 1-14-14. Please make sure your agency has received it and complete and return it to the needs assessment consultant. Ben also announced we have a new member of the RWPC; J. Michael Cruz.
 - f. Marcos Alcorn, AETC announced that the dental symposium program was cancelled due to the weather last month was rescheduled for February14, 2014. They still have ongoing preceptorships, anyone that has staff that would be interested in this program please contact him.

- g. Robert Compton announced that Parkland HIV Services is having an open house on February 13, 2014 from 4:00 PM to 7:00 PM at Amelia Court.
- h. Melissa Grove, Legacy announced that the Legacy Grace Project women's conference has registration available online at legacygraceproject.org. This will be a three day conference at the Westin Hotel. They have 100 scholarships available for North Texas women, but they also have scholarships available for women across the nation.

IV. Approval of the December 11th Minutes: *Allen Peden made a motion to accept the minutes as written. Sonny Blake seconded the motion, the motion passed with two abstentions. Discussion: Paula stated that in the minutes from the last meeting, item 3a refers to Greg as "she" and that needs to be changed to "he".*

V. Administrative Agency Report: Presented by Lynn Smith-Clay, Grants Management Officer. The Planning Council had two reallocations; the first was on October 21 and second was on December 10th. The October reallocation was a little late going out and the December reallocation is on the agenda for today. We have not received the notice of grant award (NGA) for Part A (supplemental and formula) & MAI. Once it is received you will be notified. The Part B and State Services were executed in December, therefore this is the first full month of that contract and it is not necessary to request back billing. Since the contracts were just executed we have a large amount of monthly financial reports (MFR) in addition to the regular billings, but we do not expect any delays in payments being released. We just received notice that we are eligible for Part B Supplemental this has never been done here before. Once I receive an official notice you can submit your request for funding increases (RFI). The program monitors have wrapped up their 2012-2013 visits, the schedules for the 2013-2014 visits have gone out to providers. Please send in your confirmations so we can finalize those dates. The audits will start in February 2014. The QM training that was cancelled has been rescheduled for 1-21-14 for agencies; please respond if you have not done so. This is the first year that the agencies have to complete Ryan White Service Reports (RSR) except for those who are directly funded. Thomas our data analyst will be contacting your data personal to schedule an appointment to complete the RSR. For any contract or funding issues that you cannot work out with your program monitors, please Lynn Smith, GMO.

VI. Committee Reports:

A. Executive/Nominations Committee (Vice Chair Ben Martinez):

- I. Executive Committee met on January 6, 2014. The Committee approved the minutes. Crystal Flores announced that the needs assessment contractor requested to extend the deadline for the draft report as well as the final report. The extension has been granted therefore the draft report will be presented to the Planning and Priorities Committee on February 19, 2014. They will have one week to review for revisions. There will then be a conference call on February 26, 2013 to review anyone to present their suggested changes before the final report which will be presented to the Planning Council on March 12, 2014. The needs assessment workgroup will meet January 7, 2014 at 11:00 A.M. Gregg Gunter requested an informal vote for a list of people that will be able to attend leadership training on January 24, 2014 at the CCC building. Greg also asked all standing committee chairs and vice chairs to complete their year-end reports. He suggested that all vice chairs start taking notes at their meetings this year to help put together next year's reports.
- II. 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. Five members have left the RWPC this year and one person is potentially leaving. We currently have 21 members on the RWPC, that's leaves 9 empty slots. Crystal then reviewed the open mandated categories that will need to be filled. HRSA requires planning councils to have 33% non-conflicted consumers on the council, currently we are at 24%. One leadership application was reviewed and forwarded to the Judge for his approval.

A. Allocations Committee (Lionel Hillard): Allocation had an emergency meeting on January 2, 2014 to review and reallocate Part A funds. The committee agreed to accept the AA's recommendation except for the AIDS Pharmaceutical's category. The committee's final recommendation was to only allocate \$41K to AIDS Pharmaceutical, \$53K to Medical Case Management, \$20K to Mental Health, \$20K to Early Intervention Services, \$200K to Case Management, \$10K to Transportation, \$2,500 to Legal Services, \$23,342 to Outreach Loss-to-

care, \$15K to Housing Case Management and \$9K to Home delivered meals. The total allocation came to \$393,842. Lionel then called for a vote to accept the Allocations recommendations. ***Lori Davidson motioned to accept the recommendations presented by the Allocation's Committee, Jose Raymundo seconded the motion. The motion passed with five abstentions.***

- B. Evaluation Committee (Bryant Porter):** The Evaluation Committee meeting was held on December 17, 2013. Quorum was established, announcements were made and the minutes were approved. Del Wilson moved to a discussion of the 2012 Comprehensive Plan to finalize the action steps and outcomes relating to collaborations with non-Ryan White funded providers in the areas of housing, transportation, and oral health. Del Wilson then moved to a discussion of the next section of the 2012 Comprehensive Plan for which the Committee has responsibility, that is, strategies to address special populations and the underserved around cultural competency. The meeting was adjourned.
- C. Planning and Priorities Committee (Sonny Blake):** The Planning and Priorities Committee meeting was held on December 18, 2013. Quorum was established, announcements were made and the minutes were approved. Cora Giddens read and reviewed the Needs Assessment update handout that outlined the progress of the consultant on the sections in the report. Updates on the following sections were discussed: Epidemiological profile, Key Informants interviews, and focus group discussions, consumer surveys, out of care interviews, resource inventory, and profile of provider capacity, gap analysis, and evaluation of health care reform. Shultz was available on the phone to discuss any questions or concerns with the update. Another Needs Assessment Workgroup meeting was decided to be scheduled in the near future to finalize some of the tasks. Crystal Flores went through the comprehensive plan and reviewed Goal 2 Objective 1. A discussion around the DPA's linkage to care practices and what types of models are used, as well as the current funding in the service category. It was mentioned that case managers go through ARTAS training, so more information will be presented on this at the next meeting. Also, RWPC staff will ask other EMA's what trainings they use. Crystal discussed that the committee will start reviewing historical priority data as well as to investigate and take considerations on the processes for establishing priority rankings. She encouraged anyone to forward any thoughts or recommendations to her prior to the next meeting. The meeting was adjourned.
- D. Consumer Council Committee (Jose Raymundo):** The CCC met on December 19, 2013. Quorum was established, announcements were made, and minutes were approved. This was also the CCC's annual Christmas party. Crystal reviewed the Forum guideline protocol that was previously established. She also reviewed the CCC requirements for the committee. Crystal provided a list of topics that were taken from last year's forum attendees. The potential topics for 2014 Forums were discussed in length as well as how to increase attendance. We also discussed potential vendors to produce the HIV handbook, since the Resource Center is no longer doing this. The meeting was adjourned.

VII. HIV Service Providers Council (SPC) Report: Lori Davidson reported that the HIV SPC met on December 16, 2013 at the Resource Center. The topics covered include:

- a. Debriefing on the RWPC Documents (Continuum of Care, etc.) reallocation and appointments and Part A contracts renewals
- b. Update on the Needs Assessment
- c. Affordable Care Acts update
- d. Insurance Assistance Program

We cancelled our January 2014 meeting due to the MLK holiday; the council is scheduled to meet again on February 17, 2013.

VIII. Adjournment: The meeting was adjourned at 9:45 a.m.

Submitted by:

Robert Compton, Allocation Committee Vice Chair

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

Wednesday, February 12, 2014 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX