

**RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA**

**March 12, 2014**

**Minutes**

**COUNCIL MEMBERS PRESENT**

Gregg Gunter, Chair	Lionel Hillard, V. Chair	Maurice Murray	Virginia Franco
Allen Peden	Lori Davidson	Nell Gaither	Ron Stinson
Bryant Porter	Louvenia Freeman	Robert Compton	Helen Goldenberg
Demetria Bryan	Ben Martinez, V. Chair	Sonny Blake	Gary Benecke
Marcos Alcorn	Stacie Greskowiak	Tom Emanuele	Kendal Richardson

**COUNCIL MEMBERS ABSENT**

Jose Raymundo                      J. Michael Cruz

**RWPC STAFF PRESENT**

Crystal Flores RWPC Manager      Alexis Hunter Coordinator      Andrew Wilson Planner

**GRANTS MANAGEMENT STAFF PRESENT**

Glenda Blackmon-Johnson, Program Monitor	Angi Jones, Quality Assurance Advisor
Shibu Sam, Program Monitor	Dindi Matthews, Health Advisor
Rashida Francis, Program Monitor	Lynn Smith Clay, GMO
Thomas Reed, Data Analyst	Joe Thekkekara, Grants Manager

**OTHERS PRESENT**

Jennifer Hurn, RCD	Tony Lakash, Legal Hospice	Paula Witherspoon
Steven Pace AIN	David Thomas, Open Arms, Inc	Robert Baxter, DCHHS
Sylvia Moreno, DCHD/Parkland	Melissa Grove, Legacy	Norma Piel-Brown, Parkland
Paul Hassell, RWPC Austin	Bret Camp, AHF	Dave D'Agostino, Community Dental Care
John Carlo, AIDS Arms, Inc.	Dorothy Robinson, Community Dental Care	Sarbawi Majuidar, Auditor
Brent Primentel, AETC	Ellen Par, Auditor	
Pat Driscoll, Home Health Services		
Seyata R., Parkland		

- I. Call to Order:** Chair Gregg Gunter called the meeting to order at 9:01 A.M.
- II. Certification of Quorum:** Quorum was established and certified by Chair Gregg Gunter.
- III. Introductions/Announcements:**

- a.** The Chair reminded everyone to turn off/silent pagers and/or cell phones for the duration of the meeting and to limit texting. If a phone call needed to be placed, he asked that it is done outside of the room. He asked everyone to not use acronyms and to state their name as well as affiliate when commenting during the meeting. 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 because attendance is imperative. The Chair reminded everyone that immediately following the meeting, the FY 2013 Comprehensive HIV Needs Assessment Presentation will be given by New Solutions, Inc. He encouraged members to participate in the Needs Assessment Presentation in that it is the one of the most significant references for future planning. He also announced that the Planning & Priorities Committee and the Consumer Council Committee would be receiving the FY 2015 Priority Planning Guide during their March monthly meetings in preparation of the FY 2015 Priority Rankings. A presentation would be given by the RWPC Staff at each meeting. Due to the voting process, the Consumer Council Committee will meet prior to the Planning & Priorities Committee on Monday, April 14, 2014 at 12:00 P.M. in order to cast votes. The Consumer Council Committee vote will represent one aggregated vote while the Planning & Priorities Committee members'

votes will be tabulated individually. The 2014 Volume I. Newsletter has been launched publicly and the CY 2013 Year-End Report is a work in progress.

- b. Ben Martinez, RWPC Vice Chair reminded each Committee member to verify name and email address on the drafted membership list provided, so that the membership portal and lists could be updated for 2014. If members had questions, he directed those questions to Alexis Hunter, RWPC Coordinator.
- c. Marcos Alcorn, Texas Oklahoma AETC announced that the AETC will host an all-day webinar conference for National Native American HIV/AIDS Awareness Day on March 28, 2014. The event is CE approved for medical, nursing, social work, and pharmacy. He also announced that AETC has scheduled their "Women & HIV" conference for May 16, 2014. The agenda and details are in progress. Marcos also provided information regarding AETC preceptorships.
- d. Melissa Grove, Legacy Counseling Center announced that the Legacy Grace Project Women's Conference has 60 available hotel vacancies. Interested parties can visit online at legacygraceproject.org. This will be a three day conference at the Westin Hotel. On the website, there are applications for scholarships available for North Texas women and across the nation. She suggested that applicants print the application and scholarship simultaneously.
- e. Demetria Bryan introduced the Veteran Services Program in Oak Cliff. The program provides temporary financial assistance for veterans who need rental assistance. If the veteran is not connected with other governmental entities such as HOPWA or is the sole payer of expenses, the veteran may qualify. There are qualifiers. Demetria will share this information with persons who are directly connected to case managers.
- f. Paula Witherspoon announced that on June 20, 2014 from 11:00 A.M.-2:00 P.M., the VA is allowing vendors to set up a booth in their atrium to assist PLWHA as well as the entire LGBT community. The goal is to connect the RWPC to the VA and provide educational resources. An official letter of interest will be sent to the VA regarding the RWPC's participation at the event. This event is hosted by the Equal Employment Opportunity Office.
- g. Suzan Stambaugh (HSNT) announced that on March 30, 2014 at the Shops of Legacy, Health Services of North Texas is hosting the "Cuisine for a Cure 2014." The fundraising benefits the HSNT Plano site.

#### IV. **Approval of the February 12, 2014 Minutes:**

*Ben Martinez, Vice Chair made a motion to accept the Planning Council minutes as amended. Helen Turner Goldenberg seconded the motion. Ron Stinson clarified the statement written on agenda item 6AII in regards to the Nominations Committee report. Ron Stinson expressed his concerns and questioned the Council's procedural processes in nominating and approving someone who is not an official member of the RWPC at that time, but was Vice- Chair of the Evaluation Committee and accepted as Chair of the Evaluation Committee, all of which is contrary to the proper procedure etiquette in respect to Robert's Rules of Order. The motion passed with three abstentions.*

#### V. **Administrative Agency (AA) Report:**

Lynn Smith-Clay, Grants Management Officer announced that the HRSA site visit occurred during March 4, 2014-March 7, 2014. HRSA reviewed areas within the Administrative Agency such as fiscal, programmatic, and planning council. Lynn Smith- Clay mentioned a few of the findings, which some were already in stages of reform and/or improvement prior to the HRSA site visit:

- The Administrative Agency (AA) must ensure that all agencies have a sliding fee scale, and they report the program's income as well as have a cap on those charges.
- The AA must ensure that all of third party billing is being done and is being documented.

- The AA must incorporate a few of the additional revisions that have been done to the Monitoring Standards.
- The AA should continue its communication and collaboration with the Auditor's office.
- The Planning Council must ensure that the planning council members are fully trained, understand their roles and responsibilities, and understand the allocation and reallocation process.
- The AA must continue to develop the Quality Management (QM) program.
- The AA must ensure that consumers are involved on the committees.

The program monitoring staff has started the monitoring scheduled for 2012-2013. Thomas Reed, Data Analyst has completed all but 4 of the Ryan White Services Reports (RSR) for the providers. He will continue to work with the remaining agencies in order to complete all of the RSR's. The AA's deadline to complete the Ryan White Services Report (RSR) is March 24, 2014. The fiscal department is in the final stages of processing the MFR's for FY 13- FY14. The renewal RFP will be released on Monday, March 17, 2014. There are some changes on the renewal RFP, so Lynn encouraged the providers to pay close attention to the details written.

## **VI. Committee Reports:**

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

- I. Executive Committee met on March 5, 2014 at 2:00 P.M. Quorum was established and past minutes were accepted. 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. HRSA requires planning councils to have 33% non-conflicted consumers on the council, currently we are at 21%. Crystal Flores, RWPC Manager announced that a more user friendly RWPC Dallas website will be launched soon. The process will be ongoing. The website will include more resources, additional trainings, and planning materials. 2014 Membership Updating will continue during the month of March, and Committee pictures will be taken after scheduled meetings. After all of the 2014 Membership Update Forms are returned to the Office of Support, a list will be generated to distribute among all committees, so that members could communicate more freely. The photos taken after the meetings will be shown on the RWPC website. The Chair reminded everyone that immediately following the meeting, the FY 2013 Comprehensive HIV Needs Assessment Presentation will be given by New Solutions, Inc. Andrew Wilson, RWPC Planner announced that he will presenting an Allocations Process Training during the March 24, 2014 Allocations Committee meeting. Andrew Wilson informed the committee that he will be creating additional trainings. The RWPC Staff announced that they will begin brainstorming learning techniques for trainings such as jeopardy. Committee reports were given.
- II. The Nominations Committee did not meet on March 5, 2014. There were no interviews scheduled. The next Nominations Committee meeting will be held on March 31, 2014.

### **B. Allocations Committee (Vice Chair Robert Compton):**

- I. The Allocations Committee met on February 24, 2014 at 5:00 P.M. Quorum was established and past minutes were accepted. Crystal Flores, RWPC Manager directed everyone's attention to the excel spreadsheet handout that outlined the most updated Part A Formula budget. She announced that FY 2013 Part A/MAI ended on February 28, 2014. Approximately 88% of the FY 2013 MAI grant has been spent. Once the final expense report is generated, the AA will share with the Committee. There was an elaborate discussion about returning Part A FY 2013 unexpended

money to ADAP. Crystal Flores, RWPC Manager stated that the FY 2014 Part B/State Services started on September 1, 2013 and back billing is taking place. Andrew Wilson, RWPC Planner announced that he will present an Allocations Process Training during the March 24, 2014 Allocations Committee meeting. Robert Compton took the opportunity to ask any of the audience attendees for references or point of contacts for people who may be interested in joining the Allocations Committee. Ben Martinez, Vice Chair reiterated the significance in recruiting new members for the Allocations Committee. It is preferred that the candidate has a budgeting, financial, or similar background.

**C. Evaluation Committee (Bryant Porter):**

I. The Evaluation Committee meeting was held on February 25, 2014 at 3:00P.M. Quorum was established. The Committee reviewed the FY 2012 Evaluation of the Administrative Mechanism and the Administrative Agency's responses to the Committee's recommendations. The committee discussed the Comprehensive Plan Goal I Objective III: the transportation, housing, and dental collaboration with non-Ryan White providers. They also reviewed Goal 6 Objective III: the current programs and best practices that are in place from providers that are currently addressing cultural competency training within their agency. After discussion, the Committee decided that creating a list of best strategies to address cultural competency would be the most appropriate and the best resource for agencies. The agencies have the responsibility to address their staff on cultural competence due to contract compliance. The meeting was adjourned.

**D. Planning and Priorities Committee (Sonny Blake):**

I. The Planning and Priorities Committee meeting was held on Wednesday February 19, 2014 at 9:00 A.M. Quorum was established. They discussed the Comprehensive HIV Needs Assessment update during a conference call with Nancy Ericson of New Solutions, Inc. The Committee reviewed the content of the draft and divided the content of the document among committee members for further review. The Committee also reviewed the 2013 Comprehensive Plan with the goal and objective of linkage to care: best practices of training. The Committee discussed the Affordable Care Act. Additionally, they discussed the FY 2015 Priority Process Setting. The FY 2015 Priority Setting Presentation will be given on March 19, 2014 during the P&P Committee meeting. The Committee will vote on April 16, 2014. The meeting was adjourned.

**E. Consumer Council Committee (Helen Turner Goldenberg):**

I. The CCC met on February 27, 2014 at 12:00 P.M. Quorum was established. After a brief discussion, the Committee members were given a blank ballot in order to choose CY 2014 forum topics. The 4 chosen topics were:

1. Accessing Community Resources: Housing and Transportation Services (Tentatively Scheduled for April 2014)
2. HIV and Substance Abuse (Targeting the youth in partnership with The HIVE, Youth First Texas, Youth Ministries, and United Black Element)
3. Job Training Opportunities (In partnership with the Urban League and Social Security Administration)
4. HIV & STD Co-Infections (Targeting the youth in partnership with The HIVE, Youth First Texas, Youth Ministries, and United Black Element)

The Committee decided to reschedule their April monthly meeting to Monday April 14, 2014 at 12:00 P.M. due to the FY 2015 Priority Ranking Process. The Committee came to a consensus that the written CCC Goals & Objectives for CY 2014 were achievable for CY 2014. Alexis Hunter, RWPC Coordinator provided more resources regarding prevention

with positives to distribute to providers per the CDC and World Health Organization. The meeting was adjourned.

**VII. HIV Service Providers Council (SPC) Report:** The HIV Service Providers met on Monday, February 17, 2014 at Home Health Services in Carrollton. Jennifer Hurn, Resource Center announced during the SPC meeting that the Resource Center is no longer in the position to accept new enrollees into the insurance assistance program due to funding exhaustion. This change is effective immediately. Tony Lakash, Legal Hospice introduced a new legal checklist in draft form. The Council had a debriefing on what is occurring in the RWPC. The Council appointed Dr. John Carlo, AIDS Arms, Inc. as the SPC Chair and Chaz Livingston as SPC Secretary.

**VIII. Adjournment:** The meeting was adjourned at 9:34 A.M.

*Submitted by:*

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Alexis D. Hunter, RWPC Coordinator

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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, April 9, 2014 9:00 A.M.  
Hickman Conference Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX