

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

**August 14, 2013**

**Minutes**

**COUNCIL MEMBERS PRESENT**

Anthony Bolden	Demetria Bryan	Jose Raymundo	Robert Compton
Ben Martinez	Gary Benecke	Lori Davidson	Sonny Blake
Brent Pimentel	Gregg Gunter, Chair	Marcos Alcorn	Virginia Franco
Del Wilson	Helen Goldenberg	Nell Gaither	

**COUNCIL MEMBERS ABSENT**

Allen Peden	Joyce Tapley	Osiris Wade
Cora Giddens	Kevin Greene	Ron Stinson
Emily Marks	Lionel Hillard	Stacie Greskowiak
Jai Mokokha	Louvenia Freeman	

**RWPC STAFF PRESENT**

Crystal Flores, RWPC Manager	Jennifer Kendrick, RWPC Coordinator
------------------------------	-------------------------------------

**GRANTS MANAGEMENT STAFF PRESENT**

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

**OTHERS PRESENT**

John Carlo, AIDS Arms, Inc.	Roger Wedell, Legal Hospice	J. Michael Cruz, RCD
Marlin Gindlesperger, AIN	Jennifer Hurn, RCD	Kendal Richardson, CCC
Traswell Livingston, ASD	Manisha Maskay, AIDS Arms Inc.	Felicia Holloway, The Council
Sylvia Moreno, DCHD/Parkland	Estrella Delgadillo, Parkland	Maurice Murray, DCHD
Rachel Sandoval, Dental Health	Bret Camp, AHF	Edward Bannister, DCHD
Pat Driscoll, Home Health Service	Bryant Porter, AIDS Arms, Inc.	Kris Dance, DCHD
Broke Mickerson, Legacy		

- I. Call to Order:** Chairperson Gregg Gunter called the meeting to order at 9:03 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. Roger Wedell announced that Legal Hospice of Texas will be hosting an Open House on Thursday, August 15, 2013 from 5:30p.m.- 7:00p.m. Roger also announced that he would be retiring at the end of the year. The Executive Director position has been posted on the agency's website for all qualified candidates to apply.
- c. Kendal Richardson announced that on September 14 Grapevine HIV AIDS Foundation is hosting the 7<sup>th</sup> annual Youth AIDS Walk. The foundation is also doing a "Shop for a cause" fundraiser in conjunction with Macys on August 24<sup>th</sup>. Participants will receive 25% off of their purchase. Contact Kendal for more details.
- d. Jennifer Hurn announced that RCD is still operating with a waiting list for the Insurance Assistance Program. Jennifer encouraged agencies to encourage their case managers to call so that their clients can be placed on the waiting list.
- e. Ben Martinez announced that the Consumer Council Committee will be hosting a Consumer Forum titled "Accessing Community Resources" presented by Auntjuan Wiley. The forum will take place on August 15, 2013 at AIDS Interfaith Network from 1:30p-3:30p.

- f. Helen Goldenberg announced that Golden Gate Baptist Church located at 1101 Sabine St Dallas, TX will host a “Stand against Stigma’ Sunday. The sermon topic is around stigma and will be followed by an open forum.
- g. The TX AETC has created several preceptorships for case managers, social workers, and dietitians. The program last between 1-3 days. Contact Marcos for more information.
- h. Ed Manister gave a brief overview and summary of the new lab testing for Syphilis and HIV. He presented the committee and attendees with a handout explaining the new types of lab tests utilized.
- i. Gregg Gunter announced that the RWPC will be hosting a webinar in the Hickman Conference Room today at 1:30p.m. A copy of the Policy Clarification Notices that will be discussed during the webinar has been provided on the meeting materials table by the door.
- j. Gregg Gunter announced that the evaluation of the Administrative Mechanism surveys for Funded Providers were mailed out on July 11. If you are a funded provider and have not received a survey, please contact the office of support as soon as possible. Also, the Evaluation of the Administrative Mechanism for Planning Council Members has been placed under the name plates. Later on in the meeting, a brief recess will be taken so that members who have served on the Planning Council longer than six months will be able to complete the form. The office of support staff is asking that all completed surveys from Funded Providers, Council Members and the AA be returned by September 13, 2013.
- k. Gregg Gunter announced that the President of the United States of America has distributed an Executive Order. A copy of the document has been provided on the meeting materials table by the door.
- l. Gregg Gunter announced that the RWPC has a new online orientation that is accessible by visiting the RWPC website. RWPC Leadership is requesting that all RWPC members and all standing committee members complete the online orientation. Upon completion, please print off the certificate at the end, sign it, and return it to the Office of Support Staff for your Files.
- m. Nell Gaither announced that on August 20<sup>th</sup>, there will be a free webinar provided through the Behavioral and Social Sciences Volunteer Program related to HIV/AIDS programming and organizations providing services, outreach, and retention of Transgender populations.

**IV. Approval of the July 10, 2013 Minutes:** *Ben Martinez made a motion to accept the minutes with the necessary corrections. Jose Raymundo seconded the motion. The motion passed with one abstention.*

**V. Administrative Agency Report:** Lynn Smith Clay reported that the Final Award amendments were approved on August 13, 2013. Providers can now begin billing against that contract. Lynn asked that the committee members take a brief recess in order to fill out the Evaluation of the Administrative Mechanism Surveys. *Ben Martinez made a motion to take a 10 minute recess. Sonny Blake Seconded the motion. The motion passed. Recess was taken at 9:23a.m. The meeting resumed at 9:33a.m.*

**VI. Committee Reports:**

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

1. Executive Committee met on August 5, 2013. The Committee approved the minutes, and then proceeded to discuss and address RWPC Committee attendance issues. Crystal Flores announced that the AA is working diligently to get contracts signed so that the second half of the Part A/MAI funds can be dispersed and agencies can begin billing for services. Crystal also announced that she had been named the RWPC Manager and hopefully the planner position will be filled within the next few months. Crystal reported that the New Member online orientation is now accessible from the RWPC website. It was recommended that all RWPC members as well as encourage standing committee members take the training and print off a copy of the certificate of completion for member files. Committee Reports were given. Next, Crystal reported that the New Member online orientation is now accessible from the RWPC website. It was recommended that all RWPC members as well as

encourage standing committee members take the training and print off a copy of the certificate of completion for member files. Next, The committee was given a copy of the Bylaws. Chair Gregg Gunter asked that the committee begin to think of any changes that should be made with a deadline of submitted changes being October 2013. One of the suggested changes was to research TX open meetings act rules regarding teleconferencing for meetings. It was stated that if the bylaws are changed to allow members to participate via conference call that it may increase representation from northern counties such as Denton, Collin, etc as well as improve a committee's quorum record. Ben Martinez will research updated legislature regarding Texas open meetings act and teleconferencing and report on it at the next committee meeting.

***\*Tom Emanuele called for a point of order to extend the meeting for 10 minutes. Ben Martinez seconded the motion. The motion passed unanimously.***

Gregg Gunter, Ben Martinez and Cora Giddens met on Friday August 2, 2013. They discussed how to address individuals concerns regarding the amount of unallocated money being forwarded to ADAP. Gregg stated that an article in the upcoming newsletter will address concerns by describing the allocations process and explaining reasons for a large amount of unallocated money and why it historically hasn't been able to be spent in a short time span. Also, Cora Giddens stated that she would love for the Planning and Priorities committee to complete its evaluation of the feasibility of implementing a consumer peer post-test counseling program as outlined in Goal 2: Objective 3 of the Comprehensive before the end of her term as a RWPC Vice Chair and P&P Chair. The RWPC Agenda was approved. The meeting adjourned.

2. Nominations Committee met on August 5, 2013 immediately following the Executive meeting. Quorum was certified, announcements were made and the minutes from the last meeting were approved. Three candidates were interviewed. The committee voted on their recommendations/appointments of:
  - a. Brent Pimentel made a motion to extend an offer for Michael Cruz to attend 3 consecutive RWPC and Evaluation committee meetings; contingent upon a successful attendance record, invite him to the November Nominations Committee meeting and revisit his appointment at that time. Lionel Hillard seconded the motion. The motion passed unanimously.
  - b. Brent Pimentel made a motion to decline James Earl Jones application for membership on the RWPC and CCC due to absence from the mandated 3 consecutive committee meetings. Lionel Hillard seconded the motion. The motion passed unanimously.
  - c. Lionel Hillard made a motion to recommend Robert Compton to the County Judge's office for consideration of appointment as the Allocations Committee Vice Chair and approval of appointment onto the Consumer Council Committee. Kyle Talkington seconded the motion. The motion passed unanimously.
  - d. Lionel Hillard made a motion to place Louise Weston-Ferrill on the Evaluation Committee. Brent Pimentel seconded the motion. The motion passed unanimously.

The meeting adjourned.

- B. **Allocations Committee:** The Allocations Committee meeting was held on July 22, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal presented the

Allocations Committee with the FY 2014 Allocations Planning Guide. The following information was presented:

1. HIV/AIDS Epidemiologic Data for the DPA
2. Dallas EMA/HSDA Maps
3. Planning and Priorities FY 2014 Service Category Priority Rankings
4. Unduplicated Client Utilization Data per Service Category for 2010-2012 for Part A and MAI funding
5. Categorical Service Expenditures for 2010-2012 for Part A and MAI
6. FY 2013 Part A Allocations
7. FY 2013 MAI Allocations

Sylvia Moreno of Parkland Health and Hospital Systems asked if the remaining \$415,421 returned funds from service providers went to the State ADAP program. Sylvia stated that the State has received so much returned money from the Medication Assistance Programs that some of the funds have been placed into the state general revenue fund which doesn't help HIV programs. The committee discussed causes for the balance of returned funds. Upon losing quorum, the committee was tasked with reviewing the 2014 Allocations guide and come prepared to discuss and/or vote on the FY 2014 Part A/MAI Allocations next month. The meeting adjourned.

- C. **Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on July 17, 2013. Quorum was established, announcements were made and the minutes were approved. The committee reviewed and discussed the How Best to Meet the Priority Provider responses. During the discussion, David Thomas of Bryan's House recommended removing the special instruction for the Child Care Services that states " Evaluate options for providing child care at medical clinics to encourage clients (especially women) to attend medical appointments" with the rationalization that funding for Medicaid Part D had been cut in September 2012. After a brief discussion on the issue the committee decided to leave the special instruction in the document. Ben Martinez made a motion to accept the 2014 How Best to Meet the Priority Document as presented. Demetria Bryan seconded the motion. The motion passed. The committee then reviewed and discussed and made edits to the 2013-2014 Comprehensive Needs Assessment Timeline and the following sections of the 2013 Comprehensive Needs Assessment Request for Proposal: Objectives of the needs assessment, scope of services, deliverables, and coordination, collaboration, and evaluation. Demetria Bryan made a motion to remove the "in addition to" sentence in goal number 4 and add Goal number 5. Brent Pimentel seconded the motion. The motion passed unanimously. Demetria Bryan made a motion to accept the presented priority populations . Brent Pimentel seconded the motion. The motion passed unanimously. Allen Peden made a motion to accept the deliverables presented. Demetria Bryan seconded the motion. The motion passed. Demetria Bryan made a motion to accept the section with the recommended changes. Brent Pimentel seconded the motion. The motion passed. Brent Pimentel made a motion to recommend that the changes to the RFP as outlined in the document be accepted. Demetria Bryan seconded the motion. The meeting adjourned.
- D. **Evaluation Committee:** The Evaluation Committee meeting was held on July 23, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal Flores reviewed the Survey process and informed the committee that Service Provider surveys had been mailed out. She reported that the Office of Support Staff had only received 2 of 14 returned responses. Susan Stambuagh stated that several providers had voiced their concerns about the unique identifier found on the survey. The committee and Office of support agreed that an email should be sent to the providers explaining that the unique identifiers are only utilized by internal staff only in an effort to avoid duplicate survey responses. In order to improve response rate, a reminder email for survey completion will be sent to providers as well. Next, the committee was presented a document that condensed the proposed plans to enhance collaborations between Ryan White Funded and non-funded service providers in the areas of transportation, housing, and dental/oral health. The committee decided on the plans and action steps for Housing and Transportation. The committee decided to complete the action steps for dental/oral health at the next committee meeting. The meeting adjourned.

E. **Consumer Council Committee:** The Consumer Council Committee met on July 30, 2013. Quorum was established, announcements were made and the previous month's minutes were approved. Committee reports were given. Jennifer Kendrick provided background information on the objective of Goal 5: Objective 1: Action Step 3. The committee was then informed of their responsibility as outlined by the comprehensive plan. The committee will solicit information about current prevention messages found in health facilities with a focus on facilities that have reported repeat cases of HIV/Syphilis co-infections. The committee will discuss its findings during the next meeting. Next, the committee came to a consensus on the flyer to be distributed for the "Accessing Community Resources" Consumer Forum. The committee then began to review the survey results from the past Consumer forum. The committee discussed options of collaborations with TX/OK AETC to possibly host webinars in order to address and provide some of the recommended forum topics given in response to the post forum surveys. The committee adjourned.

**VII. HIV Service Providers Council (SPC) Report:** Lori Davidson reported that the HIV SPC met on Monday, July 15, 2013. The topics covered include:

- a. Maurice Murray updated the committee on the work that the Behavioral Health Committee is doing under the SAMHSA Grant.
- b. Updates on ACA activities, Quality Management activities, Evaluation of the Administrative Mechanism survey.

The council is scheduled to meet again on August 19, 2013 at Dallas County Health and Human Services Building in the Early Intervention Clinic.

**VIII. Adjournment:** The meeting was adjourned at 9:51 a.m.

*Submitted by:*

\_\_\_\_\_  
Jennifer Kendrick, RWPC Coordinator

\_\_\_\_\_  
Date

*Draft Certified by:*

\_\_\_\_\_  
Crystal Flores RWPC Manager

\_\_\_\_\_  
Date

*Final Approval by:*

\_\_\_\_\_  
**Gregg Gunter, CHAIRPERSON**  
**Ben Martinez, VICE CHAIRPERSON**  
**Cora Giddens, VICE CHAIRPERSON**

\_\_\_\_\_  
**Date**

NEXT SCHEDULED MEETING  
Wednesday, September 11, 2013 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