

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

**September 11, 2013**

**Minutes**

**COUNCIL MEMBERS PRESENT**

Allen Peden	Del Wilson	Jose Raymundo	Virginia Franco
Anthony Bolden	Gary Benecke	Lori Davidson	Ron Stinson
Ben Martinez	Gregg Gunter, Chair	Nell Gaither	Stacie Greskowiak
Bryant Porter	Helen Goldenberg	Lionel Hillard	Robert Compton
Cora Giddens	Joyce Tapley	Louvenia Freeman	

**COUNCIL MEMBERS ABSENT**

Brent Pimentel	Marcos Alcorn	Osiris Wade
Demetria Bryan	Jai Mokokha	Sonny Blake
Emily Marks		

**RWPC STAFF PRESENT**

Crystal Flores, RWPC Manager	Jennifer Kendrick, RWPC Coordinator
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**GRANTS MANAGEMENT STAFF PRESENT**

Rashida Francis, Program Monitor	Angi Jones, Quality Assurance Advisor
Glenda Blackmon-Johnson, Program Monitor	Dindi Matthews, Health Advisor
Shibu Sam, Program Monitor	

**OTHERS PRESENT**

Nat Reasor, AIDS Arms, Inc.	Roger Wedell, Legal Hospice	Rachel Sandoval, Dental Health
Steven Pace, AIN	Jennifer Hurn, RCD	J Wevet, RCD
Traswell Livingston, ASD	LaKenya Moss	Melissa Grove, Legacy
Sylvia Moreno, DCHD/Parkland	Paula Witherspoon	

- I. Call to Order:** Chairperson Gregg Gunter called the meeting to order at 9:10 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 for a moment of silence in respect for remembrance of the tragedy from 9/11.
  - b. 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.
  - c. Gregg Gunter announced that the CCC will be hosting a community forum titled "Empowerment" on October 31, 2013 from 1:30p.m. to 3:30p.m. at AIDS Services of Dallas.
  - d. Gregg Gunter announced that the Administrative Agency and RWPC will be hosting a webcast announcement from HRSA on the Latest HAB Policy Clarification Notices on September 17 at 2:00p.m. in Conference room 627.
  - e. The next RWPC information will be from Todd Logan, Department of State Health Services on the issue of extra-genital gonorrhea screening for gay men and HIV-positive gay men in Dallas.
  - f. Evaluation of the Administrative Mechanism surveys still need to be completed by those members that were not in attendance last RWPC meeting and have been on the Planning Council longer than 6months.
  - g. Information regarding how the Affordable Care Act will affect HIV clients is available on the table by the entrance.
  - h. RWPC members are encouraged to go take the online New Member Orientation, and print off the certificate of completion, and submit to RWPC support staff to be placed in their member file.
  - i. Helen Goldenberg announced that the play "Dying Alone" will be showing at the Grandville Arts Center (Brownlee Auditorium at 300 North 5<sup>th</sup> Street in Garland, Texas) on September 28, 2013.

Tickets for “Dying Alone” will be raffled off at the AIDS Walk South Dallas Launch Party. Lakinya Moss, the Playwright, gave a brief overview of the play.

- j. Nat Reasor announced the opening of the HIVE, a new center that is sponsored by AIDS Arms. The HIVE will be located at Inwood/Maple. There will be an invite only, “Welcome Party” on October 10, 2013 at 5:30pm-8:00pm. Dr. Carlo and one of the core group members will be making brief presentations. Refreshments will be served. RSVP is required by October 3, 2013.
- k. Melissa Grove from Legacy Housing received a grant to open 24 apartments for HIV+ clients. The referrals can be from home based for housing program. On September 28, 2013 from 9am-12pm they will be collecting items to help fill the apartments.

**IV. Approval of the August 14, 2013 Minutes:** *Cora Giddens made a motion to accept the minutes as written. Helen Goldenberg seconded the motion. The motion passed with three abstentions.*

**V. Administrative Agency Report:** Shibu Sam, Program Monitor, announced that there is no administrative Agency at this time, but he introduced a new Program Monitor Rashida Francis.

**VI. Committee Reports:**

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

1. Executive Committee met on September 4, 2013. The Committee approved the minutes, and then proceeded to discuss and address RWPC Committee attendance issues Crystal Flores reported that the Part A FOA is due on October 9, 2013. The Grants Management and RWPC staff is working diligently to complete and submit the application before the due date. Crystal gave an update on the status of the Evaluation of the Administrative Mechanism surveys responses. The RFP for the needs assessment was sent to Commissioners Court for briefing and should be court ordered next Tuesday and open for bid on Wednesday. Crystal reminded the committee that there has been expressed interest in providing leadership training for chairs and vice chairs. Crystal tasked the committee to search for leadership trainings that they would like to incorporate. An e-mail was sent to providers and interested parties soliciting questions regarding the implementation of ACA in our EMA. Crystal reported that she and the GMO are currently reviewing applications for the Planner position and will be interviewing candidates soon. Crystal gave an update on the status of requested presenters. The Department of State Health Services is requesting to present on Extra-Genital GC testing for Gay Men and other MSM after the October RWPC meeting. The committee came to a consensus on having the presentation. Gregg suggested that the committee invite Januari Leo to present on ACA updates after one of the Planning Council Meetings. Gregg was tasked with finding out if she would be available for the September RWPC Meeting. The committee was given a copy of the Bylaws at the previous month’s meeting. The committee discussed proposed changes and will continue the discussion at the next meeting.

2. Nominations Committee met on September 4, 2013 immediately following the Executive meeting. Quorum was certified, announcements were made and the minutes from the last meeting were approved. Two candidates were interviewed. The committee voted on their recommendations/appointments of:

- a. Paula Witherspoon to the Planning and Priorities Committee standing committee.
- b. Robert Baxter to the Consumer Council Committee
- c. Marcos Alcorn to the Evaluation Committee

The meeting adjourned.

- B. **Allocations Committee:** The Allocations Committee meeting was held on August 26, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal Flores briefly reviewed the data provided in the Allocation Guide at the previous month’s meeting. After a brief discussion, the committee agreed to the proposed modification of shifting 1.2435% from the Part A Ambulatory/Outpatient Medical Care Service Category into the Health Insurance Assistance service category to address the anticipated need as a result of the Affordable Care Act. The committee then agreed and voted that they would recommend using FY 2012 final expenditures

percentages including the proposed 1.2425% shift from Ambulatory/ Outpatient Medical Care to Health Insurance Assistance for FY 2014 Ryan White Part A and MAI Allocations.

*Robert Compton moved to approve the Allocations Committees' Recommendation the use of Ryan White Part A FY 2012 final expenditure percentages with the modification of shifting 1.2425% from the Ambulatory/Outpatient Medical Care service category into the Health Insurance Category Assistance service category. Helen Goldenberg seconded the motion. The motion passes with five abstentions.*

*Cora Giddens moved to approve the Allocation Committees' recommendation to use of Ryan White FY 2012 MAI final expenditure percentages as the basis for ranked service allocation as indicated on spreadsheet provided with breakouts for WICY, African American and Hispanic populations as indicated. Lori Davidson seconded the motion. The motion passed with five abstentions.*

- C. **Evaluation Committee:** The Evaluation Committee meeting was held on August 27, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal Flores reviewed the survey process and informed the committee that the Service Provider surveys had been mailed out on July 25, 2013 regarding an update on the unique identifiers to address funded providers concerns. She reported that the Office of Support Staff had received 13 out of 21 planning council surveys and 8 out of 14 funded provider surveys. She also reminded the committee that the deadline for surveys was September 13, 2013. Jennifer Hurn of RCD recommended soliciting feedback from non responsive participants about why they did not complete the survey. Del Wilson suggested providing options for the participants to select from (“ was not useful” “too lengthy” “uncomfortable with the unique identifier”) Ron Stinson suggested specifying which designated person in an agency should complete the funded provider survey (ED, CEO, CFO, etc). Crystal Flores stated that she would contact other EMA’s to solicit information on how they deal with low response rates. Stephen Inrig suggested pointing out a few questions where issues were not able to be addressed because of a lack of response. Next, Crystal Flores reviewed the purpose of the Standards of Care document as well as how the document is organized. The committee was tasked with reviewing the document sending all suggested changes to the Office of Support staff. Del reminded the committee to think of any legislative changes, regulatory changes, proposed best practices, any conflicts with programmatic functions while reviewing the document. Crystal also reminded the committee that Ryan White is the payer of last resort and to keep that in mind when suggesting changes. A reminder that the committee will be editing the Standards of Care will be sent to interested parties and funded agencies in an attempt to include their suggestions during the revision process. Lastly, 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 chair handed the floor to Lashaun Shaw to review the proposed Dental/Oral Health Plans and Action Steps she presented to the committee. Marcos Alcorn of AETC presented the committee with a list of trainings that AETC provides in the area of Dental and oral health care. The committee also discussed trainings offered by TX Train. The committee will continue discussion on the Comprehension plan task at the next meeting. The meeting adjourned.
- D. **Planning and Priorities Committee:** The Planning and Priorities Committee meeting was held on August 21, 2013. Quorum was established, announcements were made and the minutes were approved. Crystal reviewed the Needs Assessment Timeline with the committee and reported that things are currently on schedule. Next, Crystal Flores reviewed the goal and action steps that the committee was tasked with under the 2012 Comprehensive plan. Crystal also reminded the committee that Ryan White received a 5% decrease and that the peer support program is to be implemented contingent upon available funding. June Tremble of Youth Angle, a part D funded program provided a brief description of the Youth Angle program. June stated that the program is currently seeking newly diagnosed clients up to age 30 and women of all ages. One service gap identified was that omission of men over the age of 30. June stated that although the program is tailored to women of all ages and clients up to age 30, they do not turn down anyone who does not fit the qualification. June also stated that the program was developed based on the CRCS and

PBC training with outreach online training provided through AETC. UTSW provides trainings on HIPPA compliance, Ethics, etc for Full Time and Part Time employees. Finally, Crystal Flores reminded the committee that they are tasked with updating the document. The committee was reminded to read through the HRSA definition to gain a better understanding of what the rules and regulations are for services. The committee was instructed to review the document and come prepared to discuss changes at the September 18, 2013 Planning and Priorities Committee meeting. The meeting adjourned.

- E. **Consumer Council Committee:** The Consumer Council Committee met on August 29, 2013. Quorum was established, announcements were made and the previous month's minutes were approved. Committee reports were given. Jennifer Kendrick reminded the committee of purpose of objective of Goal 5: Objective 1: Action Step 3. The committee compiled a working list of the facility types that committee members had solicited information from. The committee will continue the discussion and compilation of the list at the September 26, 2013 committee meeting. Next, the committee came to a consensus on the flyer to be distributed for the "Empowerment" Consumer Forum. The committee then began to review the survey results from the past Consumer forum. The meeting adjourned.

**VII. HIV Service Providers Council (SPC) Report:** Lori Davidson reported that the HIV SPC met on Monday, August 19, 2013. The topics covered include:

- a. They received updates from the service providers as well as the FOA for the Part A funding. Also received updates on ACA activities, Quality Management activities, Evaluation of the Administrative Mechanism survey.

The council is scheduled to meet again on September 16, 2013 at Dallas County Health and Human Services Building. Lynn Smith-Clay will be discussing the Administrative Agency process.

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

*Submitted by:*

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Crystal Flores, RWPC Manager \_\_\_\_\_  
Date

*Draft Certified by:*

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

*Final Approval by:*

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

NEXT SCHEDULED MEETING  
Wednesday, October 9, 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