














PLANNING COUNCIL
January 27, 2015
Minutes

PLANNING COUNCIL MEMBERS

| | | | | | |
|---|-----------------|---|-------------------|--|-----------------|
|  | Stan Baker |  | Victoria Langston |  | Randy Parsons |
|  | Jackie Bzostek |  | Ted Lovato |  | Francine Pratt |
|  | Tom Cassidy |  | Paula McNeely |  | Steven Stellner |
|  | Don Clyburn |  | Ray Moore |  | Ron Stinson |
|  | Jenny Finley |  | Kellie Norcott |  | Charles Turner |
|  | Jeff Hamilton |  | Mike Parker |  | Judy Wenzel |
|  | David Henderson | | | | |
| | | | | | |

PLANNING COUNCIL STAFF

| | | | |
|---|------------|---|---------------|
|  | Gil Flores |  | Jamie Schield |
|---|------------|---|---------------|

 = Present
  = Excused Absence
  = Unexcused Absence

Guests Present: Rhonda Rockwell (AHS), Shawna Stewart (AOC), Omobola Mudasiru (intern), Danielle Cameron (JPS), Bret Camp (AHF), Jennings Stone (AHF), Margie Drake (AA), Lisa Muttiah (TCPH), Betty Stroud (Cook), Renee Thomas (AA), Renee Castoreno (AA), Mel LeRoy (AOC), Arantxa De Kernion (AA), Rick Isaminger (Sam), Michael Lammas, Mary Ellen Yarrish (PMC), Ana Colin-Hernandez (AOC), Crystal Torres (AOC), Melody Cordell (PMC), Nicholas Keys (NTxCT), Monica Ganesan (NTxCT), Sarah Burkett (City of FW), Shelly Petr (intern), Brian Emerson (intern)

I. Call to Order – Jackie Bzostek, Chair

- a. Jackie called the meeting to order at 9:30 am and reminded everyone about conflict of interest disclosures.
- b. Gil Flores distributed the 2015 Confidentiality and Conflict of Interest forms from Planning Council and committee members to sign. Gil noted that the members' term expiration date was added.
- c. Jackie reminded people about the packet materials.
- d. Jackie informed the group that Mark Wilson resigned from the Planning Council and Allocations Committee.

II. Consent Agenda

- a. The October 28, 2014 meeting minutes were approved by consensus.

III. Planning Council Program

- a. Annual Planning Council Training

- i. Jackie Bzostek shared that in review of the Bylaws and with guidance from the District Attorney's office, there are a few things that will change.
 - ii. From now on, no committee or Planning Council business can begin without a quorum present. In the past, there has been discussion. That is no longer the case.
 - iii. In the absence of a quorum, the Chair will wait 20 minutes before cancelling the meeting and dismissing the members present.
 - iv. In order to avoid cancelling the meeting, Jackie stress that all committee and Planning Council members be on time. This is important as some members travel quite a distance to attend.
 - v. Likewise, members should notify Planning Council staff as soon as they know they will not be able to attend or if they are running late.
 - vi. Gil Flores reminded people that on the day of the meetings, Jamie and he are getting the meeting rooms ready are not near their office phones or computers. So it is best to contact staff before 9:00 am.
 - vii. Jackie explained quorums and walking quorums. In order to monitor walking quorums, members are asked to inform staff in advance if they plan to attend a meeting of which they are not an official member.
 - viii. There was some discussion and explanation of how a walking quorum can occur when Planning Council or committee members convene before or after a meeting, even in social settings.
 - ix. David Henderson added that a walking quorum also exists indirectly through e-mail chains with a quorum of a committee. Gil provided the example of one member sending a group e-mail to a quorum and discussing business.
- b. The Allocation and Funding Process
- i. Margie Drake and Jamie Schield provided a PowerPoint presentation and summary of the allocation / funding process.
 - ii. The presentation gave the audience an overview of how funds are distributed from the federal government directly and indirectly through the Tarrant County Administrative Agency.
 - iii. The presentation also delineated the jobs of the Administrative Agency and the Planning Council.
 - iv. Margie and Jamie explained how funds are allocated, bid on, and granted in the area. They discussed allocations, reallocations, and redistribution.
 - v. The pair explained the differences of the AA and the Planning Council with regards to their involved in the entire process.
 - vi. There were a few questions, including some to clarify the External Review Process and how grant funds are ultimately decided.
- c. 2014-2015 Needs Assessment / Assessment of the Administrative Mechanism
- i. Gil Flores and intern Bola Mudasiru summarized the process followed for developing the Needs Assessment and the Assessment of the Administrative Mechanism.
 - ii. Gil shared how the process started last summer with interns Mallory Hudson (TSU) and Taylor Trice (UNT).
 - iii. Gil then noted that Bola Mudasiru joined in the fall and took the process to the next level when she suggested being a "secret

shopper" of the Ryan White system. Her experiences helped guide the questions for the needs assessment.

- iv. The next step was to incorporate the Assessment of the Administrative Mechanism.
- v. Now, there are 2 separate Survey Monkey questions. One is specific for clients. The other is for providers (at all levels).
- vi. Gil shared the goals – 400 client survey and 50% of funded providers. Currently, totals are below goals. Gil encouraged people to participate and inform others.
- vii. Mel LeRoy (AOC) asked why the needs assessment was not looking at specific service needs of clients and how the group planned to get input from those who don't attend Positive Voices meetings.
- viii. Gil explained that specific service needs have been addressed in other needs assessments, and this is regularly asked of clients. Gil also shared that staff and interns are going to various locations to get input from clients outside of Positive Voices. Also, the Patient Navigators act as liaisons for those who do not or cannot attend PV meetings.

IV. Reports

- a. Committee Updates
 - i. Due to time limits, there were no committee updates.
- b. Administrative Agency
 - i. Margie Drake said the presentation was the report.
- c. Planning Council Staff
 - i. There was no staff report.

V. Announcements

- a. Jackie Bzostek informed the group that Planned Parenthood had boxes of condoms to give agencies. However, she only wanted one person from each agency to contact her after the meeting.

VI. Next Meeting

- a. The next Planning Council meeting is Tuesday, February 24, 2015 from 10:45 am – 11:45 am at Tarrant County Public Health, 1101 S. Main Street, Fort Worth.

VII. Adjournment

- a. The meeting was adjourned at 11:42 am.

Submitted by

Gil Flores