


**PLANNING COUNCIL**  
**March 22, 2016**  
**Minutes**

**PLANNING COUNCIL MEMBERS**

	Stan Baker		Victoria Langston		Randy Parsons
	Lonnetta Benson-Cooks		Ted Lovato		Francine Pratt
	Jackie Bzostek		Paula McNeely		Steven Stellner
	Tom Cassady		Ray Moore		Ron Stinson
	Don Clyburn		Kellie Norcott		Aaron Taylor
	John Gonzales		Mike Parker		Charles Turner
	Nicholas Keys				Judy Wenzel

**PLANNING COUNCIL STAFF**

	Gil Flores		Jamie Schield
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 = Present     
  = Excused Absence     
  = Unexcused Absence

**Administrative Agency Staff Present:** Margie Drake, Lisa Muttiah, Arantxa DeKernion  
**Guests Present:** Philip Dokpesi (intern), Shaina Johnson (DSHS), Jessica Conly (DSHS), Vera Parker (ViiV), Carol Creech (HELP), Jerel Murrah (HELP), Rick Isaminger (SAM), Mel LeRoy (AOC), Bret Camp (AHF), John McDaniel (HELP), DeLorean Wilkinson-McGee (TCCD), Shawna Stewart (AOC), Ana Colin-Hernandez (AOC)

- I. **Call to Order** – Stan Baker, Chair
  - a. Stan called the meeting to order at 10:46 am and reminded everyone about conflict of interest disclosures.
  - b. Stan asked people to introduce themselves and asked Planning Council members to denote their membership on the Planning Council and to which committee(s) they belong.
  
- II. **Consent Agenda**
  - a. The February 23, 2016 meeting minutes were approved by consensus.
  
- III. **Planning Council Program**
  - a. HIV Infection Rates – Lisa Muttiah, Administrative Agency
    - i. Lisa provided a PowerPoint presentation showing some of the latest HIV infection rate data from the CDC.
    - ii. Lisa noted how impacted the MSM and African American male populations were.

- iii. She asked the group for their thoughts. This led to some discussion on how these populations became so affected and ideas to address the issues.

#### IV. Reports

##### a. Committee Updates

- i. Allocations Committee – There was no report.
- ii. Comprehensive Planning Committee – Kellie Norcott reported that the committee met this morning. They are finalizing the Needs Assessment which will be presented at the April meeting. They are beginning work on the integrated Comprehensive Plan and will convene a workgroup. They will be contacting service and prevention providers to participate on the work group.
- iii. Evaluation Committee – Rick Isaminger reported that the committee met on March 10<sup>th</sup> and approved the Standards of Care for Home and Community-Based Healthcare. They also reviewed the standards for Outpatient Ambulatory Medical Care and Oral Healthcare which will be approved at the next meeting. Finally, the committee began looking at the Assessment of the Administrative Mechanism. They heard input from the interns, who will be helping with the project.
- iv. Positive Voices Coalition – Tom Cassidy said the group met the other day, but did not have a quorum.

##### b. Administrative Agency

- i. Margie Drake announced that the AA is changing the RFP process to a 3-year process. This year they will rebid all service categories. If an agency is late submitting a proposal, they are disqualified for up to 3 years.
- ii. Margie said the AA is using Part B money for a study on centralized intake.
- iii. Margie noted that they closed out the Part A grant with a voucher up to \$200,000. Over \$190,000 was ear marked for ADAP. Part B closes this month.
- iv. The area had not received its full Part A funding yet. Margie believes it should be at least 30 more days. They have received 80% of MAI and formula-based funding.
- v. Part A contracts have been sent to agencies for signatures.
- vi. It was announced that there is a new case manager for pre-natal services. The new provider, UNTHSC has a contract with Mother's Milk Bank.
- vii. Lisa Muttiah added that there will be changes to the congregate meals programs. They will now have to be open to all clients.

##### c. Planning Council Staff

- i. Jamie Schield reported that staff interviewed some potential interns for the summer, including those from Stephen F Austin, Tarleton State University, UTA, and UNTHSC.
- ii. Jamie added that the federal government is looking at what goes into a planning body. They have selected this planning council as one of five across the country to interview.

**V. Announcements**

- a. Carol Creech (HELP) announced that she has this quarter's STI posters for those who want them.
- b. Carol also introduced Jerel Murrah. He is HELP's newly hired social media person.
- c. Carol added that HELP is collaborating with TCU to sponsor an STI and Youth conference.
- d. Mel LeRoy (AOC) announced that Ruben Ramirez was hired as their new Director of Prevention Services.

**VI. Next Meeting**

- a. The next Planning Council meeting is scheduled for Tuesday, April 26, 2016 from 10:45 am – 11:45 am at Tarrant County Public Health.

**VII. Adjournment**

- a. The meeting was adjourned at 11:48 am.

Submitted by

  
Gil Flores

Certified by

  
Stan Baker