















PLANNING COUNCIL
March 24, 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
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 = Present
  = Excused Absence
  = Unexcused Absence

Guests Present: Margie Drake (AA), Rhonda Rockwell (AHS), Jennings Stone (AHF), Shelly Petr (intern), Shawna Stewart (AOC), Ana Colin-Hernandez (AOC), Vera Parker (ViiV), Chris Anderson (City of Fort Worth), Carol Creech (HELP), John Reed (AHF), Keith Brinkerhoff (HELP), Mellisaud LeRoy (AOC), Lisa Muttiah (TCPH), Rick Isaminger (Sam)

I. Call to Order – Jackie Bzostek, Chair

- a. Jackie called the meeting to order at 10:45 am and reminded everyone about conflict of interest disclosures.
- b. Jackie asked people to introduce themselves.
- c. Jackie reminded people about the packet materials.
- d. Gil Flores reminded people about HIPAA and to be careful about sharing discussions.

II. Consent Agenda

- a. The January 27, 2015 meeting minutes were approved by consensus.

III. Planning Council Program

- a. The Red Carpet Model: Client-Centered Linkage to Care
 - i. Jamie Schield gave an overview of the Texas HIV Syndicate and the Linkage to Care group.
 - ii. He noted that one of the projects of this priority group is to review the Red Carpet Model out of Whitman Walker in DC.
 - iii. Jamie shared that intern Shelly Petr was given this project to review the Red Carpet model and other client-centered linkage to care programs.

- iv. Shelly Petr provided a presentation explaining the process she followed, including the various agencies with whom she spoke.
- v. Shelly noted that she spoke with several local agencies that are doing some component of the Red Carpet Model.
- vi. Jamie said the goal is for the priority group to have a possible model or resource that the Texas HIV Syndicate can be shared across the state.
- vii. There were some questions and then Shelly distributed a questionnaire for attendees to complete.

IV. Reports

a. Committee Updates

- i. Comprehensive Planning – Stan Baker reported that the Needs Assessment has been sent out. Currently, the interns have finished collecting the data and are beginning the analysis of the data.
- ii. Positive Voices Coalition – Ana Colin-Hernandez said that the committee did not meet last month due to the weather. However, they will meet this Friday. There were 2 input group meetings in Fort Worth this month, including Voces Positivas. Ana shared that clients at the Voces group discussed some interesting topics. Specifically, there was concern about documents not being in Spanish.
- iii. Evaluation – Rick Isaminger mentioned that his committee will be discussing and finalizing the Assessment of the Administrative Mechanism at their meeting next.
- iv. Allocations – Paula McNeely told the group that the Part A funds will arrive in 2 allotments. The area has received the 1st part which was said to be 80% of the funds. The committee met last week to make those allocations. Today the group will make allocations for Wichita Falls and review their system to obtain data from the Administrative Agency.

b. Administrative Agency

- i. Lisa Muttiah said that the National Monitoring Standards say that a formulary is needed. She mentioned that the Quality Management group is working on a local drug formulary and hope to have it by the end of April.
- ii. Margie Drake reported that there will be a meeting next month with DSHS, AA, Planning Staff, and BVCOG to discuss the transition of Abilene and Wichita Falls HSDAs. The official date for the transition is September 1st though Part C will be June 1st.

c. Planning Council Staff

- i. Jamie Schield said the group had met Shelly Petr and he introduced Brian Emerson. Jamie also reminded everyone that they met Bola Mudasiru last time when she discussed the Needs Assessment. Jamie added that staff and the Planning Council have been reliant on the interns.
- ii. Jamie announced that Shelly and Brian will be leaving at the end of April. However, Bola will remain for a while longer.
- iii. Jamie added that a new intern, Shelly Barnes, starts in June. She is in anthropology and will be doing a research project on communication between provider and client. Jamie added that staff interviewed two

other interns. Gladys Harris from UNT will begin in May. She is in Health Promotion like Shelly Petr. In the fall, Lauren Donnell a social work student from Tarleton State University will begin her internship with the Planning Council.

- iv. Jamie told the group that the Texas HIV Syndicate will meet in May. Several Planning Council members will be there.

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, April 28, 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 11:44 am.

Submitted by

Certified by

Gil Flores

Jackie Bzostek