

**PLANNING COUNCIL**  
**April 22, 2014**  
**Minutes**

<b>PLANNING COUNCIL MEMBERS</b>					
	Stan Baker		Ted Lovato		Aurelio Rodriguez
	Jackie Bzostek		Paula McNeely		Steven Stellner
	Tom Cassidy		Ray Moore		Ron Stinson
	Don Clyburn		Kellie Norcott		Charles Turner
	Jenny Finley		Randy Parsons		Judy Wenzel
	David Henderson		Francine Pratt		Mark Wilson
	Victoria Langston		Sylvia Rawlings		
<b>PLANNING COUNCIL STAFF</b>					
	Gil Flores		Jamie Schield		

 = Present     
  = Excused Absence     
  = Unexcused Absence

**Guests Present:** Brenda Rios (AHS), Margie Drake (AA), Shawna Stewart (AOC), Lisa Muttiah (AA), Ana Colin-Hernandez (AOC), Bret Camp (AHF), Vera Parker (ViiV), Mike Parker, DeeJay Johannesssen, Keith Brinkerholz

**I. Call to Order / Introductions – Jackie Bzostek, Chair**

- a. Jackie called the meeting to order at 10:44 am and reminded everyone about conflict of interest disclosures.
- b. Jackie asked people to introduce themselves.

**II. Planning Council Minutes**

- a. The March 25, 2014 meeting minutes were approved by consensus.

**III. Program**

- a. Planning Council Overview
  - i. Jackie Bzostek gave just a quick exposition of the Planning Council as there were not many new people present.
  - ii. She asked committee chairs to provide a brief update of their committees.
  - iii. Executive Committee – Jackie noted that this committee is comprised of the committee chairs and vice chairs. They meet to discuss the progress of the Planning Council.

- iv. Positive Voices Coalition – Don Clyburn reported that this committee sets the agenda for the 4 consumer input groups. It is tasked with getting consumer feedback.
  - v. Allocations Committee – Sylvia Rawlings said this committee reviews data and information to determine allocations annually and reallocations throughout the year. Sylvia reminded people that the committee allocates to service categories and not agencies. Currently, the committee is addressing the Assessment of the Administrative Mechanism. They are looking to collaborate with the Administrative Agency to provide training on the funding processes for Planning Council members and the community.
  - vi. Evaluation Committee – Victoria Langston explained that this committee is responsible for the Assessment of the Administrative Mechanism and the Standards of Care for the various service categories. Currently, the committee is working on the standards for Patient Navigator.
  - vii. Comprehensive Planning Committee – Stan Baker mentioned that this group works to identify the needs of people living with HIV. Currently, the committee is working on a Needs Assessment.
- b. 2014 Needs Assessment
- i. Planning Staff reviewed the input provided by the 4 Positive Voices groups.
  - ii. Jamie Schield said that there was some input from the Comprehensive Planning Committee about what input piqued their interest. Gil Flores explained that although there was some interest from committee members it was not the same as the themes that came directly from the clients' input.
  - iii. Gil noted that the 4 main themes of concern for clients were finances, transportation, stigma, and administrative barriers.
  - iv. Jamie and Gil then conducted an exercise to get input from those in attendance. People were asked about health care messages and if they followed them or not.
  - v. Members were then asked about what would help improve healthy behaviors or create barriers.
  - vi. Planning Staff explained how this information provided insight into how health care and healthy behaviors are not specific to HIV.
  - vii. Jamie said he would document the input and share with the group.
- c. Nominations Process for Planning Council Officers
- i. Jackie announced that nominations for Vice Chair and Chair Elect are due in writing by June 13, 2014 to Jackie Bzostek. People may nominate someone else or self-nominate.
  - ii. Vice Chair serves a one-year term while Chair Elect will serve one year as Chair Elect, followed by 2 years as Chair and then 1 year as Immediate Past Chair.
  - iii. Nominations will be announced at the June 24<sup>th</sup> Planning Council meeting with new officers elected at the July 22<sup>nd</sup> Annual Meeting.
  - iv. New Officers take office at the August 26<sup>th</sup> meeting.

#### **IV. Report Q & A**

- a. Administrative Agency – Margie Drake
  - i. The AA is applying for Part A and Part C funds this summer. Part D is folding into Part C, so there will only need to be one application.
  - ii. Part D grant cycle will only be 11 months this time.

iii. Lisa Muttiah sent a qualifying question on insurance to DSHS and HRSA.

**V. Planning Council Staff Report**

a. There was no report.

**VI. Hot Button Issues**

a. There were no hot button issues this month.

**VII. Announcements**

a. The next Planning Council meeting is Tuesday, May 27, 2014 at 10:45 am at Tarrant County Public Health.

**VIII. Adjournment**

The meeting was adjourned at 11:45 am.

Submitted by

Gil Flores