

























PLANNING COUNCIL
June 27, 2017
Minutes

PLANNING COUNCIL MEMBERS

	Stan Baker		April Marek		Randy Parsons
	Jackie Bzostek		Paula McNeely		Francine Pratt
	Tom Cassady		Mandy Mobley		Sheryl Ross
	Don Clyburn		Ray Moore		Steven Stellner
	Ana Colin Hernandez		Ray Moore		Charles Turner
	John Gonzales		Kellie Norcott		Judy Wenzel
	Ted Lovato		Vera Parker		Lonnetta Wilson
	Michael Lummus				

PLANNING COUNCIL STAFF

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

 = Present
  = Excused Absence
  = Unexcused Absence

Administrative Agency (AA) Staff Present: Renee Castoreno, Arantxa DeKernion, Margie Drake, Renee Thomas

Guests Present: Carol Creech (HELP), Shawna Stewart (AOC), DeeJay Johannessen (HELP), Jennings Stone (AHF), Venette Meacham (SAM), Courtney Sherman (AHS), Kim Menke, RN (AHF), Catherine Parra (Walgreens)

I. Call to Order – Stan Baker, Chair

- a. Stan Baker called the meeting to order at 10:50 am.
- b. Stan asked people to introduce themselves and asked Planning Council (PC) members to denote their membership on the Planning Council and to which committee(s) they belong.
- c. Stan read the conflict of interest statement at the bottom of the agenda.
- d. Stan informed the group that there were two sets of nominations. Candidates will provide a little input about themselves at the Annual Meeting before the election.
 - i. For Vice Chair, John Gonzales and Ted Lovato were nominated and accepted the nomination.
 - ii. For Parliamentarian, Michael Lummus and Kellie Norcott were nominated and accepted the nomination.
- e. Stan announced there was one person, John Reed, who had interviewed with PC Staff and members of the Executive Committee for membership on the Planning Council.

- f. Kellie Norcott moved to accept John Reed as a member of the Planning Council.
- g. Tom Cassady provided the second.
- h. There was no discussion.
- i. John Reed was accepted as a member of the Planning Council unanimously.

II. Consent Agenda

- a. The April 25, 2017 meeting minutes were approved by consensus.

III. Reports

- a. Committee Updates
 - i. Allocations Committee – (Paula McNeely, Chair). The committee will meet after this one. They have not received the 2nd award of Part A funds. They do have some reallocations to consider. Also, they will finalize their Policies and Procedures.
 - ii. Comprehensive Planning Committee – (Kellie Norcott, Chair). The committee met this morning and discusses ongoing efforts related to the comprehensive plan. The group talked about Linkage to Care efforts and established the first meeting for the Barriers to Care workgroup. Patient Navigators will have a large role in this. They also talked about the needs assessment process and the need for funding to hire a contractor.
 - iii. Evaluation Committee – (Shawna Stewart, Vice Chair). The Committee is in the process of formulating the Assessment of the Administrative Mechanism. They received data from the AA, identified trends, and are developing questions. The committee reviewed the DSHS Local Pharmaceutical Assistance standards of care.
 - iv. Positive Voices Coalition – (Tom Cassady, Vice Chair). The June topic was Egrifita (a medication to treat VAT). The topic for July is Social Media. Paula McNeely asked who would be presenting. Lonnetta Wilson said she is facilitating these. Clients responded through a study last fall that several of them utilize social media to receive their information on HIV and services. This will be part of Lonnetta's internship.
- b. Planning Council Staff
 - i. Jamie Schield summarized the DFW Syndicate meeting this past Friday. He said it was well attended and many people appreciated the meeting and look forward to more meetings.
- c. Administrative Agency
 - i. Margie Drake reported that the AA will be moving to their new location in late July/early August.
 - ii. Renee Thomas reported on data related to clients with substance abuse issue. This led to a lot of discussion within the group, especially related to reporting issues based on clients' self-identification related to substance use. Renee did provide an update on JPS becoming a substance abuse provider.

IV. Planning Council Program

- a. Bylaws Amendments
 - i. Paula McNeely informed the Planning Council of the proposed amendments the ad hoc committee presented.
 - ii. The amendments were:
 - 1. Planning Council duties to match current decision-making process
 - 2. Change the planning council year
 - 3. Minor grammar and formatting
 - 4. Alternate language related to confidentiality
 - iii. Gil Flores explained that all amendments to the Bylaws must be approved by the Tarrant County Criminal District Attorney's Office, as these were.
 - iv. There was some discussion related to moving the Planning Council year.
 - v. Vera Parker asked if this would align better with the fiscal year. It was explained that there are multiple fiscal years based on the various grants.
 - vi. The group also discussed language in the Bylaws related to when the Annual Meeting occurs.
 - vii. Many members acknowledged this would fit better with the timelines of HRSA-related projects.
 - viii. Francine Pratt moved to accept the amendments.
 - ix. Jackie Bzostek provided the second.
 - x. During discussion, Margie Drake noted a few other terminology changes and one item related to hiring of Planning Council staff.
 - xi. Francine moved to amend the motion to include the changes Margie Drake noted and the change in the Annual Meeting.
 - xii. Jackie provided the second.
 - xiii. There was no discussion.
 - xiv. The motion to amend the original motion passed 16-0. Don Clyburn was no longer on teleconference.
 - xv. Stan Baker called the original question to accept the amendments provided by the Bylaws Committee with the other changes noted at the meeting.
 - xvi. The motion passed 16-0.

V. Announcements

- a. The Planning Council recognized Jamie Schield who is retiring.
- b. Jay Singleton presented Jamie with a certificate and watch from Tarrant County.

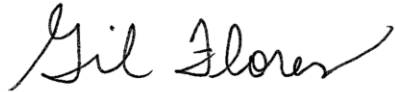
VI. Next Meeting

- a. The next Planning Council meeting is the Annual Meeting scheduled for Tuesday, July 25, 2017 from at Tarrant County Public Health. A time will be determined.

VII. Adjournment

- a. The meeting was adjourned at 11:44 am.

Submitted by

A handwritten signature in black ink that reads "Gil Flores". The letters are cursive and fluid, with a long horizontal stroke at the end of the word "Flores".

Gil Flores

Certified by

A handwritten signature in black ink that reads "Stan Baker". The letters are cursive and fluid, with a long horizontal stroke at the end of the word "Baker".

Stan Baker