



























**PLANNING COUNCIL**  
**November 28, 2017**  
**Minutes**

**PLANNING COUNCIL MEMBERS**

	Stan Baker		Michael Lummus		Francine Pratt
	Jackie Bzostek		April Marek		John Reed
	Tom Cassady		Paula McNeely		Sheryl Ross
	Don Clyburn		Mandy Mobley		David Saenz
	Ana Colin Hernandez		Patrick Moore		Courtney Sherman
	John Gonzales		Ray Moore		Steven Stellner
	Ted Lovato		Kellie Norcott		Charles Turner
	Anthony Luedicke		Vera Parker		Lisa Waitemon-Moses

**PLANNING COUNCIL STAFF**

	Gil Flores		Lauren Donnell
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 = Present     
  = Excused Absence     
  = Unexcused Absence

**Administrative Agency Staff Present:** Margie Drake, Lisa Muttiah

**Guests Present:** Jami Scott (Walgreens), Shawna Stewart (AOC), Trevor Huber, Mel LeRoy (AOC), Jay Singleton (TC), Eve Asueline (JPS-HW), Venette Meachem (SAM), Stephanie Cagle (AOC), Ric Beck, Mukam Jendayi (BTG), Raul Ramirez (AHF), Shibu Sam (AHF)

**I. Call to Order** – Stan Baker, Past Chair

- a. Stan 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. Gil Flores announced that a Vice Chair would need to be elected by the PC due to a tie from the previous meeting. Gil explained that one of the two run-off candidates had withdrawn her name from consideration, and that the PC needed to accept the remaining candidate or re-vote on the original nominees.
- e. **Stan asked if there was a motion for either procedure.**
  - i. **John Reed moved to accept Anthony Luedicke as the sole nominee for Vice Chair.**
  - ii. **Jackie Bzostek provided the second.**
  - iii. **There was no discussion.**

- iv. **Motion passed with 15 in favor and 1 opposed.**
- f. **Stan asked if there was a motion to accept Anthony Luedicke as the new Vice Chair of the PC.**
  - i. **Sheryl Ross moved to accept Anthony Luedicke as the new Vice Chair.**
  - ii. **Tom Cassady provided the second.**
  - iii. **There was no discussion.**
  - iv. **The motion passed 15-0.**
- g. Stan introduced Ric Beck as a potential new member of the PC who had interviewed with PC Staff and members of the Executive Committee. Ric provided information on his background and interests.
- h. **Stan asked if there was a motion to accept Ric Beck as a new member of the PC.**
  - i. **Sheryl Ross moved to accept Ric Beck as a new PC member.**
  - ii. **Paula McNeely provided the second.**
  - iii. **There was no discussion.**
  - iv. **The motion passed 16-0.**
- i. Stan welcomed Ric to the PC.

## II. Meeting Minutes

- a. Michael Lummus asked that the October minutes be corrected to reflect a voting record from 1 in favor to 2 in favor on pg. 5, item xvii.
- b. **Stan Baker asked for a motion to accept the October 24, 2017 minutes with the noted correction.**
  - i. **John Reed moved to accept the corrected minutes.**
  - ii. **Michael Lummus provided the second.**
  - iii. **There was no discussion.**
  - iv. **The motion passed 17-0.**

## III. Planning Council Business

- a. 2018-2019 Part A Allocations Contingency Plan
  - i. Gil Flores gave a brief overview of the contingency plan and how it has operated in the past. If the funding received is within the 5% threshold of the amount requested, then the percentages approved by the Allocations Committee for each service category are utilized. Gil explained that the Administrative Agency reported that the 5% cap had never been reached in the past.
  - ii. Gil advised the PC that the Planning Staff recommended acceptance of the 5% range.
  - iii. There was brief discussion about other PC standards.
  - iv. **Stan Baker asked if there was a motion to implement the 5% contingency plan.**
  - v. **Jackie Bzostek moved to accept the 5% contingency plan as presented.**
  - vi. **Paula McNeely provided the second.**
  - vii. Discussion ensued.

1. Margie Drake (AA) explained that there have been times where the PC had decided on a different percentage threshold for individual service categories.
2. There was an explanation of the allocations/reallocations/redistributions process and a discussion about whether a cap could have a negative impact.

**viii. Stan Baker asked for a vote on the motion to accept the 5% contingency plan.**

**ix. The motion passed 17-0.**

b. Reallocation Policy

- i. Gil explained that the current Reallocation and Redistribution Policy grants the recipient (AA) the authority to redistribute funds returned from a sub-recipient to another sub-recipient as long as it is for the same service category. Gil went on to explain that HRSA wants an expanded policy to increase the efficiency of the reallocation process. Gil presented three options that other PC areas have used.
  1. Option A – 10% Rule
  2. Option B – Reallocation Limit
  3. Option C – Service Category Prioritization
- ii. It was noted that for all three options, the PC could determine if there would be exceptions within the last 1, 2, or 3 months of the grant year.
- iii. Gil advised the PC that Planning Staff recommended Option A. Gil explained that Option A would come closest to retaining the intent of the original allocations and that Option C would require more extensive data to make decisions.

**iv. Stan Baker asked if there was a motion to adopt one of the Reallocation Policy options.**

**v. Jackie Bzostek moved to adopt Option A (10% Rule) as the Reallocation and Redistribution Policy.**

**vi. Tom Cassady provided the second.**

vii. Discussion took place.

1. Michael Lummus suggested a modification of 10% to 15% with an increase to 25% at the end of the grant cycle.
2. Francine Pratt asked if it would be possible to review and change the policy throughout the grant year; Gil said that it would but that he recommended that the PC stick with one plan for as long as possible to properly evaluate the results.
3. Vera Parker clarified that all money would be transparently tracked by the AA and the PC.
4. Paula inquired about the effectiveness of Option C and wanted to be sure that it would be considered as a future option when more data and time would be available.
5. Gil distributed an Option A handout with examples.

6. Anthony Luedicke stated that he was in favor of the 10% Rule with the option to raise the limit to 25% at the end of the cycle, if necessary. He also agreed with Paula about revisiting the options after reviewing data trends each month.
- viii. Stan Baker asked for a vote on the motion to adopt the 10% Rule as the Reallocation and Redistribution Policy.**
- ix. The motion passed 17-0.**
- c. Reallocation of Part A, Part B, and State Services Funds
  - i. Gil announced that the AA would begin reallocating based on the new policy immediately. Based on the new policy, the PC would need to vote on reallocating \$7,329 to Congregate Meal and \$27,803 to Medical Nutritional Therapy.
  - ii. Gil further explained the amount that came back from AIDS Pharmaceuticals, Outpatient Ambulatory and Oral Health was greater than the requests for Congregate Meal and Medical Nutritional Therapy. If the PC voted to reallocate the \$7,329 and \$27,803, they would still need to decide what to do with the \$32,042 that would remain.
  - iii. Jackie noted that in the past, the Allocations Committee was able to examine the reason for the requested funds in each category and wondered if the PC would still be able to do this. Gil said that this information could be requested from the AA.
  - iv. Paula and Jackie asked if the PC could still stipulate what the funds could be used for if they fell beneath the 10% amount allowed in the Reallocation and Redistribution Policy. Gil answered no, that it would be determined fully by the AA.
  - v. Staff asked if there was a motion regarding the reallocation of funds to the two named service categories.**
  - vi. Michael Lummus moved to reallocate \$7,329.00 to Congregate Meal and \$27,803.00 to Medical Nutritional Therapy.**
  - vii. Mandy Mobley seconded.**
  - viii. There was no discussion.**
  - ix. The motion passed with 13 in favor and 4 abstentions.**
    - x. Jackie asked Staff for a spreadsheet giving examples of Options B and C in a similar manner to the example used for Option A.
- d. Memorandum of Understanding
  - i. Gil explained that further additions were being made to the MOU, and that it would need to be tabled until the next PC meeting.

#### **IV. Reports**

- a. Standing Committees
- b. Administrative Agency
  - i. Lisa Muttiah shared that they were working on the updates to the MOU, that the AA had recently moved into a new office space, and that in January they would be offering BLOC training, which would be open to consumer and PC

members of color. The training would take place 01/05/2018 and 01/12/2018.

- c. Planning Council Staff
  - i. Gil Flores reminded the PC about the mandatory training on 01/23/2018 and noted that lunch would be provided. Lauren Donnell was announced as the new Assistant PC Coordinator.

**V. Announcements**

- a. Lonnetta Wilson shared that Dr. Clay of the UNT Health Science Center would be utilizing a panel of consumers to address pharmaceutical students.
- b. Mel LeRoy announced an AOC/AHF event for World AIDS Day (WAD) at Trinity Park on 12/02/2017 from 5:30 PM to 7:30 PM.
- c. Mukam Jendayi announced a WAD breakfast on 12/01/2017 with Vera Parker as a presenter.
- d. Stan Baker announced that John Gonzales had accepted the position of Prevention Coordinator at MHMR and that he (Stan) had accepted the position of Director of HIV Services with MHMR.

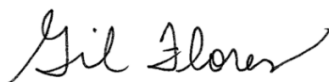
**VI. Next Meeting**

- a. The next Planning Council meeting will be Tuesday, December 19, 2017 from 10:45 am – 11:45 am at Tarrant County Public Health.

**VII. Adjournment**

- a. The meeting was adjourned at 12:13 PM.

Submitted by



Gil Flores

Certified by



Ted Lovato