























PLANNING COUNCIL
December 19, 2017
Minutes

PLANNING COUNCIL MEMBERS

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

PLANNING COUNCIL STAFF

	Gil Flores		Lauren Donnell
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 = Present

 = Excused Absence

 = Unexcused Absence

Administrative Agency Staff Present: Margie Drake, Arantxa DeKernion

Guests Present: Janel Holt (TCCD), Lonnetta Wilson (intern), Tom Joseph, Norma Keyser (JPS), Toni Hudson, Mukam Jendayi (BTG), Raul Ramirez (AHF), Shibu Sam (AHF), Andrew Wilson (JPS), Carol Creech (HELP)

I. Call to Order – Ted Lovato, Chair

- a. Ted called the meeting to order at 10:49 AM.
- b. Ted asked people to introduce themselves and asked Planning Council (PC) members to denote their membership on the PC and to which committee(s) they belong.
- c. Ted read the conflict of interest statement at the bottom of the agenda.
- d. Following the introductions and conflict of interest statement, Ted turned the meeting over to Anthony Luedicke, Vice Chair, due to illness.
- e. Anthony introduced Tom Joseph as a potential new member of the PC who had interviewed with PC Staff and members of the Executive Committee. Tom provided information on his background and interests.
- f. Anthony asked if there was a motion to accept Tom as a new member of the PC.
 - i. **David Saenz made a motion to accept Tom as a new PC member.**
 - ii. **Steve Stellner provided the second.**

iii. Discussion ensued.

1. Paula McNeely asked for more information about the candidate.
2. Anthony contributed that Tom had work experience as an accountant and was now retired, so his background may be good for allocations and time constraints shouldn't be an issue.
3. Michael Lummus added that he had met him at AOC and thought he would be a good addition.

iv. The motion passed 14-0.

- g. Anthony welcomed Tom to the PC.

II. Meeting Minutes

- a. Anthony asked for a motion to accept the November 28, 2017 minutes as presented.
- i. Francine Pratt moved to accept the minutes.**
 - ii. Steve Stellner provided the second.**
 - iii. There was no discussion.**
 - iv. The motion passed 15-0.**

III. Planning Council Business

- a. Memorandum of Understanding
- i. Gil Flores gave a brief overview of the Memorandum of Understanding (MOU) and the creation process. He went on to explain that the contract would be reviewed annually and could be changed as necessary.
 - ii. David Saenz clarified that the document could be amended at any time, in addition to the scheduled annual review.
 - iii. Paula McNeely moved to approve the Memorandum of Understanding as presented.**
 - iv. John Reed provided the second.**
 - v. There was no discussion.**
 - vi. The vote passed 15-0.**
- b. 2017-2018 Part A Unobligated Funds - \$140,300
- i. Margie Drake informed PC members what the unobligated funds consisted of, explaining that they would serve as a placeholder, and that the money could be reallocated in the future.
 - ii. Francine Pratt moved to roll the funds into a core medical service.**
 - iii. Vera Parker provided the second.**
 - iv. Discussion ensued.**
 1. Ric Beck wondered if the funds had to be assigned to one category and if the funds would interfere with the 25/75 requirement.
 2. Gil said that the funds could be assigned however the PC wished to assign them, and that the 25/75 would not be a factor.
 3. David expressed that the PC could examine the priorities and choose the top core medical service.
 4. Gil advised the PC that Health Insurance Premium and Cost-Sharing was the #1 core medical service priority.

- v. **Francine Pratt amended her motion to specify moving the total amount of unobligated funds into the Health Insurance Premium and Cost Sharing service category.**
 - vi. **Vera Parker provided the second.**
 - vii. **The motion passed 15-0.**
- c. 2018-2019 Part A Allocations Contingency Plan Clarification
- i. Gil Flores explained that the current contingency plan would need to be clarified due to the grant award arriving in two parts.
 - ii. Paula McNeely asked what choice would be best for the clients.
 - iii. Gil advised keeping the current policy intact for the first part of the award and then re-examining the situation once the second part arrived. If the total of both parts would be over or under the specified 5% allowance, then the amounts could be adjusted, per the current plan.
 - iv. **David Saenz moved to clarify the Contingency Plan to state that if the award arrives in two parts, PC allocations will remain the same for the first part and be re-examined after the second part arrives to determine whether the amount stays within the 5% threshold.**
 - v. **Paula McNeely provided the second.**
 - vi. **There was no discussion.**
 - vii. **The motion passed 15-0.**
- d. Reallocation Policy – Last 3 Months
- i. Gil Flores remarked that at the previous month's PC meeting, there was some discussion about raising the 10% AA reallocation limit at the end of the grant cycle. He went on to state that the PC was now in the last three months of the grant cycle, and that the monies that needed to be reallocated far exceeded the 10% cap.
 - ii. Margie Drake spoke about the option to make a set amount of money available to be reallocated without prior approval as opposed to a percentage.
 - iii. Planning staff distributed a handout to show the current provider funding needs and which service categories were returning funds.
 - iv. Paula McNeely noted that the large sums of money coming back speak to a much larger issue that needs to be examined by the PC.
 - v. Anthony Luedicke added that raising the percentage to 100% of the original service category allocations would not cover the reallocations. He asked if the AA was asking for a set amount of money.
 - vi. Margie answered that they would like to have 10% of the total award, or \$400,000 to work with as needed.
 - vii. David expressed that he was concerned as that was a large sum of money that could be reallocated in a way that would not be reflective of the PC's original intent.
 - viii. **John Reed moved to correct the Reallocation Policy to reflect that the AA would be allowed to reallocate up to 10% of the total grant award**

without prior PC approval, for only the remainder of the 2017-2018 Part A and Part B grant year.

ix. Sheryl Ross provided the second.

x. Discussion ensued.

1. Margie announced that the AA would be extremely transparent and forthcoming with information about all reallocations made for the remainder of the grant year.
2. Paula reiterated that this would be for one time only and would be revisited again for the next grant year.
3. Michael Lummus requested that the motion on the table be repeated again for clarity.

xi. The motion passed with 14 in favor and 1 opposed.

- e. Reallocation of Part A, Part B, and State Services Funds
 - i. Reallocations were made by the AA under the corrected Reallocation Policy.

IV. Reports

- a. Standing Committees
 - i. Handout attached.
- b. Administrative Agency
 - i. Handout attached.
- c. Planning Council Staff
 - i. Handout attached.

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.

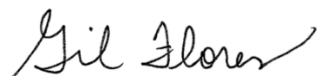
VI. Next Meeting

- a. The next Planning Council meeting will be the Planning Council training on Tuesday, January 23, 2018 from 8:30 AM – 4:30 PM at Tarrant County Public Health.

VII. Adjournment

- a. Anthony Luedicke adjourned the meeting at 11:51 AM.

Submitted by



Gil Flores

Certified by



Ted Lovato, LMSW