

# Ryan White Planning Council of the Dallas Area Office of Support

Memorandum

To: Members, Consumer Council Committee  
Interested Parties

From: RWPC Support Staff

Date: May 18, 2023

Re: Meeting Announcement

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Please note that there will be a:  
**Consumer Council Committee Meeting**  
**Thursday, May 25, 2023, at 12:00 PM**  
Please join from your computer, tablet, or smartphone.  
[Teleconference/gotomeeting.com](https://www.dallascounty.org/departments/rwpc/)

Attached, please find the meeting packet for your review. Members, if you are unable to attend this meeting, please notify Logane Brazile, RWPC Office of Support Coordinator at [Logane.Brazile@dallascounty.com](mailto:Logane.Brazile@dallascounty.com), on or before Wednesday, May 24, 2023. Otherwise, we look forward to seeing you at the next meeting.

**Please view Ryan White 101 on our social media Like Share Subscribe:**  
<https://www.dallascounty.org/departments/rwpc/>

cc: Philip Huang, MD, MPH, Director  
Dallas County Judge's Office  
Sonya M. Hughes, Assistant Director  
Justin Henry, Grants Manager Programmatic  
Wanda Scott, Grants Manager Fiscal  
Glenda Blackmon-Johnson, RWPC Manager  
Oscar Salinas, Quality Assurance Administrator  
Carla Jackson, Program Monitor  
David Kim, Program Monitor  
Vacant, Program Monitor  
Marlen Rivera, Fiscal  
Angi Jones, Quality Assurance Advisor  
Regina Waits, Health Advisor  
Logane Brazile, RWPC Coordinator  
Jasmine Sanders, RWPC Planner  
Kofi Bissah, ADAP Liaison  
Building Security

# CONSUMER COUNCIL COMMITTEE

*It is our vision to promote the improvement of health and quality of life for all clients.  
The RWPC of the Dallas Area is a caring community of consumers, volunteers and providers who responsibly plan to  
address the evolving needs of the HIV/AIDS community*

Charge: *Empower consumers through education by providing the tools and knowledge to interact with those  
individuals and committees that affect categorical service delivery.*

## AGENDA

May 25, 2023

12:00 PM

- |       |   |   |
|-------|---|---|
| I.    | Call to Order   | Donna Wilson, Chair or Helen Zimba, RWPC Chair, or RWPC Vice Chair                          |
| II.   | Certification of Quorum   | Donna Wilson, Chair or Helen Zimba, RWPC Chair, or RWPC Vice Chair                          |
| III.  | Introductions/Announcements   |   |
| IV.   | <b>Approval of the June 23, 2022, Minutes</b>   | <b>Action Item</b>  |
| V.    | Office of Support<br>🚩 RWPC Membership Representation and Reflectiveness  | Discussion Item   |
| VI.   | CQM Presentation: Service Utilization Data  | CQM Team  |
| VII.  | PSRA Process: Factsheet/Guide   | Jasmine Sanders, Office of Support  |
| VIII. | CCC Forum Planning  | Discussion Item   |
| IX.   | Committee Liaison Reports:<br>a. Allocations Committee<br>b. Planning & Priorities Committee<br>c. Evaluation Committee<br>d. Needs Assessment Committee<br>e. Dallas HIV Taskforce | Discussion Item<br>Discussion Item<br>Discussion Item<br>Discussion Item<br>Discussion Item |
| X.    | New Business  |   |
| XI.   | Adjournment   | Donna Wilson, Chair or Helen Zimba, RWPC Chair, or RWPC Vice Chair                          |

**Due to COVID-19,  
Until Further Notice**

NEXT SCHEDULED MEETING

**Thursday, June 22, 2023, 12:00 PM**

**Will be held by TELE-CONFERENCE**  
via GoToMeeting

# CONSUMER COUNCIL COMMITTEE MEETING MINUTES

June 23, 2022

## Meeting Minutes

*Charge: Empowering consumers through education by providing the tools and knowledge to interact with those individuals and committees that affect categorical service delivery of the Ryan White Treatment Modernization Act, including the Texas Department of State Health Services (DSHS).*

### MEMBERS PRESENT

Alleah McWilson  
Helen Turner  
Donna Wilson, **Chair**

Nisa Ortiz  
David Becker  
Hosea Crowell

Kevin Chadwin Davis  
Helen Zimba  
John Dornheim

### MEMBERS ABSENT

Linda Freeman  
Lionel Hillard  
Ricky Tyler

Alexander Deets  
Virilinda Stanton  
Derick Felton

John Skelton

### COUNCIL STAFF PRESENT

Glenda Blackmon-Johnson  
RWPC Office of Support

Logane Brazile  
RWPC Office of Support

Jasmine Sanders  
RWPC Office of Support

### GRANTS MANAGEMENT STAFF PRESENT

Sonya Hughes, AD

Barbara Kakembo, PM

### OTHERS PRESENT

- I. **Call to Order:** Donna Wilson, Chair, opened the meeting at 12:00 pm and called the meeting to order at 12:41 pm.
- II. **Certification of Quorum:** Quorum was established by Donna Wilson, Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** Donna Wilson, Chair, announced the Afiya Center would be hosting their 9<sup>th</sup> annual "Get Tested, Grab a Bite" on June 27, 2022, @ 11 am-4 pm at Glendale Park. The Afiya Center is looking for event vendors, volunteers, and/or donations. Vendor applications can be requested from Donna Wilson.  
Helen Zimba announced Viiv Healthcare would be hosting "Risk to Reasons," a multi-day event centered around HIV care services. Events will include immersive theatre, community voices, interactive art, learning exchange, performances, and opportunities for action. Events will be held from June 29 2022-July 1, 2022.  
Glenda Blackmon-Johnson, Office of Support, announced Dallas County would be hosting a free VIN-etching service on Friday, June 24, 2022, from 7 am-11 am @ Parkland Hospital. VIN etching is the permanent engraving of a vehicle identification number used to deter vehicle theft.
- IV. **Approval of the March 24, 2022, Minutes:** Helen Turner motioned to approve the minutes. Kevin Chadwin Davis seconded the motion. The motion passed.
- V. **Office of Support Report:**  
**Membership Representation & Reflectiveness:** Logane Brazile, RWPC Office of Support, reported the Consumer Council Committee's Black representation at 73%; White representation at 20%, and Hispanic representation is 7%. For Ryan White Planning Council, there are 33 committee seats; of those seats, 23 seats are filled. The agency affiliation for the committee has one representative from Prism Health, one from Parkland Hospital Systems, and one from AIDS Services of Dallas.
- VI. **CCC Forum Planning:** Logane Brazile, RWPC Office of Support, initiated discussion of the upcoming forums via screen share of the current topic list. The committee was asked to review and discuss the forum topics that did not yet have a captain, speaker, or forum time. Due to unforeseen circumstances, the upcoming forum "HIV& Adherence/Viral

Suppression" has been canceled.

Forum materials for July's "Know Your Rights: Legal 101" will be finalized this Friday and sent to RWPC contacts. The committee received updates regarding forum captains and times for the upcoming forums.

## **VII. Committee Liaison Reports:**

**a. Allocations Committee** – Glenda Blackmon-Johnson, RWPC Office of Support, reported that Wanda Scott, GM, provided the committee with an overview of the F.Y. 21-22 Final Allocation report for the following grants:

Part A Formula

Part A Supplemental

Part A MAI

Part B Dallas HSDA

Part B Sherman HSDA

State Rebate Dallas HSDA

State Rebate Sherman HSDA

Each grant was reviewed in detail, noting each service category's final re-allocations and total expended.

**b. Planning and Priorities Committee** – Glenda Blackmon-Johnson, Office of Support, introduced the Introduction to the National Strategic Plan presentation by informing members that the Planning Council is responsible for presenting a Letter of Concurrence to the Integrated Plan. The Planning & Priorities Committee is most responsible for this task; therefore, a presentation on the National Strategic Plan was deemed necessary for familiarization purposes.

Jasmine Sanders, RWPC Planner, reviewed the Introduction to the National Strategic Plan through screen share. The following topics were detailed:

- *Plan vision*
- *Goals (prevent new HIV infections, improve HIV-related outcomes of PLWHIV, reduce HIV-related disparities and health regulations, achieve integrated efforts that address the HIV epidemic)*
- *Progress to date*
- *U.S. Data*
- *HIV Care Continuum*
- *Dallas County HIV Data*

**c. Evaluation Committee** – Glenda Blackmon-Johnson reported Jasmine Sanders, RWPC Planner, began a review of the EAM report updates stating that the report is primarily used to assess how quickly and well the RWPC Part A recipient carries out the process to contract with and pay providers for delivering HIV services so that the needs of PLWH throughout the Dallas EMA are met. The primary focus is to update the document with new detail; committee members are given discretion regarding providing suggestions for necessary changes. The committee reviewed the procurement/RFP process, Agency #1-10 Executed contract dates for HRSA, contract monitoring process, procurement matrix, F.Y. 2021-2022 Part A Formula Expenditure Report, and Part A Award: Contract Renewal and RFP Award Timeline 2021.

Changes included the following Administrative Agency recommendations:

- *Brief sub-recipients on significant programmatic changes they may expect ahead of time to ensure better communication.*
- *Provide capacity-building training to inform and encourage potential bidders of upcoming funding opportunities.*
- *It's recommended that the A.A., and when appropriate, the RWPC Executive Committee, should periodically communicate through open discussion and feedback with sub-recipients, the RWPC, and the public regarding plans for the grants programs, the evolution of the R.W. service system of the Dallas area, and to the extent possible, it is recommended that long-term plans be developed with the appropriate stakeholders.*

**d. Needs Assessment Committee** – Glenda Blackmon-Johnson, Office of Support, reported the committee met on June 21, 2022. An update was shared regarding the revision provided by Nancy Rodriguez, Purchasing Department, stating that the contract would be brought to Commissioner's Court on August 16, 2022, for approval. For now, the committee will formulate ideas/suggestions to bring forth to the vendor once integrated with the committee.

Concerns were brought forth by committee members regarding strategies to increase the level of engagement and comprehensiveness within the community for the upcoming Needs Assessment.

**e. Dallas HIV Taskforce:** None.

**VIII. New Business:** John Dornheim, Chair, initiated discussion regarding the new building proposal for the Planning Council and support staff. The new space would be on the 4<sup>th</sup> floor of 1300 W Mockingbird Lane, Dallas, TX. Commentaries made by members and interested parties are as follows:

- *Could area stakeholders assist with meeting space, making it more accessible for consumers to participate?*
- *Is there a different meeting space at the Human Services Bldg.?*
- *DART extended route times out for 31 of 97 routes, increasing wait times between bus services*
- *Are all DCHHS services moving or just RWPC?*
- *Is this the new location for RWPC only?*
- *Using the crosswalk with increasingly heavy traffic could present challenges*
- *Discretion is limited with the security sign-in sheet located at the front desk used to track visitors*
- *Planning Council leadership involvement in building change*
- *Familiarity/Bus route changes*
- *Stemmons Fwy location is a one-stop-shop environment for consumer*

**IX. Adjournment:** Donna Wilson, Chair, called for a motion to adjourn. Kevin Chadwin Davis seconded the motion. The meeting adjourned at 12:59 pm.

Submitted by:

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Logane Brazile, RWPC Coordinator

\_\_\_\_\_  
Date

Draft Certified by:

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\_\_\_\_\_  
Glenda Blackmon-Johnson, RWPC Manager

\_\_\_\_\_  
Date

Final Approval by:

\_\_\_\_\_

\_\_\_\_\_  
Donna Wilson, Chair

\_\_\_\_\_  
Date

*Due to COVID-19*  
*Until Further Notice*  
NEXT SCHEDULED MEETING  
**Thursday, July 28, 2022, 12:00 pm.**  
Will be held via Tele-Conference

**Signature:**

**Email:** Jasmine.Sanders@dallascounty.org