

**EXECUTIVE COMMITTEE MEETING**  
**January 2, 2019**

**Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.**

**MEMBERS PRESENT**

John Dornheim, Needs Assessment, Chair  
Lionel Hillard, RWPC Vice Chair, Allocations Vice Chair

Kyle Talkington, Judges Representative  
Del Wilson, Evaluation Vice Chair

**MEMBERS ABSENT**

Auntjuan Wiley, RWPC Vice Chair, CCC Chair  
Yolanda Jones, Allocations Chair

Donna Wilson, CCC Vice Chair

**RWPC STAFF PRESENT**

Glenda Blackmon-Johnson, RWPC Manager  
Justin M. Henry, RWPC Planner

Annie Sawyer-Williams, RWPC Coordinator

**GRANTS MANAGEMENT STAFF PRESENT**

Wanda Scott, Program Monitor

Sonia Contreras, Health Advisor

**OTHERS PRESENT**

Johnathan Thorne, ASD

Gary Benecke, RCD

Angelica Gallegos, AIN

- I. **Call to Order:** Lionel Hillard, Chair called the meeting to order at 2:07 p.m.
- II. **Certification of Quorum:** Quorum was established by Lionel Hillard, and certified by Glenda Blackmon-Johnson, RWPC Program Manager.
- III. **Introductions/Announcements:**
  - a. Lionel Hillard welcomed all the new leadership and members and announced the leadership for 2019.

<b><u>Position</u></b>	<b><u>Appointments</u></b>
<b>RWPC Chair</b>	Lionel Hillard (Pending)
<b>RWPC Vice Chair</b>	Auntjuan Wiley (Pending)
<b>RWPC Vice Chair</b>	John Dornheim
<b>Allocations Chair</b>	Yolanda Jones
<b>Allocations Vice Chair</b>	Vacant
<b>Evaluation Chair</b>	Vacant
<b>Evaluation Vice Chair</b>	Del Wilson
<b>PP Chair</b>	John Dornheim
<b>PP Vice Chair</b>	Robert Lynn
<b>CCC Chair</b>	Auntjuan Wiley
<b>CCC Vice Chair</b>	Donna Wilson

- IV. **December 3, 2018 Minutes:** *John Dornheim motioned to accept the minutes as written. Kyle Talkington seconded the motion. The motion passed unanimously.*
- V. **Call for Executive Session:** In adherence to the Texas Open Meetings Handbook 2014 Section 551, the Committee deliberated potential appointee(s) and member(s). The Executive Session was called at 2:09 p.m.

VI. **Reconvene:** The committee reconvened at 2:40 p.m.

VII. **Recommendations for Appointments:** The Executive Committee interviewed one candidate for appointment to the Ryan White Planning Council and Needs Assessment Committee.

John Dornheim motioned to nominate Shelia A. Crockett Nwachi to be seated on the Needs Assessment Committee and requested for her to attend three (3) consecutive RWPC meetings; after the three (3) month period, the Executive Committee will reevaluate the application and make the decision to forward a recommendation to the Judge's Office for RWPC appointment. Kyle Talkington seconded the motion. The motion passed unanimously.

VIII. **Office of Support:** None.

IX. **Leadership Report:** Mr. Hillard announced he is working closely with the Office of Support to conduct leadership training. Mr. Hillard polled the members present and agreed to host the training tentatively on Friday, January 25<sup>th</sup> from 9 a.m. to 4 p.m.

X. **Committee Reports**

a. **Planning & Priorities:** John Dornheim, Planning & Priorities Vice Chair, reported the committee met on December 19<sup>th</sup> and quorum was established. The committee discussed the Policy Clarification Notice #18-02 *The Use of Ryan White HIV/AIDS Program Funds for Core Medical and Support Services for People Living with HIV who are Incarcerated and Justice Involved* and #15-02 *Clinical Quality Management Policy Clarification Notice*. The committee wanted clarity on what their involvement would be helping those in the criminal justice system.

The committee discussed some of their 2019 goals.

b. **Allocations Committee:** Committee did not meet.

c. **Consumer Council Committee:** Lionel Hillard, Consumer Council Committee member, reported the committee met on December 20<sup>th</sup> and quorum was established. The committee had an abbreviated meeting to host their HIV Social Implications: Women-Transgender forum and the Holiday Luncheon.

d. **Evaluation Committee:** Del Wilson, Evaluation Committee Vice Chair, reported the committee met on December 18<sup>th</sup> and quorum was established. He reported the volunteer acknowledgement was distributed to the members for their service on the Evaluation Committee.

The committee discussed the Policy Clarification Notice #18-02 *The Use of Ryan White HIV/AIDS Program Funds for Core Medical and Support Services for People Living with HIV who are Incarcerated and Justice Involved* and #15-02 *Clinical Quality Management Policy Clarification Notice*.

The committee discussed the Evaluation of the Ryan White Planning Council using the Ryan White Planning Council Primer as a guide. There have been some discussions regarding how to get started and how the evaluation will look.

e. **Needs Assessment Committee:** John Dornheim, Needs Assessment Committee Chair, reported the committee met on December 18<sup>th</sup>, and quorum was established. The committee reviewed and discussed creating the consumer survey. The timeline included the epidemiologic report, surveys, focus groups, and questionnaires.

The committee made a request that at the next CCC meeting, members will complete a pilot survey for feedback and edits.

f. **Care Coordination Ad Hoc Committee:** Committee did not meet.

XI. **Approval of the January 9, 2019 RWPC Agenda:** *John Dornheim made a motion to approve the January 9, 2019 RWPC meeting agenda with corrections (add a speaker). Del Wilson seconded the motion. The motion passed unanimously.*

XII. **New Business:** None

XIII. **Adjournment:** *Kyle Talkington motioned to adjourn. John Dornheim seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:15 PM.

Submitted by:

\_\_\_\_\_  
Annie Sawyer-Williams, RWPC Coordinator

\_\_\_\_\_  
Date

Draft Certified by:

\_\_\_\_\_  
Justin M. Henry, RWPC Health Planner

\_\_\_\_\_  
Date

Final Approval by:

\_\_\_\_\_  
Lionel Hillard, Chair  
Auntjuan Wiley, Vice Chair  
Evany Turk, Vice Chair

\_\_\_\_\_  
Date

NEXT SCHEDULED MEETING  
Wednesday, February 6, 2019 @ 2:00 PM  
Hickman Conference Room, 2nd floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207