

**EXECUTIVE COMMITTEE MEETING**

**March 6, 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**

Lionel Hillard, RWPC Chair	Kyle Talkington, Judges Representative
Auntjuan Wiley, RWPC Vice Chair, CCC Chair	Darius Ahmadi, Evaluation, Chair
Christopher Webb, Needs Assessment, Vice Chair	John Dornheim, Needs Assessment, Chair

**MEMBERS ABSENT**

Yolanda Jones, Allocations Chair	Del Wilson, Evaluation Vice Chair
Donna Wilson, CCC Vice Chair	

**RWPC STAFF PRESENT**

Glenda Blackmon-Johnson, RWPC Manager	Annie Sawyer-Williams, RWPC Coordinator
Justin M. Henry, RWPC Planner	

**GRANTS MANAGEMENT STAFF PRESENT**

Sonya Hughes, Assistant Director

**OTHERS PRESENT**

Jason Douglas, AIN	Crystal Curtis, Parkland	Charles Henley, AA Consultant
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**I. Call to Order:** Lionel Hillard, Chair called the meeting to order at 2:01 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. John Dornheim announced the National Alliance on Mental Illness (NAMI) Walk on Saturday, May 4, 2019 at the Dr. Pepper Ball Park in Frisco, TX. The Honorary Chair is Jesse Hawila from WFAA.
- b. Auntjuan Wiley announced the 9<sup>th</sup> year of AIDS Walk South Dallas on Saturday, March 23<sup>rd</sup> at the Martin Luther King Jr. Community Center; registration will begin at 8:00 a.m. and the walk kicks off at 10:00 a.m.
- c. Lionel Hillard announced the RWPC Retreat on Friday, March 8<sup>th</sup> from 9 a.m. – 4 p.m. at the Meadows Conference Center.

The Executive Committee approved by consensus the flyer for the Consumer Council Committee forum “Living with HIV – Newly Diagnosed”.

**IV. February 6, 2019 Minutes:** *John Dornheim motioned to accept the minutes as written. Kyle Talkington seconded the motion. The motion passed with three abstentions.*

**V. Office of Support:** Glenda Blackmon-Johnson, RWPC Manager an overview of the RWPC membership reflectiveness. The total seats filled 21 and all leadership positions for chairs and co-chairs are filled. The office of support is working on activities for the retreat on Friday. The Needs Assessment Committee piloted the surveys and conducted the first focus group for service needs at one of the service provider locations. Staff in conjunction with the Administrative Agency (AA) is having regular conversation with the new interim Project Officer, Kristina Barney.

Mr. Wiley announced Dwight Harry and Tracina Porter has requested to join the Care Coordination Ad Hoc Committee.

Mr. Hillard appointed Dwight Harry with AIDS Services of Dallas and Tracina Porter with AIDS Health Care Foundation to the Care Coordination Ad Hoc Committee.

- VI. Leadership Report:** Mr. Hillard announced the Memorandum of Understanding (MOU) were presented to community abased agencies (Salvation Army, The Bridge, and Abounding Prosperity), in order to collaborate with those to agencies administer surveys.

The committee had a discussion regarding the RWPC Bylaws Section 3.5 – Numbers of Members; and establishing quorum and membership reflectiveness.

**Motion:** *John Dornheim motioned to approved Addendum A- 2019 Bylaws Article III Membership, Section 3.5 – Numbers of Member: to amend regarding the number of members. Robert Lynn seconded the motion. The motion passed unanimously.*

## **VII. Committee Reports**

- a. Planning & Priorities:** John Dornheim, Chair, reported the committee met on February 20<sup>th</sup> and quorum was established. The committee discussed the introductory conference call with Project Officer, Katrina Barney and the RWPC Retreat on this Friday.

The committee reviewed and updated the Service Delivery Guidelines including all the Standards of Care. They discussed the State of the Union Address – Ending the Epidemic – *Plan for America and the other four plans Ending the HIV Epidemic – Country plan, Achieving Together – State plan, Integrated Care and Prevention Plan – local plan, and Early Identification of Individuals with HIV/AIDS – Government plan.*

The committee established quorum for Emergency meeting on February 28<sup>th</sup> to discuss and recommend the FY 2019-2020 Service Delivery Guidelines to Executive Committee.

**Motion:** *John Dornheim motioned to recommends the adoption of the FY 2019-2020 Service Delivery Guidelines document. Auntjuan Wiley seconded the motion. The motion passed with one abstention.*

- b. Allocations Committee:** Lionel Hillard, Allocations Committee member, reported the committee met on February 25<sup>th</sup> and established quorum.

The committee welcomed their new Vice Chair James Wright. The reviewed the FY 2019 Part B/Part B Supplemental/State Services/State Rebate and AIDS Drug Assistance Program (ADAP) Grants and the Part A 2018-2019 Expenditure Report- Grant Year March 1, 2018 – February 28, 2019.

Wanda Scott, Administrative Agency representative presented: Dallas County pass through fund sources, Understanding What’s Behind the Award Amount (Ryan White Part A, Ryan White Part B, and State Services & State Services Rebate).

- c. Consumer Council Committee:** Did not meet.

- d. Evaluation Committee:** Darius Ahmadi, Chair, reported the committee met on February 26<sup>th</sup> and established quorum. The committee continued the discussion regarding the Evaluation of the Administrative Mechanism (EAM). A recommendation was made to keep the EAM survey process the same as previous year; and to issue an objective survey to stakeholders.

- e. Needs Assessment Committee:** John Dornheim, Chair, reported the committee met on February 19<sup>th</sup>, and established quorum. The committee reviewed the edits of the consumer survey and made several changes.

- f. **Care Coordination Ad Hoc Committee:** Auntjuan Wiley, Chair, report the committee met on February 14<sup>th</sup>, and established quorum. The committee reviewed the Care Coordination Implementation Plan (Care Coordination Goals, Values, and Criteria and Core Components and agreed to keep the revised Care Coordination Goals. They discussed and revised the Care Coordination Criteria and Components.
- VIII. **Approval of the March 13, 2019 RWPC Agenda:** *John Dornheim made a motion to approve the March 13, 2019 RWPC meeting agenda. Robert Lynn seconded the motion. The motion passed unanimously.*
- IX. **New Business:** Mr. Hillard provided the committee with a quick response scanning card to distribute within the community.
- X. **Adjournment:** *Kyle Talkington motioned to adjourn. John Dornheim seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 2:35 p.m.

Submitted by:

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Annie Sawyer-Williams, RWPC Coordinator

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Date

Draft Certified by:

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Justin M. Henry, RWPC Health Planner

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Date

Final Approval by:

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Lionel Hillard, Chair  
Auntjuan Wiley, Vice Chair  
John Dornheim, Vice Chair

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Date

NEXT SCHEDULED MEETING  
Wednesday, April 3, 2019 @ 2:00 PM  
Hickman Conference Room, 2nd floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207