

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: June 25, 2020

Re: Meeting Announcement

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Please note that there will be an:

**Executive Committee Meeting**  
**Wednesday, July 1, 2020 at 2:00 PM**

2377 N. Stemmons Freeway, Hickman Conference Room, Second Floor  
Dallas County Health and Human Services Building  
Dallas, Texas 75207

Attached, please find meeting materials for your review.

If you are unable to attend this meeting, please notify the RWPC Office of Support at (214) 819-1840 by Tuesday, June 30, 2020. Otherwise, we look forward to seeing you at the next meeting.

cc: Philip Huang, MD, MPH, Director  
Dallas County Judge's Office  
Sonya M. Hughes, Assistant Director  
Vacant, Grants Management Officer  
Wanda Scott, Grants Manager  
Glenda Blackmon-Johnson, RWPC Manager  
Oscar Salinas, Quality Assurance Administrator  
Angela Jones, Quality Assurance Advisor  
Regina Waits, Health Advisor  
Carla Jackson, Program Monitor  
David Kim, Program Monitor  
Justin M. Henry, RWPC Health Planner  
Annie Sawyer-Williams, RWPC Coordinator  
Building Security

**2377 N. Stemmons Freeway, Suite 200, Dallas, Texas 75207**  
**214 819-1840 telephone; 214 819-6023 fax**

# EXECUTIVE 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.*

## AGENDA

Wednesday, July 1, 2020

2:00 p.m.

### Executive Committee Meeting

- |       |  |   |
|-------|--|---|
| I.    | Call to Order  | John Dornheim or Auntjuan Wiley   |
| II.   | Certification of Quorum  | John Dornheim or Auntjuan Wiley   |
| III.  | Introductions/Announcements  | John Dornheim or Auntjuan Wiley   |
| IV.   | <b>Approval of the June 3, 2020 Minutes</b>  |   |
| V.    | Office of Support Report<br>• RWPC Membership Representation and Reflectiveness  | RWPC Support Staff  |
| VI.   | Leadership Report  | John Dornheim or Auntjuan Wiley   |
| VII.  | Administrative Agency Report   | Representative from the AA  |
| VIII. | Committee Reports and FY 2020 Deliverables:<br>A. Needs Assessment Committee<br>B. Planning and Priorities Committee<br>C. Allocations Committee<br>D. Evaluation Committee<br>E. Consumer Council Committee | Christopher Webb or Karin Petties<br>Robert Lynn<br>Kelly Richter or James Wright<br>Pamela Green or Del Wilson<br>Auntjuan Wiley or Donna Wilson |
| IX.   | <b>Approval of the July 8, 2020, RWPC Agenda</b>   | <b>Action Item</b>  |
| X.    | New Business   |   |
| XI.   | Adjournment  | John Dornheim or Auntjuan Wiley   |

#### Action Items:

Approval of the June 6, 2020 Minutes

Approval of the July 8, 2020 RWPC Agenda

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

NEXT SCHEDULED MEETING

Wednesday, August 5, 2020 2:00 PM

Will be held via TELE-CONFERENCE

Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207

**EXECUTIVE COMMITTEE MEETING**

**June 3, 2020**

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

**MEMBERS PRESENT**

Robert Lynn, P&P Chair	Karin Petties, Needs Assessment, Vice Chair
John Dornheim, RWPC, Chair	Del Wilson, Evaluation Vice Chair
Pamela Green, RN, Evaluation Chair	Christopher Webb, Needs Assessment, Chair
Auntjuan Wiley, RWPC Vice-Chair, CCC Chair	Kelly Richter, Allocations Chair

**MEMBERS ABSENT**

Donna Wilson, CCC Vice Chair	James Wright, Allocations Vice-Chair
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**RWPC STAFF PRESENT**

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

**GRANTS MANAGEMENT STAFF PRESENT**

Sonya Hughes, Grants Director

**OTHERS PRESENT**

Hosea Crowell, AIN Inc.	Joni Wysocki, AIN Inc.	Miranda Grant, AIN Inc.	Crystal Curtis, PHHS
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- I. **Call to Order:** John Dornheim, Chair called the meeting to order at 2:00 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, and certified by Annie Sawyer-Williams, RWPC Coordinator.
- III. **Introductions/Announcements:** Housekeeping rules and announcements:
  - a. Karin Petties announced Germaine Solutions are conducting virtual audits.
  - b. John Dornheim asked members for a moment of reflection due to the recent events.
  - If you are a member and need to leave the meeting, the chair will call for a recess.
  - If a member makes a motion, please speak clearly for recording.
  - Please conduct voting by the chat panel on the right.
  - If you are not speaking please mute your microphone.
  - If acronyms are used, please explain what it means.
  - As a reminder member attendance is imperative for quorum.
  - If members receiving quorum emails, please contact the Office of Support.
  - Members and guests, please identify your association with agencies before you speak or make an announcement(s).
  - The Planning CHATT to host Engaging Consumers During The COVID-19 Public Health Emergency.
  - HRSA circulated an email advising of the most current waiver establishing regarding the COVID-19 funds. Due to COVID-19, all scheduled meetings for the RWPC and standing committees will continue via teleconference. Until further notice.
  - The Executive Committee is closed interviewed session was canceled.
  - Members, please review the notes from Part A module: Using Data for Decision Making on the RWPC website.
  - The RWPC is still seeking women of color/Transgender/Youth/Hispanic/Native American representation for Planning Council membership and currently, there are two mandated seats to

be a filled: Medicaid and someone recently released from incarceration or a parole officer. If you know someone, please forward his or her contact information to the Office of Support staff.

IV. **Approval of May 6, 2020 Minutes:** *Robert Lynn motioned to accept the minutes as written. Pam Green, RN seconded the motion. The motion passed with one abstention.*

V. **Office of Support:** Annie Sawyer-Williams reported the RWPC seats 24 members currently; that 50% or non-aligned.

Mrs. Sawyer-Williams asked chairs/co-chairs to sign and forward their committee quorum certificated and minutes for record-keeping.

Mrs. Sawyer-Williams announced the office of support will reschedule interviews for the two potential candidates who did not respond to last month's invite. The committee had a brief discussion regarding the rescheduling of the interviews and agreed if the candidate(s) are non-responsive this will be the last attempt to reach out.

VI. **Leadership Report:** Mr. Dornheim thanked the committee for their support in this COVID-19 pandemic.

Sonya Hughes announced all contracts have been provided through Docu Sign to all the sub-recipient agencies. And, once they are signed, the purchasing department will brief the new contacts and allocations for each sub-recipient agency. 10 agencies applied and were funded.

VII. **Committee Reports:**

a. **Planning & Priorities:** Robert Lynn, Chair, reported the committee met twice in May and established quorum. The floor was opened for announcements and the Office of Support reports. The committee received an update regarding the HIV Dallas Task Force and Fast Track Cities meetings. The committee was given a presentation by Mr. Henry to discuss the priority setting process and reviewed the Core Medical Services for Ambulatory/Outpatient, Oral Health Care, and Medical Case Management. The committee discussed having an additional meeting to complete the process.

b. **Allocations Committee:** Kelly Richter, Chair, reported the committee met on May 18<sup>th</sup> and established quorum. The floor was opened for announcements and Office of Support reports. The committee received a report from the Administrative Agency, regarding the Part A/MAI/Part B/State Services Expenditures.

c. **Consumer Council Committee:** Auntjuan Wiley, Chair, reported the committee met on May 28<sup>th</sup> and quorum was not established. The floor was opened for announcements and Office of Support reports. Committee reports were given and the committee discussed the CCC Outreach Education Project which is on-going virtually. The committee discussed forum planning and is considering the option of coordinating with James Berglund to create a teleconference forum. The committee received a presentation from Mr. Henry regarding the Priority Setting Process. The Consumer Council Committee members discussed having a separate meeting to continue the discussion of the process.

d. **Evaluation Committee:** Pamela Green RN, Chair, reported the committee met on May 26<sup>th</sup>, and established quorum. The floor was opened for announcements and Office of Support reports. The committee discussed developing the evaluation model in collaboration with the Clinical Quality Management Department (CQM). The committee received four potential evaluation models to choose from as a template.

e. **Needs Assessment Committee:** Christopher Webb, Chair, reported the committee met on April 21<sup>st</sup>, and quorum was established. The floor was opened for announcements and Office of Support reports. The committee reviewed the 2019 Ryan White Needs Assessment recommendation chart. The discussions consist of the funding and service provided by the RWPC service providers, prevention needs, transgender needs, system and psychosocial barriers to care, linkage to care concerns, and retention in care concerns.

VIII. **Approval of the June 10, 2020 RWPC Agenda:** *Del Wilson made a motion to approve the June 10, 2020 RWPC meeting agenda. Robert Lynn seconded the motion. The motion passed unanimously.*

IX. **New Business:** N/A.

X. **Adjournment:** *Robert Lynn made a motion to adjourn. Christopher Webb seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 2:45 p.m.

Submitted by:

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

\_\_\_\_\_  
Date

Draft Certified by:

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

\_\_\_\_\_  
Date

Final Approval by:

\_\_\_\_\_  
John Dornheim, Chair  
Auntjuan Wiley, Vice Chair  
Vacant, Vice Chair

\_\_\_\_\_  
Date

NEXT SCHEDULED MEETING  
Wednesday, July 1, 2020 @ 2:00 PM  
Hickman Conference Room, 2nd floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207

# RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA

*The RWPC envisions a seamless, flexible, and efficient healthcare system dedicated to the wellness and empowerment of Persons Living With HIV/AIDS (PLWHA) in North Texas.*

*The RWPC of the Dallas Area is a collaborative partnership of consumers, volunteers, and providers entrusted with the planning and coordination of healthcare services on behalf of PLWHA in North Texas.*

## AGENDA

Wednesday, July 8, 2020  
9:00 a.m.

- |       |   |   |
|-------|---|---|
| I.    | Call to Order   | John Dornheim or Auntjuan Wiley           |
| II.   | Certification of Quorum                               | John Dornheim or Auntjuan Wiley           |
| III.  | Introduction/Announcements                            | John Dornheim or Auntjuan Wiley           |
| IV.   | <b>Approval of the June 10, 2020 Minutes</b>          | <b>Action Item</b>                        |
| V.    | Administrative Agency Report<br>• AA Updates          | Representative from Administrative Agency |
| VI.   | Committee Meeting Update:                             |   |
|       | a. Executive Committee                                | John Dornheim or Auntjuan Wiley           |
|       | b. Needs Assessment Committee ( <i>did not meet</i> ) | Christopher Webb or Karin Petties         |
|       | c. Planning and Priorities Committee                  | Robert Lynn                               |
|       | d. Allocations Committee ( <i>did not meet</i> )      | Kelly Richter or James Wright             |
|       | e. Evaluation Committee                               | Pamela Green or Del Wilson                |
|       | f. Consumer Council Committee                         | Auntjuan Wiley or Donna Wilson            |
| VII.  | New Business  |   |
| VIII. | Adjournment   | John Dornheim or Auntjuan Wiley           |

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

NEXT SCHEDULED MEETING

Wednesday, August 12, 2020 2:00 PM

**Will be held via TELE-CONFERENCE**

Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207