

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: December 31, 2019

Re: Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, January 8, 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, January 7, 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
Geraldyn Richard, Grants Management Officer
Vacant, Grants Manager
Glenda Blackmon-Johnson, RWPC Manager
Oscar Salinas, Quality Assurance Administrator
Angela Jones, Quality Assurance Advisor
Vacant, Health Advisor
Carla Jackson, Program Monitor
Wanda Scott, 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, January 8, 2020

2:00 p.m.

Executive Committee Meeting

- | | | |
|-------|--------------------------------------------------------------|-------------------------------------------------------|
| I. | Call to Order | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones |
| II. | Certification of Quorum | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones |
| III. | Introductions/Announcements | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones |
| IV. | Approval of the December 4, 2019 Minutes | Action Item |
| V. | Office of Support Report | RWPC Support Staff |
| | • RWPC Membership Representation and Reflectiveness | |
| VI. | Leadership Report | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones |
| | • RWPC Announcements | |
| | • Leadership & Committee Member Training Materials | |
| | • Discussion regarding the Memorandum of Understanding | |
| VII. | Committee Meeting Update: | |
| | A. Needs Assessment Committee (<i>Did not meet</i>) | Christopher Webb or Karin Petties |
| | B. Planning and Priorities Committee (<i>Did not meet</i>) | Robert Lynn or Venton C. Hill-Jones |
| | C. Allocations Committee (<i>Did not meet</i>) | Pamela Green or James Wright |
| | D. Evaluation Committee (<i>Did not meet</i>) | Del Wilson |
| | E. Consumer Council Committee | Auntjuan Wiley or Donna Wilson |
| | F. Standards of Care Ad hoc Committee | |
| VIII. | Approval of the January 15, 2020 RWPC Agenda | Action Item |
| IX. | New Business | |
| X. | Adjournment | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones |

Action Items:

Approval of the December 4, 2019 Minutes

Approval of the January 15, 2020 RWPC Agenda

NEXT SCHEDULED MEETING

February 5, 2020

Hickman Conference Room, 2nd floor

Dallas County Health and Human Services Building

2377 N. Stemmons Freeway, Dallas, TX

**EXECUTIVE COMMITTEE MEETING
December 4, 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

Robert Lynn, P&P Vice Chair
Del Wilson, Evaluation Vice Chair

Auntjuan Wiley, RWPC Vice Chair, CCC Chair

MEMBERS ABSENT

Yolanda Jones, Allocations Chair
James Wright, Allocations Vice Chair
John Dornheim, Needs Assessment, Chair

Donna Wilson, CCC Vice Chair
Lionel Hillard, RWPC Chair
Christopher Webb, Needs Assessment Vice Chair

RWPC STAFF PRESENT

Annie Sawyer-Williams, RWPC Coordinator

Justin M. Henry, RWPC Planner

GRANTS MANAGEMENT STAFF PRESENT

OTHERS PRESENT

Joni Wysocki, AIN Inc.

Miranda Grant, AIN Inc.

I. Call to Order: Auntjuan Wiley, Vice Chair called the meeting to order at 2:05 p.m.

II. Certification of Quorum: Quorum was established by Lionel Hillard, and certified by Annie Sawyer-Williams, RWPC Coordinator.

III. Introductions/Announcements:

a. Annie Sawyer-Williams announced Kyle Talkington has resigned from the Executive Committee.

IV. November 6, 2019 Minutes: *Robert Lynn made a motioned to accept the minutes as written. Del Wilson 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 regarding the applicant. The Executive Session was called at 2:07 p.m.

VI. Reconvene: The committee reconvened at 2:34 p.m.

VII. Recommendations for Appointments: The Executive Committee interviewed one candidate for appointment to the Allocation Committee.

Robert Lynn made a motioned to nominate Jacobi Hunter-Wright to be seated on the Allocations or Needs Assessment Committee and to forward a recommendation to the Judge's Office for RWPC appointment. Del Wilson seconded the motion. The motion passed unanimously.

VIII. Office of Support: No report.

IX. Leadership Report: The Executive Committee members discussed the Standards of Care (SOC) workgroup and scheduled the meeting for Thursday, December 12th at 10:30 a.m. Staff will send an email seeking volunteers for the workgroup.

X. Committee Reports:

- a. **Planning & Priorities:** Committee did not meet.
- b. **Allocations Committee:** Committee did not meet.
- c. **Consumer Council Committee:** Auntjuan Wiley, Chair, reported the committee met on November 21st and established quorum. The committee discussed and reviewed the CCC Education Outreach Project for 2019. The committee completed the goal of identifying ten emergency rooms and providing them with resources and educational material. A follow up will be done with the emergency room contacts for additional information. New locations will be identified for 2020 with goals and deliverables.

The committee discussed and identified potential forum topics for 2020 and finalized the Adherence & Staying Undetectable forum on Thursday, December 19th.

- d. **Evaluation Committee:** Committee did not meet.
- e. **Needs Assessment Committee:** Justin M. Henry reported the committee met on November 19th and established quorum. Mr. Henry updated the committee on the Needs Assessment progress.
 - Conducted 16 Key Informant interviews for data collection.
 - Conducted 9 Focus Groups.
 - They are in the process of organizing focus groups for the Transgender Community.
 - They are in the process of recruiting for 18-24 age groups.
 - They are organizing consumer surveys.

XI. Approval of the December 11, 2019 RWPC Agenda: *Robert Lynn made a motion to approve the December 11, 2019 RWPC meeting agenda. Del Wilson seconded the motion. The motion passed unanimously.*

XII. New Business: N/A.

XIII. Adjournment: *Del Wilson made a motioned to adjourn. Robert Lynn seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:09 p.m.

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
John Dornheim, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, January 8, 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, January 15, 2020
9:00 a.m.

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|-------|------------------------------------------------------------------------------------------|-------------------------------------------------------|
| I. | Call to Order | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones |
| II. | Certification of Quorum | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones |
| III. | Introduction/Announcements | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones |
| IV. | Approval of the December 11, 2019 Minutes | Action Item |
| V. | Administrative Agency Report
• AA Updates | Representative from Administrative Agency |
| VI. | Committee Meeting Update: | |
| | a. Executive Committee | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones |
| | b. Needs Assessment Committee (<i>Did not meet</i>) | Christopher Webb or Karin Petties |
| | c. Planning and Priorities Committee (<i>Did not meet</i>) | Robert Lynn or Venton C. Hill-Jones |
| | d. Allocations Committee (<i>Did not meet</i>) | Pamela Green or James Wright |
| | e. Evaluation Committee (<i>Did not meet</i>) | Del Wilson |
| | f. Consumer Council Committee | Auntjuan Wiley or Donna Wilson |
| | g. Standards of Care Ad hoc Committee | |
| VII. | New Business
Lori Davidson – Housing Opportunity for Person with AIDS (HOPWA) Updates | |
| VIII. | Adjournment | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones |

NEXT SCHEDULED MEETING

Wednesday, February 12, 2020 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX