

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: November 25, 2020

Re: RWPC - Executive Committee Meeting Announcement

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Please note that there will be an:

**Executive Committee Meeting**  
**Wednesday, December 2, 2020 at 2:00 p.m. held via**  
**Tele-Conference via the Go-to-Meeting platform.**

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) 819-1857 by Tuesday, December 1, 2020. Otherwise, we look forward to seeing you at the meeting.

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  
Angela Jones, Quality Assurance Advisor  
Regina Waits, Health Advisor  
Carla Jackson, Program Monitor  
David Kim, Program Monitor  
RWPC Health Planner - Vacant  
RWPC Coordinator- Vacant  
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, December 2, 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>Approve the November 4, 2020 Meeting Minutes</b>  | <b>Action Item</b>   |
| V. Office of Support Report <ul style="list-style-type: none"><li>• RWPC Membership Representation and Reflectiveness</li></ul>  | RWPC Support Staff   |
| VI. Leadership Report  | John Dornheim or Auntjuan Wiley  |
| VII. Administrative Agency Report  | Sonya Hughes, AA Representative  |
| VIII. Committee Reports and FY 2020 Deliverables: <ul style="list-style-type: none"><li>A. Needs Assessment Committee (<i>Unofficial- DNEQ</i>)</li><li>B. Planning and Priorities Committee</li><li>C. Allocations Committee<ul style="list-style-type: none"><li>• <b>Approve to forward the Re-Allocations Recommendations for FY 2020 Part A Part B/State Services/Rebate Dallas/Sherman HSDA to the RWPC for final approval</b></li></ul></li><li>D. Evaluation Committee</li><li>E. Consumer Council Committee</li></ul> | John Dornheim or Auntjuan Wiley<br>Robert Lynn<br>Kelly Richter or James Wright or John Dornheim or Auntjuan Wiley<br><b>Action Item</b><br>Pamela Green or Del Wilson<br>Auntjuan Wiley or Donna Wilson |
| IX. <b>Approve the RWPC Agenda for December 9, 2020</b>  | <b>Action Item</b>   |
| X. New Business  |  |
| XI. Adjournment  | John Dornheim or Auntjuan Wiley  |

**Action Items:**

Approve the November 4, 2020 Meeting Minutes

Approval to forward the Re-Allocation Recommendations for ***FY 2020 Part A Part B/State Services/Rebate for Dallas/Sherman HSDAs to the RWPC for final approval***

Approve the RWPC December 9 Agenda

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

**NEXT SCHEDULED MEETING**

Wednesday, January 6, 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**

**November 4, 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**

John Dornheim, RWPC, Chair  
Robert Lynn, P&P Chair  
Donna Wilson, CCC Vice-Chair

Auntjuan Wiley, RWPC Vice-Chair, CCC Chair  
Pamela Green, RN, Evaluation Chair  
Del Wilson, Evaluation Vice-Chair

**MEMBERS ABSENT**

Kelly Richter, Allocations Chair

James Wright, Allocations Vice-Chair

**RWPC STAFF PRESENT**

Glenda Blackmon-Johnson, RWPC Manager

Claudy Jean Pierre, RWPC Staff

**GRANTS MANAGEMENT STAFF PRESENT**

Sonya Hughes, Grants Assistant Director,  
Wanda Scott, Grants Fiscal

Justin M. Henry, Grants Manager-Programmatic

**OTHERS PRESENT**

Traswell Livingston, ASD  
Mark Edgell  
Gilbert Kouame

Joni Wysocki, AIN Inc.  
Annie Williams, HOPWA  
Lionel Hillard

Philp Huang, DCHHS Dir  
Tony Lokash, LHOT

- I. **Call to Order:** John Dornheim, Chair called the meeting to order at 1:59 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, and certified by Glenda Blackmon Johnson, RWPC Manager.
- III. **Introductions/Announcements:**
  - a. Robert Lynn announced that he will start his participation with a COVID-19 Vaccine Study.
  - b. Pam Green announced that Prism Health has reopened the COVID-19 Vaccine Trial; accepting participants 18 years and older; interested parties should contact Laura Rodgers at 972-807-7370.
- IV. **Approval of October 7, 2020 Minutes:** Robert Lynn motioned to approve the minutes with the following correction: *(the addition of the name Del Wilson after vice chairs Karin Petties)* to the second page, section VI. Leadership Report, second paragraph, second sentence. Del Wilson seconded the motion. The motion passed.
- V. **Office of Support:** Claudy Jean Pierre reported the RWPC membership, 33 seats 21 filled. 48% of the membership is nonaligned consumers. Three mandatory seat categories: State Medicare/Medicaid; recently incarcerated; and federally recognized Indian Tribes. The RWC is seeking women of Color/Transgender/Youth/Hispanic and Indian Tribe representation. Discussed the standing committee seat status.
  1. Allocation Committee (15 seats): 7 members (8 seats open)
  2. Evaluation Committee (15 seats): 10 members (5 seats open)
  3. Planning & Priorities Committee (15 seats): 9 members (6 seats open)
  4. Consumer Council Committee (20 seats): 16 members (4 seats open)
  5. Needs Assessment Committee (25 seats): 13 members (12 seats open)

#### **MEMBERSHIP REFLECTIVENESS:**

- The 1st group impacted with the highest numbers is Blacks at 9,587 or 42% representation; the RWPC membership consists of 21 people of whom 11 are Black with representation at 52.00% reflectiveness.
- The 2nd group impacted with the next highest numbers is White at 6,480 or 30% representation; the RWPC membership consists of 21 people of whom 10 are White with representation at 48.00% reflectiveness.
- The 3rd group impacted with the next highest numbers is Latinx/Hispanic at 5,515 or 23% representation; the RWPC membership consists of 21 people of whom 2 are Latino/Hispanic with representation at 10.00% reflectiveness.

#### **RWPC TERM EXPIRATION STATUS:**

- As of **November 30, 2020** *Auntjuan Wiley* will officially rolled off the RWPC Roster due to term expiration.
- As of **April 30, 2021** *John Dornheim* will officially rolled off the RWPC Roster due to term expiration.

##### **Current RWPC Chair**

- As of **June 30, 2021** *Leonardo Zea* will officially rolled off the RWPC Roster due to term expiration.
- As of **August 31, 2021** *Yolanda Jones* will officially rolled off the RWPC Roster due to term expiration.

Additionally, for the Executive Committee's input, he provided, an introductory overview of the FY 2021 training material for the RWPC: **RWPC 101 PowerPoint**, and the **RWPC Work Plan Activities which consisted of the following objectives:** Policies & Procedures; Membership; Needs Assessment; Integrated Plan/End The Epidemic/Fast Track Plans; Priority Setting and Resource Allocation; Planning and Priority Setting; Assessment of the Administrative Mechanism; Communication & Leadership Support; Part A Grant Application; Empowerment Consumer/Community; and **Policies and Procedure Samples**. The members presented questions and concerns about the materials and when the detail would be formally presented.

- VI. **Leadership Report:** John Dornheim opened the floor for comments from Auntjuan Wiley, as he formally rolls off the RWPC Roster November 30, 2020; the two consecutive 3-year terms would be met. The consideration communicated to the committee members in this case is that the Judge appointed Mr. Wiley for the FY 2020 Program Year (*January 1, 2020 – December 31, 2020*). The chair recommended that future communication regarding term expiration be asterisked to indicate formal ending of member participation.

- VII. **Administrative Agency Report:** Sonya Hughes informed the committee that we have a new HRSA Project Officer: Kristen Athey. HRSA's formal letter of introduction is forthcoming. Additionally, as a result of Aurora & Sylvia's retirement in October 2020 there are two vacancies with the AA's team. The positions are posted on the Dallas County website. The Commissioner's Court agenda contains the AA's submittal for video conferencing equipment upgrades to enhance the online platform capacity for the Hickman Conference Room. The upgrade consists of a new podium and conference phones. Further, the briefing included Part A & B Formula and State Rebate reallocations for Sub-recipients. Wanda Scott, the fiscal manager has sent requests to Sub-recipients for funding reductions and requests for funding increase are forthcoming next week. The AA's virtual monitoring is underway. The waiver for part A has been submitted to HRSA however Part B monitoring will move forward. The AA is in the final stages of completion of the Semi-Annual Report. Wanda Scott will provide an overview of the FY 2020 Expenditures to date for Part A, B and State Rebate Awards. A Reallocation is projected for the month of November 2020. Further, she reported HRSA does not provide flexibility or a waiver for unobligated balances. There will be a penalty assessed if 95% of the Part A and B funds are not expended. The members presented questions and expressed concerns regarding challenges with expending funds by the end of the fiscal year. She informed members that there is potential for another reallocation in January if there is a need.

## VIII. Committee Reports:

- a. **Needs Assessment:** Auntjuan Wiley, RWPC vice chair reported the committee met on October 20, 2020 but did not establish quorum. He indicated that the committee will continue the discussion regarding the LEAP Program, (*Learning Empowerment Advocacy Program*), and to determine how to incorporate that program in Dallas. The committee will meet on November 17, 2020 at 2:00.
- b. **Planning & Priorities:** Robert Lynn, Chair, reported the committee met October 21, 2020 and established quorum. The committee recognized Christopher Webb resignation and thanked his for his contribution to the committee. Further, he announced that going forward the committee would briefly conduct a 3-5 minute review of different articles from the Bylaws; Roberts Rules of Order as a reminder for everyone. He indicated that Sonya Hughes conveyed that a survey is being circulated to the Sub-recipients and upon receipt of the information regarding vision care the AA will report back to the committee. Further, the committee received the reflectiveness report. He reported that in the past the committee has taken time off either in November or December and this year the committee has opted not to meet in December. The committee reviewed and discussed updates for recommendations to modify the *How Best To Meet The Need* document to improve the service response to COVID-19 and they worked with three categories: medical case management; oral health care and outpatient/Ambulatory services. The committee will meet on November 18, 2020 at 9:00 am.
- c. **Allocations Committee:** John Dornheim, RWPC Chair reported that the committee met and established quorum on 10.26.2020. He provided the update regarding the Allocations Committee's Reallocation Recommendations:
- The chair opened the floor with the allocation committee's motion to accept the **FY 2020 State Services Dallas HSDA Reallocation Recommendation** and call for a second motion from executive; Robert Lynn seconded the motion. The motion passed.
  - The chair opened the floor with the allocation committee's motion to accept **the Sherman HSDA Reallocation Recommendation** and call for a second motion from executive; Robert Lynn seconded the motion. The motion passed. The committee will meet on November 23, 2020.
- d. **Evaluation Committee: Did not meet on October 27, 2020.**
- e. **Consumer Council Committee:** Donna Wilson, vice chair reported the committee met on October 22, 2020 and establish quorum. The committee had introductions and announcements. Donna reminded everyone about the following: Texas Black Women's Health Initiative Virtual Conference, November 10, 2020 1-6 pm; Donna will participate as a facilitator; Men's Strength Conference November 5-8, 2020; the HIV Syndicate will host the Reproductive Justice November 16, 2020, speaker Marsha Jones; State HIV/STD conference held December 1-3 virtual conference. The Committee liaisons gave their reports from the following committees: Planning and priorities, Evaluation, Needs Assessment and HIV Taskforce. Additionally, the by consensus agreed that November 12, 2020 would be the best day to conduct the Committee's forum before the close of the program year.

- IX. **Approval of the November 11, 2020, RWPC Agenda:** John Dornheim opened the floor for a motion to accept the agenda. Del Wilson made a motion to approve the November 11, 2020 RWPC meeting agenda. Rob Lynn seconded the motion. The committee engaged in a discussion regarding the power point materials that the office of support shared with the executive committee regarding the training and preparation for members for FY 2021. A concern that all the materials should be reviewed by all members at the same time. Clarification that the agenda items as written would be was presented to RWPC meeting and that the power point materials introduced to the executive committee would not be added to the agenda. The chair presented concerns that people did not understand. The motion passed.

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

XI. **Adjournment:** Rob Lynn *made a motion to adjourn. Del Wilson seconded the motion. The motion passed unanimously.* The meeting was adjourned at 3:00 p.m.

Submitted by:

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

\_\_\_\_\_  
Date

Draft Certified by:

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

\_\_\_\_\_  
Date

Final Approval by:

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

\_\_\_\_\_  
Date

**Due to COVID-19**  
**Until Further Notice**  
**NEXT SCHEDULED MEETING**  
**Wednesday, November 4, 2020 @ 2:00 PM**  
**Will be held via TELE-Conference**  
**Dallas County Health and Human Services Building**

# 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, December 9, 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 November 11, 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. Allocations Committee  | Kelly Richter or James Wright or John Dornheim or Auntjuan Wiley |
|       | • <b>Approve the Re-allocation Recommendations for<br/>FY 2020 Part A/Part B/State Services/Rebate for the Dallas/Sherman HSDAs</b> | <b>Action Item</b>   |
|       | c. Needs Assessment Committee ( <i>Unofficial- DNEQ</i> )   | John Dornheim or Auntjuan Wiley                                  |
|       | d. Planning and Priorities Committee  | Robert Lynn  |
|       | 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, January 13, 2020 9:00 AM

**Will be held via TELE-CONFERENCE**

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