

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: January 30, 2020

Re: Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, February 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, February 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, February 5, 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 January 8, 2020 Minutes | |
| V. | Call for Executive Session
<i>For purposes permitted by Chapter 551,
Open Meetings, Texas Government Code, Section 551.074,
Interview of Candidates (2); Discuss Council
and Committee Membership and Vacancies</i> | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones
<i>(Review applications (2) for standing committee appointment)</i> |
| VI. | Reconvene | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones |
| VII. | Recommendations for Appointment | Action Item |
| VIII. | Office of Support Report | RWPC Support Staff |
| IX. | Leadership Report
• Leadership Training Agenda | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones
Action Item |
| X. | Committee Reports and FY 2019 Deliverables:
A. Needs Assessment Committee
B. Planning and Priorities Committee
• FY 2020-2021 Standards of Care Guidelines
<i>(To be finalized by the Administrative Agency)</i>
C. Allocations Committee <i>(did not meet)</i>
D. Evaluation Committee <i>(did not meet)</i>
E. Consumer Council Committee | Christopher Webb or Karin Petties
Robert Lynn or Venton C. Hill-Jones
Action Item
Kelly Richter or James Wright
Pamela Green or Del Wilson
Auntjuan Wiley or Donna Wilson |
| XI. | Approval of the February 12, 2020 RWPC Agenda | Action Item |
| XII. | New Business | |
| XIII. | Adjournment | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones |

Action Items:

Approval of the January 8, 2020 Minutes

Approval of the February 12, 2020 RWPC Agenda

NEXT SCHEDULED MEETING

March 4, 2020

Hickman Conference Room, 2nd floor

Dallas County Health and Human Services Building

2377 N. Stemmons Freeway, Dallas, TX

EXECUTIVE COMMITTEE MEETING
January 8, 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	Auntjuan Wiley, RWPC Vice Chair, CCC Chair
Del Wilson, Evaluation Vice Chair	Donna Wilson, CCC Vice Chair
John Dornheim, RWPC, Chair	Christopher Webb, Needs Assessment, Chair
Venton C. Hill-Jones, RWPC Vice Chair	

MEMBERS ABSENT

James Wright, Allocations Vice Chair	Karin Petties, Needs Assessment, 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

Joni Wysocki, AIN Inc.

- 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 Glenda Blackmon-Johnson, RWPC Manager.
- III. **Introductions/Announcements:** N/A.
- IV. **December 4, 2019 Minutes:** *Auntjuan Wiley made a motioned to accept the minutes as written. Robert Lynn seconded the motion. The motion passed with two abstentions.*

Office of Support: The Executive members received an update regarding the RWPC membership reflectiveness, attendance report, and the 2020 RWPC Deliverables. Lionel Hillard has termed out off the RWPC; the roster is at 23 members. Karin Petties has resigned from the Consumer Council Committee to assume her new role as Needs Assessment Vice Chair. Mrs. Sawyer-Williams reminded the chairs their FY 2019 reports are due for the FY 2019 Year End Report.

Ms. Blackmon-Johnson announced that five conferences were projected for FY 2020; pending funding is received from members to attend.

- V. **Leadership Report:** Mr. Dornheim announced the 2020 Leadership Training and asked for assistance from the leadership members to develop the agenda and outline the training timeline. Executive members received a draft copy of the 2020 Memorandum of Understanding for review and to forward to the RWPC for approval.
- VI. **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 December 19th and established quorum. The committee had an abbreviated meeting to host their Adherence & Staying Undetectable forum and the Holiday Luncheon. The committee discussed and reviewed the CCC Education Outreach Project for 2019-2020. New locations will be identified for 2020 with goals and deliverables.
- d. **Evaluation Committee:** Committee did not meet.
- e. **Needs Assessment Committee:** Committee did not meet.

Justin Henry reported on the Standards of Care Workgroup. The workgroup met on December 12th to review the 2020-2021 Dallas Planning Area Standards of Care & Service Delivery Guidelines. Several suggestions were made for revision to the SOC guide.

Suggested revisions:

- a. To review the standard that states clients cannot be case managers if in a nursing home.
- b. Page 71: Activities must include: The child care needs to be consistent and provide a space for children. They would like to see the restriction(s) removed. Mrs. Hughes gave an overview of the service category, and members discussed HRSA guidelines and policy.
- c. The non-medical case manager education requirements (pg. 60). Case managers need to complete a series of trainings (from DSHS). Members were concerned that case managers have to complete the same training each year. There was discussion regarding mandatory training for medical and non-medical case managers and other options they may have for trainings.
- d. Clients signing in when having an in-person case management visit.
- e. Members discussed case manager supervisor training. It was stated that case manager supervisor training was using old standards: it was suggested to set a minimum standard for training for non-medical case managers across the board.
- f. Members agreed to review the document and make references to what they would like to see changed and bring all of their suggestions to the next SOC workgroup meeting on January 9, 2020.

The workgroup members agreed to meet every Thursday (1/9, 1/16, 1/23, and 1/30), in order to have the guide completed and approved by the end of the 2019 program year.

- VII. **Approval of the January 15, 2020 RWPC Agenda:** *Robert Lynn made a motion to approve the January 15, 2020 RWPC meeting agenda. Auntjuan Wiley seconded the motion. The motion passed unanimously with corrections.*
- VIII. **New Business:** N/A.
- IX. **Adjournment:** *Robert Lynn made a motioned to adjourn. Del Wilson seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 2:37 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
Venton C. Hill-Jones, Vice Chair

Date

NEXT SCHEDULED MEETING
Wednesday, February 5, 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, February 12, 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 January 15, 2020 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 | Christopher Webb or Karin Petties |
| | c. Planning and Priorities Committee
• FY 2020-2021 Standards of Care Guidelines | Robert Lynn or Venton C. Hill-Jones
Action Item |
| | d. Allocations Committee (<i>Did not meet</i>) | Kelly Richter or James Wright |
| | e. Evaluation Committee (<i>Did not meet</i>) | Pamela Green or Del Wilson |
| | f. Consumer Council Committee | Auntjuan Wiley or Donna Wilson |
| VII. | New Business
Presentation: Louvenia Freeman, 2018 HIV Statistic Report | |
| VIII. | Adjournment | John Dornheim, Auntjuan Wiley or Venton C. Hill-Jones |

NEXT SCHEDULED MEETING

Wednesday, March 11, 2020 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX