

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: February 27, 2020

Re: Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, March 4, 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, March 3, 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
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, March 4, 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. | Approval of the February 5, 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 or Auntjuan Wiley |
| VI. | Reconvene | John Dornheim or Auntjuan Wiley |
| VII. | Recommendations for Appointment | Action Item |
| VIII. | Office of Support Report | RWPC Support Staff |
| IX. | Leadership Report | John Dornheim or Auntjuan Wiley |
| X. | Committee Reports and FY 2020 Deliverables: A. Needs Assessment Committee B. Planning and Priorities Committee C. Allocations Committee D. Evaluation Committee E. Consumer Council Committee | Christopher Webb or Karin Petties Robert Lynn Kelly Richter or James Wright Pamela Green or Del Wilson Auntjuan Wiley or Donna Wilson |
| XI. | FY 2020 Standards for Care and Service Delivery Guidelines <i>(To forward to the RWPC to approve forward to the AA for final edit)</i> | Action Item |
| XII. | Approval of the March 11, 2020 RWPC Agenda | Action Item |
| XIII. | New Business | |
| XIV. | Adjournment | John Dornheim or Auntjuan Wiley |

Action Items:

Approval of the February 5, 2020 Minutes

Approval of the March 11, 2020 RWPC Agenda

NEXT SCHEDULED MEETING

April 1, 2020

Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX

EXECUTIVE COMMITTEE MEETING

February 5, 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 | Karin Petties, Needs Assessment, Vice Chair |
| Pamela Green, Evaluation Chair | |

MEMBERS ABSENT

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|--------------------------------------|----------------------------------|
| James Wright, Allocations Vice Chair | Kelly Richter, Allocations Chair |
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RWPC STAFF PRESENT

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

GRANTS MANAGEMENT STAFF PRESENT

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|-------------------------------|-------------------------------|
| Sonya Hughes, Grants Director | Geralyn Richard, DCHHS-RW GMO |
|-------------------------------|-------------------------------|

OTHERS PRESENT

| | | |
|--------------------|------------------------|----------------------|
| Hosea Crowell, AIN | Brent J. Taylor, SBPAN | Lionel Hillard, RWPC |
|--------------------|------------------------|----------------------|

- I. **Call to Order:** John Dornheim, Chair called the meeting to order at 2:02 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, and certified by Glenda Blackmon-Johnson, RWPC Manager.
- III. **Introductions/Announcements:**
 - a. John Dornheim announced he spoke with Judge Clay Jenkins and discussed recruiting for new PC member's particular youths participation.
- IV. **January 8, 2020 Minutes:** *Auntjuan Wiley made a motioned to accept the minutes as written. Donna 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 potential appointee(s) and member(s). The Executive Session was called at 2:10 p.m.
- VI. **Reconvene:** The committee reconvened at 2:20 p.m.
- VII. **Recommendations for Appointments:** The Executive Committee discussed two candidates.

Christopher Webb motioned to nominate Linda Freeman to be seated on the Needs Assessment Committee. Venton C. Hill-Jones seconded the motion. The motion passed unanimously.

Pamela Green motioned to nominate Gary Benecke to be seated on the RWPC. Auntjuan Wiley seconded the motion.

In response to Pamela Green's motion, the Executive members discussed RWPC membership reflectiveness, the agency representation and population demographics of the RWPC. They agreed not

to consider seating the candidate because the population demographic has been filled.

Pamela Green's motion was rescinded until a seat becomes available.

- VIII. **Office of Support:** Glenda Blackmon-Johnson announced that a new Health Resources and Services Administration Project Officer has been assigned to the RWPC/ Dallas Eligible Metropolitan Area (EMA). A question was asked if the HRSA written correspondence can be shared with the RWPC members?

Ms. Blackmon-Johnson discussed the 2020 Ryan White Planning Council of the Dallas Area Leadership/Standing Committee Member Training agenda. The members reviewed and agreed to move forward with the agenda.

The Executive members received an update regarding the RWPC membership reflectiveness, RWPC 2020 Master Calendar and FY 2021-2022 Work Plan of Planning Council Support Activities.

- The FY 2021-2022 Work Plan: Is what a specific committee will be responsible for with projects, collaborations and timeline.
- The RWPC 2020 Master Calendar: For the committee members to set up their specific work detail.

Motion: Robert Lynn motioned to approve the Ryan White Planning Council of the Dallas Area 2020 Leadership/Standing Committee Member Training agenda. Del Wilson seconded the motion. The motion passed with one abstention.

- IX. **Leadership Report:** N/A.

- X. **Call for Executive Session:** In adherence to the Texas Open Meetings Handbook 2014 Section 551, the Committee deliberated potential appointee(s) and member(s). The Executive Session was called at 3:06 p.m.

- XI. **Reconvene:** The committee reconvened at 3:26 p.m.

- XII. **Recommendations for Appointments:** The Executive Committee interviewed two candidates. Christopher Webb motioned to nominate Hosea Crowell to be seated on the Needs Assessment Committee and to forward a recommendation to the Judge's Office for RWPC appointment. Karin Petties seconded the motion. The motion passed unanimously.

Christopher Webb motioned to nominate Shirley Rivers to be seated on the Needs Assessment Committee. Robert Lynn seconded the motion. The motion passed unanimously

- XIII. **Committee Reports:**

- a. **Planning & Priorities:** Robert Lynn, Chair, reported the committee met twice in the January and established quorum.

On January 27th the committee discussed the P&P calendar and timeline regarding prioritizing the timeline of the committee's work. They reviewed and discussed the FY 2020-2021 Standards for Care and Service Guidelines document, to ensure all the changes were made to the document committee members agreed to hold another meeting, to review and vote on the document to be forwarded to the Executive committee, RWPC and AA for final approval.

On January 31st they discussed the history of the Federal Poverty Level (FPL) and how the P&P agreed to pilot the increases for a year. The committee had a brief discussion regarding the percentages for the FPL. The committee reviewed and approved the FY 2020-2021 Standards for Care and Service Delivery Guidelines document and to raise the Housing Based Case Management service category to 500%.

Motion: Robert Lynn motion to approve the Standards for Care and Service Delivery Guidelines document. Venton C. Hill-Jones seconded the motion.

The Executive Committee members discussed the Standards for Care and Service Delivery Guidelines document and expressed their disappointment for the document not being available for a vote. And, spoke with the AA regarding delay of the document not moving forward. It was recommended to table the vote until the March 4th, Executive Committee meeting.

Robert Lynn rescinded the motion to approve the Standards for Care and Service Delivery Guidelines.

Motion: Venton C. Hill-Jones motioned to table the Standards for Care and Service Delivery Guideline document. Donna Wilson seconded the motion. The motion passed unanimously.

b. **Allocations Committee:** Committee did not meet.

c. **Consumer Council Committee:** Auntjuan Wiley, Chair, reported the committee met on January 23rd and established quorum. Committee reports were given and the committee discussed the Consumer Council Committee Outreach Education Project regarding following-up with the emergency room contacts for questions; and to see if they need further information. The committee discussed upcoming forum:

- HIV & Mental Health, February 25th – 1:00-3:00 p.m.
- HIV & Stigma, March 12th – 2:00-4:00 p.m.
- Prevention & New Therapies, April 23rd – 1:00-3:00 p.m.

The committee discussed upcoming tabling events: AIDS Walk South Dallas, Women Grace Project and Get Tested Grab a Bite.

d. **Evaluation Committee:** Committee did not meet.

e. **Needs Assessment Committee:** Christopher Webb, Chair, reported the committee met on January 21st and quorum was not established. The committee had a unofficial meeting and they discussed:

- Seeking assistance to help with survey administration at AIDS Services of Dallas (Hillcrest House) on January 22th from 10:30 a.m.-2:00 p.m.
- 300 Surveys completed. The goal is 500 surveys.
- A question & answer session with the Needs Assessment committee will take place once the first draft is submitted. The goal is early February 2020 and at the point we can arrange an informational meeting with Needs Assessment vendor and the feedback will be utilized to construct a final draft.
- Once the final draft is complete a presentation will be scheduled for March 2020.

Mr. Webb recommended special assignments for Transgender, Asian, Latin X, MSM (also survey millennials) populations, and rural areas.

- XIV. **Approval of the February 12, 2020 RWPC Agenda:** *Robert Lynn made a motion to approve the February 12, 2020 RWPC meeting agenda. Auntjuan Wiley seconded the motion. The motion passed unanimously with correction.*
- XV. **New Business:** Venton C. Hill-Jones announced his resignation as the Vice-Chair of the Ryan White Planning Council and Planning and Priorities Committee effective, February 5, 2020. He indicated that he will remain a member of the council, but due his new position and obligations he needed to step down from some of his current leadership roles.
- XVI. **Adjournment:** *Robert Lynn made a motion to adjourn. Karin Petties seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 4:08 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, March 4, 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, March 11, 2020
9:00 a.m.

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|-------|---|---|
| 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. | Approval of the February 12, 2020 Minutes | Action Item |
| V. | Administrative Agency Report • AA Updates | Representative from Administrative Agency |
| VI. | Committee Meeting Update: | |
| | a. Executive Committee | John Dornheim or Auntjuan Wiley |
| | b. Needs Assessment Committee | Christopher Webb or Karin Petties |
| | c. Planning and Priorities Committee | Robert Lynn |
| | d. Allocations Committee | Kelly Richter or James Wright |
| | e. Evaluation Committee | Pamela Green or Del Wilson |
| | f. Consumer Council Committee | Auntjuan Wiley or Donna Wilson |
| VII. | FY 2020-2021 Standards for Care and Service Delivery Guidelines <i>(To forward to the RWPC to approve forward to the AA for final edit)</i> | Action Item |
| VIII. | New Business Presentation: Louvenia Freeman, Follow-up to the 2018 HIV Statistic Kelly Richter, AIDSvu tool | |
| IX. | Adjournment | John Dornheim or Auntjuan Wiley |

NEXT SCHEDULED MEETING

Wednesday, April 8, 2020 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX