

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: March 26, 2020

Re: Meeting Announcement

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Please note that there will be an:

**Executive Committee Meeting**  
**Wednesday, April 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, March 31, 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, April 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 March 4, 2020 Minutes</b>  |                                   |
| V.    | Office of Support Report  | RWPC Support Staff                |
|       | <ul style="list-style-type: none"><li>• RWPC Membership Representation and Reflectiveness</li><li>• FY 2020-2021 Work Plan</li><li>• Training – <a href="https://www.youtube.com/watch?v=fSznVBd37Uo">https://www.youtube.com/watch?v=fSznVBd37Uo</a></li></ul> |                                   |
| VI.   | Leadership Report   | John Dornheim or Auntjuan Wiley   |
|       | <ul style="list-style-type: none"><li>• <b>Interview recommendation regarding the candidate's committee assignment</b></li></ul>  | <b>Action Item</b>                |
| VII.  | Committee Reports and FY 2020 Deliverables:   |                                   |
|       | A. Needs Assessment Committee   | Christopher Webb or Karin Petties |
|       | B. Planning and Priorities Committee  | Robert Lynn                       |
|       | C. Allocations Committee  | Kelly Richter or James Wright     |
|       | D. Evaluation Committee   | Pamela Green or Del Wilson        |
|       | E. Consumer Council Committee   | Auntjuan Wiley or Donna Wilson    |
| VIII. | 2019 Comprehensive Needs Assessment Final Report  | Discussion Item                   |
| IX.   | <b>Approval of the April 8, 2020 RWPC Agenda</b>  | <b>Action Item</b>                |
| X.    | New Business  |                                   |
| XI.   | Adjournment   | John Dornheim or Auntjuan Wiley   |

#### Action Items:

Approval of the March 4, 2020 Minutes

Approval of the April 8, 2020 RWPC Agenda

Approval of the Interview recommendation regarding the candidate's committee assignment

#### NEXT SCHEDULED MEETING

May 6, 2020

Hickman Conference Room, 2<sup>nd</sup> floor

Dallas County Health and Human Services Building

2377 N. Stemmons Freeway, Dallas, TX

**EXECUTIVE COMMITTEE MEETING**

**March 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  
James Wright, Allocations Vice Chair  
Christopher Webb, Needs Assessment, Chair  
Pamela Green, Evaluation Chair

Auntjuan Wiley, RWPC Vice Chair, CCC Chair  
John Dornheim, RWPC, Chair  
Karin Petties, Needs Assessment, Vice Chair

**MEMBERS ABSENT**

Donna Wilson, CCC Vice Chair  
Kelly Richter, Allocations Chair

Del Wilson, Evaluation Vice Chair

**RWPC STAFF PRESENT**

Annie Sawyer-Williams, RWPC Coordinator  
Glenda Blackmon-Johnson, RWPC Manager

Justin M. Henry, RWPC Planner

**GRANTS MANAGEMENT STAFF PRESENT**

Sonya Hughes, Grants Director

**OTHERS PRESENT**

Hosea Crowell, AIN

Cam J. Nguyen, University of North Texas

- 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. **February 5, 2020 Minutes:** *Pamela Green made a motioned to accept the minutes as written. Robert Lynn 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 2:02 p.m.
- VI. **Reconvene:** The committee reconvened at 2:36 p.m.
- VII. **Recommendations for Appointments:** The Executive Committee discussed one candidate.

*Christopher Webb motioned to nominate Amanda S. Evans, M.D. to be seated on the Needs Assessment Committee. Robert Lynn seconded the motion. The motion passed unanimously.*

*Auntjuan Wiley motioned to forward Amanda S. Evans M.D.'s application for RWPC recommendation to the Judge's Office for appointment. Pamela Green seconded the motion. The motion passed unanimously.*

- VIII. **Office of Support:** Glenda Blackmon-Johnson announced the RWPC seats 24 members currently; that 50% of the seats are filled are for the standing committees. Annie Sawyer-Williams reviewed the attendance report; she reported a member's lengthy medical leave status. The committee asked

the Office of Support to send the member a letter of intent regarding the attendance in the future.

IX. **Leadership Report:** John Dornheim thanked those who participated in the RWPC Leadership/Standing Committee and the Department of State Health Services (DSHS) trainings.

X. **Committee Reports:**

- a. **Planning & Priorities:** Robert Lynn, Chair, reported the committee met on February 19<sup>th</sup> and established quorum. The committee reviewed the 2018 HIV Statistics of HIV in Dallas County and Oscar Salinas presented the committee with client utilization data in the Dallas EMA & the Sherman Denison HSDA. They discussed how to approach the upcoming monthly meetings regarding the needs assessment and priority setting.
- b. **Allocations Committee:** James Wright, Vice Chair, reported the committee met on February 24<sup>th</sup> and established quorum. The committee received a report from the Administrative Agency, regarding the Part A/MAI/Part B/State Services Expenditure Reports. The expenditures are projected to be on target for FY 2019-2020. It was announced that GERALYN RICHARD is no longer with the Administrative Agency Grants Department.
- c. **Consumer Council Committee:** Auntjuan Wiley, Chair, reported the committee met on February 27<sup>th</sup> and did not establish quorum. Committee reports were given and the committee discussed the joint meeting with the Planning & Priorities Committee regarding the Priority Setting. On March 13<sup>th</sup> Justin Henry held a separate training to analyze the data for this year's priority setting process.

Sattriona Nyachwaya has been appointed to be the CCC Fast Track City Liaison.

The committee discussed the CCC Outreach Education Project for emergency room contacts. Members will follow-up with the emergency room contacts for questions; and to see if they need further information.

They discussed upcoming CCC forums:

- HIV & Stigma, March 12<sup>th</sup> – 1:30-3:30 p.m.
- Prevention & New Therapies, April 22<sup>nd</sup> – 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:** Pamela Green, Chair reported the committee met on February 25<sup>th</sup> and established quorum. The committee had a brief discussion from the October 22<sup>th</sup> minutes regarding the Standards for Care and Service Delivery Guidelines. They discussed recruiting non-aligned members to the evaluation committee. The committee discussed other duties for the committee beside the Evaluation of the Administrative Mechanism. They discussed working with the Clinical Quality Management team to develop a template for the evaluation of services: performance, outcome, and cost-effectiveness.
- e. **Needs Assessment Committee:** Christopher Webb, Chair, reported the committee met on February 18<sup>th</sup> and quorum was established. Drs. Susan Wolfe and Kyrak K. Brown presented the committee with the preliminary findings from the FY 2019 Comprehensive HIV Needs Assessment. At the RWPC meeting on March 11<sup>th</sup> Wolfe & Associates will present the FY 2019 Comprehensive HIV Needs Assessment survey.

- XI. **FY 2020 Standards for Care and Service Delivery Guidelines:** *Robert Lynn made a motion to forward the FY 2020 Standards for Care and Service Delivery Guidelines to the Ryan White Planning Council for approval and to forward to the Administrative Agency for final edits. Auntjuan Wiley seconded the motion. The motion passed with two abstentions.*
- XII. **Approval of the March 11, 2020 RWPC Agenda:** *Robert Lynn made a motion to approve the March 11, 2020 RWPC meeting agenda. Auntjuan Wiley seconded the motion. The motion passed unanimously with correction.*
- XIII. **New Business:** N/A.
- XIV. **Adjournment:** *Robert Lynn made a motion to adjourn. Auntjuan Wiley seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:03 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, April 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, April 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 March 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. 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.  | 2019 Comprehensive Needs Assessment Final Report | Discussion Item                           |
| VIII. | New Business                                     |   |
| IX.   | Adjournment                                      | John Dornheim or Auntjuan Wiley           |

### NEXT SCHEDULED MEETING

Wednesday, May 13, 2020 9:00 a.m.  
Hickman Conference Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX