

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: April 30, 2020

Re: Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, May 6, 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, May 5, 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, May 6, 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 April 1, 2020 Minutes | |
| V. | Office of Support Report | RWPC Support Staff |
| | • RWPC Membership Representation and Reflectiveness | |
| VI. | Leadership Report | John Dornheim or Auntjuan Wiley |
| | • Interview recommendation regarding the candidate's committee assignment | Action Item |
| 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. | Approval of the Allocations Recommendation-COVID-19 CARES Act Grant | Action Item |
| IX. | Approval of the Administrative Agency's Response to FY 2018 Recommendation | Action Item |
| X. | Approval of the May 13, 2020 RWPC Agenda | Action Item |
| XI. | New Business | |
| XII. | Adjournment | John Dornheim or Auntjuan Wiley |

Action Items:

Approval of the April 1, 2020 Minutes

Approval of the May 13, 2020 RWPC Agenda

Approval of the Allocations Recommendations-COVID-19 CARES Act Grant

Approval of the Administrative Agency's Response to FY 2018 Recommendation

NEXT SCHEDULED MEETING

June 3, 2020

GoToMeeting

EXECUTIVE COMMITTEE MEETING

April 1, 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
John Dornheim, RWPC, Chair
Pamela Green, RN, Evaluation Chair

Kelly Richter, Allocations Chair
Del Wilson, Evaluation Vice Chair

MEMBERS ABSENT

Donna Wilson, CCC Vice Chair
Auntjuan Wiley, RWPC Vice Chair, CCC Chair
James Wright, Allocations Vice Chair

Christopher Webb, Needs Assessment, Chair
Karin Petties, Needs Assessment, 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

David Kim, Program Monitor

OTHERS PRESENT

Hosea Crowell, AIN

- I. **Call to Order:** John Dornheim, Chair called the meeting to order at 2:12 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. **March 2, 2020 Minutes:** *Pamela Green made a motioned to accept the minutes as written. Kelly Richter seconded the motion. The motion passed unanimously.*
- V. **Office of Support:** Annie Sawyer-Williams reported the RWPC seats 24 members currently; that 54% or non-aligned. She reviewed the membership attendance report.

The committee discussed a member's lengthy medical leave status. After a brief discussion, the committee asked the Office of Support to send the member a letter for an interview. The members discussed signing documents via email, or fax for RWPC record keeping.

Justin M. Henry reported the training link is a video that was presented at the leadership training in reference to the efforts that were done in Thailand to manage HIV. The video is geared towards problem solving, understanding the needs of the community, and addressing some of those concerns in the story. Mr. Henry forward modules out for review on data, as well as on the planning cycle, so members can see where the priority setting and resource allocation process falls in our annual planning cycle. He discussed the option of recording the presentation and sending it out to give members the opportunity to view the training at their leisure.

- VI. **Leadership Report:** Recommendations for Appointments: The Executive Committee discussed one candidate.

Del Wilson motioned to nominate Naomi Green to be seated on the Allocations Committee.

Robert Lynn seconded the motion. The motion passed unanimously.

Del Wilson motioned to forward Naomi Green application for RWPC recommendation to the Judge's Office for appointment. Pamela Green seconded the motion. The motion passed unanimously.

VII. **Committee Reports:**

a. **Planning & Priorities:** Robert Lynn, Chair, reported the committee met on March 18th and established quorum. The floor was opened for announcements and the Office of Support reports. The committee reviewed the 2019 Comprehensive HIV Needs Assessment report. They received an update regarding the HIV Dallas Task Force and Fast Track Cities meetings and appointed a liaison to attend those meetings.

The committee had a brief discussion on adding vision care as specialty care. They received an overview on the Referral for Healthcare Service Category in which the RWPC is still being asked to prioritize and allocate funding.

b. **Allocations Committee:** Kelly Richter, Chair, reported the committee met on March 23th and established quorum. The floor was opened for announcements and Office of Support reports. The committee received a report from the Administrative Agency, regarding the Part A/MAI/Part B/State Services Expenditures. The expenditures are projected to be on target for FY 2019-2020. Due to the partial award the AA will allocate: Part A Formula - \$3,043,594.75, MAI - \$249,973.00, Part B - \$814,476.00 and State Services –Rebate - \$190,308.00.

c. **Consumer Council Committee:** Annie Sawyer-Williams reported the committee met on March 26th and established quorum. The floor was opened for announcements and Office of Support reports. Committee reports were given and the committee discussed the CCC Outreach Education Project for emergency room contacts. Due to the COVID-19 pandemic, members were asked to continue to identify new emergency room contacts from their homes, follow-up with the prior emergency room contacts for questions and inquire if they need further information.

The committee discussed coordinating the next CCC forum *Prevention & New Therapies* via a conference platform.

The committee discussed the CCC committee tabling the AIDS Walk South Dallas, The Grace Project and the Get Tested, Grab a Bite event. Mr. Wiley announced the tentative reschedule date for AIDS Walk South Dallas on June 13, 2020.

d. **Evaluation Committee:** Pamela Green, Chair reported the committee met on March 24th and established quorum. The floor was opened for announcements and Office of Support reports. Information was presented on how the CQM department could work with the Evaluation Committee. Oscar Salinas suggested projects for the committee regarding looking at other models. The committee also discussed the creation of indicators on measuring the effectiveness and quality of service. The committee will come up with three things that they felt would be good way to start and will discuss at the next committee meeting.

e. **Needs Assessment Committee:** Justin M. Henry reported the committee met twice in the month of March and quorum was established. The floor was opened for announcements and Office of Support reports. On March 17th, they discussed the 2019 Comprehensive HIV Needs Assessment presentation given at the RWPC meeting by Dr. Susan Wolfe and Associates. b

On March 31st, they reviewed recommendations and suggestions from the consultant about several gaps and barriers in the service delivery or retention in the area. The committee will submit recommendations at the end of next month to the Planning & Priorities and Consumer Council Committees, which can be used in the planning process.

- VIII. **2019 Comprehensive Needs Assessment Final Report:** The committee had a discussion regarding the needs assessment report regarding a suggestion made to rename the title of the document to just focus on Dallas County and not report on the EMA, because the information doesn't support the EMA. The document is to describe the size, demographics and needs of the population of individuals with HIV/AIDS to facilitate establishment of funding allocation priorities and development of a Comprehensive Plan for the Dallas EMA.
- IX. **Approval of the April 8, 2020 RWPC Agenda:** *Del Wilson made a motion to approve the April 8, 2020 RWPC meeting agenda. Robert Lynn seconded the motion. The motion passed unanimously.*
- X. **New Business:** N/A.
- XI. **Adjournment:** *Robert Lynn made a motioned to adjourn. Kelly Richter seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:45 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, May 6, 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, May 13, 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 April 8, 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. | Approval of the Allocations Recommendation-COVID-19 CARES Act Grant | Action Item |
| VIII. | Approval of the Administrative Agency's Response to FY 2018 Recommendation | Action Item |
| IX. | New Business | |
| X. | Adjournment | John Dornheim or Auntjuan Wiley |

NEXT SCHEDULED MEETING

Wednesday, June 10, 2020 9:00 a.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX