

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: May 28, 2020

Re: Meeting Announcement

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Please note that there will be an:

**Executive Committee Meeting**  
**Wednesday, June 3, 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, June 2, 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, June 3, 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 May 6, 2020 Minutes</b>          |                                   |
| V.    | Office of Support Report                            | RWPC Support Staff                |
|       | • RWPC Membership Representation and Reflectiveness |                                   |
| VI.   | Leadership Report                                   | John Dornheim or Auntjuan Wiley   |
| 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. | <b>Approval of the June 10, 2020, RWPC Agenda</b>   | <b>Action Item</b>                |
| IX.   | New Business                                        |                                   |
| X.    | Adjournment                                         | John Dornheim or Auntjuan Wiley   |

#### Action Items:

Approval of the May 6, 2020 Minutes

Approval of the June 10, 2020 RWPC Agenda

**Due to COVID-19**

**Until Further Notice**

NEXT SCHEDULED MEETING

Wednesday, July 1, 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**

**May 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  
John Dornheim, RWPC, Chair  
Pamela Green, RN, Evaluation Chair

Karin Petties, Needs Assessment, Vice Chair  
Del Wilson, Evaluation Vice Chair  
Christopher Webb, Needs Assessment, Chair

**MEMBERS ABSENT**

Donna Wilson, CCC Vice Chair  
James Wright, Allocations Vice-Chair

Auntjuan Wiley, RWPC Vice-Chair, CCC Chair  
Kelly Richter, Allocations 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**

- 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:** Housekeeping rules and announcements:
  - If anyone needs to leave the meeting will be called for a recess.
  - If acronyms are used, please explain what it means.
  - As a reminder member attendance is imperative for quorum.
  - If members receiving quorum emails, please contact the Office of Support.
  - Members and guests please identify your association with agencies before you speak or make an announcement(s).
  - HRSA circulated an email advising of the most current waiver establishing regarding the COVID-19 funds. Due to COVID-19 all scheduled meetings for the RWPC and standing committees will continue via teleconference. Until further notice.
  - The Executive Committee is closed interviewed session was canceled.
  - Members please review the notes from Part A module: Using Data for Decision Making for questions please contact Justin Henry.
  - The RWPC is still seeking women of color/Transgender/Youth/Hispanic/Native American representation for Planning Council membership and currently there are two mandated seats to be a filled: Medicaid and someone recently released from incarceration or a parole officer. If you know someone, please forward his or her contact information to the Office of Support staff.

Members were asked to discuss any new information within their agencies or where they volunteer regarding new trends and or emerging needs for programming and services within the community.

- Pam Green, RN announced PHNT are having issue with the increase of STI testing. They are starting an AIDS clinical trial for Hydroxychloroquine and Azithromycin to prevent hospitalization or death in persons with COVID-19 positive from different testing sites to try to

enroll them in a particular study.

- Del Wilson announced the Resource Center has worked with the Kaiser Family Foundation and will be featured in a targeted Facebook Ad starting May 10-16<sup>th</sup>. The ad will target some of the higher zip codes of HIV incidence in the area and people who have an interest in HIV or LGBT.
- Christopher Webb announced the Older Adult Services are bringing lunch to the seniors and those that have transportation meet at the centers to receive their meal. Their marketing strategy is seniors sharing their photos over the phone.

IV. **Approval of April 1, 2020 Minutes:** *Robert Lynn made a motioned to accept the minutes as written. Pam Green 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.

VI. **Leadership Report:** Mr. Dornheim thanked the committee for their support in this COVID-19 pandemic.

VII. **Committee Reports:**

a. **Planning & Priorities:** Robert Lynn, Chair, reported the committee met on April 15<sup>th</sup> and established quorum. The floor was opened for announcements and the Office of Support reports. The committee received an update regarding the HIV Dallas Task Force and Fast Track Cities meetings. The committee reviewed the priority setting process which includes the needs assessment component, getting information from the needs assessment committee, and their recommendation they want to put forward to the planning and priorities committee. Mr. Lynn expressed his concerns regarding the logistics, and how the voting will take place. Mr. Henry gave the members an update on the Priority Setting & Resource Allocations Guide (PSRA) and the timeline to complete the process. The executive members discussed the timeline for the PSRA process.

b. **Allocations Committee:** Justin M. Henry reported the committee met on April 27<sup>th</sup> 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 majority of the meeting was to discuss the COVID-19 CARES Act grant. The committee agreed to move their committee meeting to 4:00 p.m. until meeting in-person meeting resume.

Ryan White Part A COVID 19 Response				
COVID-19 PREVENT/PREPARE/RESPOND ACTIVITIES	COVID-19 PREVENT ACTIVITIES	COVID-19 PREPARE ACTIVITIES	COVID-19 RESPOND ACTIVITIES	AWARD TOTAL FOR ALLOCATION
Program Term: 04/01/2020-03/31/2021				\$ 870,865.00
Client Education				
COVID-19 TESTING				
COVID19 screening Testing for Temporary Drive				
COVID19 screening Testing for Walkup testing				
laboratory services for RWHAP clients				
Adding providers and other personnel				
Training				
Purchase of vehicles to transport patients				
Purchase of vehicles to transport clinic program personnel				
Supplies - personal protective equipment (cleaning supplies, etc.)	\$ 217,716.25			
Infection Control Supplies				
Equipment - telehealth equipment			\$ 217,716.25	
Health information technology to support tracking, sharing and reporting capacity				
<b>TOTAL AMOUNT</b>	\$ 217,716.25		\$ 217,716.25	\$ 435,432.50
Emergency Financial Assistance			\$ 435,432.50	\$ 870,865.00
<i>* A limit may need to be established for the amount allowed per client for EFA. Funds allowable up to ~\$1,000 (if funds are available).</i>				

Telehealth: \$217,716.25 (25%)  
 Personal Protective Equipment: \$217,716.25 (25%)  
 Emergency Financial Assistance: \$435,432.50 (50%)

**Special Instructions:**

Up to \$1,000.00 allowed per client based on the availability of funds.

- c. Consumer Council Committee:** Annie Sawyer-Williams reported the committee met on April 23<sup>rd</sup> 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 with James Berglund to create a teleconference forum. Mr. Wiley will follow up with the committee; upon speaking with Mr. Berglund.

- d. Evaluation Committee:** Pamela Green RN, Chair, reported the committee met on April 28<sup>th</sup> and established quorum. The floor was opened for announcements and Office of Support reports. The members presented their priorities for the evaluation model. The committee is working to create collaboration with the Clinical Quality Management department (CQM). Justin M. Henry and Oscar Salinas reported on developing the model as the baseline data is currently available to track viral suppression. It was presented that the CQM Department is working with a consultant to obtain data from non-Ryan White providers to add to this potential model. The committee agreed to accept the service utilization and viral suppression model.

- e. Needs Assessment Committee:** Christopher Webb, Chair, reported the committee met on April 21<sup>st</sup> and quorum was established. The floor was opened for announcements and Office of Support reports. The committee debriefed the 2019 Comprehensive HIV Needs Assessment final report regarding prevention needs, transgender needs, system and psychosocial barriers to care, linkage to care concerns and retention in care concerns. The committee discussed conducting mini needs assessments. Members have reached out to Houston's EMA regarding their Project LEAP, which is a

program that trains persons living with HIV and kind of helps wash stigma and build leadership skills. Ms. Petties stated it is not the intention of the chair and vice-chair to take over meetings, but for everyone around the table to participate.

**VIII. Approval of the Allocations Recommendation- COVID-19 CARES Act:**

**Motion:** *A motion was made to approve the Allocations Committee recommendation to allocate COVID-19 CARES Act Grand of \$870,865. Robert Lynn seconded the motion. The motion passed unanimously.*

**IX. Approval of the Administrative Agency’s Response to FY 2018 Recommendation:**

**Motion:** *Pam Green made a motion to approve the Administrative Agency’s Response to FY 2018 Recommendation. The motion passed unanimously.*

**X. Approval of the May 13, 2020 RWPC Agenda:** *Pam Green, RN made a motion to approve the May 13, 2020 RWPC meeting agenda. Christopher Webb seconded the motion. The motion passed unanimously.*

**XI. New Business:** The committee had a brief discussion regarding the rearrangement of the Executive and RWPC agendas with the action items not being included with the committee report.

**XII. Adjournment:** *Robert Lynn made a motion to adjourn. Christopher Webb seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 3:02 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, June 3, 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, June 10, 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 May 13, 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. New Business-Review of the Priority Setting Process | Justin M. Henry                           |
| VIII. Adjournment                                        | John Dornheim or Auntjuan Wiley           |

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

NEXT SCHEDULED MEETING

Wednesday, July 8, 2020 2:00 PM

**Will be held via TELE-CONFERENCE**

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