

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: December 31, 2020

Re: RWPC - Executive Committee Meeting Announcement

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Please note that there will be an:

**Executive Committee Meeting**  
**Wednesday, January 6, 2021 at 2:00 p.m. held via**  
**Tele-Conference via the Go-to-Meeting platform.**

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) 819-1857 by Tuesday, January 5, 2021. Otherwise, we look forward to seeing you at the meeting.

cc: Philip Huang, MD, MPH, Director  
Dallas County Judge's Office  
Sonya M. Hughes, Assistant Director  
Justin Henry, Grants Manager - Programmatic  
Wanda Scott, Grants Manager - Fiscal  
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  
RWPC Health Planner - Vacant  
RWPC Coordinator- Vacant  
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, January 6, 2021

2:00 p.m.

### Executive Committee Meeting

- |   |  |
|---|--|
| I. Call to Order  | John Dornheim or Helen Zimba or Auntjuan Wiley |
| II. Certification of Quorum                             | John Dornheim or Helen Zimba or Auntjuan Wiley |
| III. Introductions/Announcements                        | John Dornheim or Helen Zimba or Auntjuan Wiley |
| IV. <b>Approve the December 2, 2020 Meeting Minutes</b> | <b>Action Item</b>                             |
| V. Office of Support Report                             | RWPC Support Staff                             |
| • RWPC Membership Representation and Reflectiveness     |  |
| • <i>Like Us on Facebook</i>                            |  |
| • <i>RWPC 101 Training Series</i>                       |  |
| • <i>RWPC 2021 Work-Plan Review</i>                     |  |
| • <i>FY 2021 Calendar Deliverables</i>                  |  |
| VI. Leadership Report                                   | John Dornheim or Helen Zimba or Auntjuan Wiley |
| * FY 2021 RWPC Leadership Announcements                 |  |
| VII. Administrative Agency Report                       | Sonya Hughes, AA Representative                |
| VIII. Committee Reports and FY 2021 Deliverables:       |  |
| A. Needs Assessment Committee (DNM)                     | John Dornheim or Helen Zimba or Auntjuan Wiley |
| B. Planning and Priorities Committee (DNM)              | John Dornheim or Helen Zimba or Auntjuan Wiley |
| C. Allocations Committee (DNM)                          | Lionel Hillard or Auntjuan Wiley               |
| D. Evaluation Committee (DNM)                           | John Dornheim or Helen Zimba or Auntjuan Wiley |
| E. Consumer Council Committee (DNM)                     | Donna Wilson or Sattie Nyachwaya               |
| IX. <b>Approve the RWPC Agenda for January 13, 2020</b> | <b>Action Item</b>                             |
| X. New Business   |  |
| XI. Executive Session <b>(CLOSED)</b>                   |  |
| XII. Adjournment  | John Dornheim or Helen Zimba or Auntjuan Wiley |

### Action Items:

Approve the **December 2, 2020** Meeting Minutes

Approve the RWPC January 13, 2020 Agenda

**Due to COVID-19**

**Until Further Notice**

NEXT SCHEDULED MEETING

Wednesday, February 3, 2021 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**

**December 2, 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**

John Dornheim, RWPC, Chair  
Robert Lynn, P&P Chair  
Del Wilson, Evaluation Vice-Chair

Auntjuan Wiley, RWPC Vice-Chair, CCC Chair  
Pamela Green, RN, Evaluation Chair

**MEMBERS ABSENT**

Kelly Richter, Allocations Chair  
Donna Wilson, CCC Vice-Chair

James Wright, Allocations Vice-Chair

**RWPC STAFF PRESENT**

Glenda Blackmon-Johnson, RWPC Manager

Claudy Jean Pierre, RWPC Staff

**GRANTS MANAGEMENT STAFF PRESENT**

Sonya Hughes, Grants Assistant Director,

Wanda Scott, Grants Fiscal

**OTHERS PRESENT**

Kellie Norcott  
Andrea Cokes

Joni Wysocki, AIN Inc.

- I. **Call to Order:** John Dornheim, Chair called the meeting to order at 2:05 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, and certified by Glenda Blackmon Johnson, RWPC Manager.
- III. **Introductions/Announcements:**
- IV. **Approval of November 4, 2020 Minutes:** Pam Green motioned to approve the minutes. Robert Lynn seconded the motion. The motion passed.
- V. **Office of Support:** The RWPC membership, 33 seats 21 filled. 48% of the membership is nonaligned consumers. Three mandatory seat categories: State Medicare/Medicaid; recently incarcerated; and federally recognized Indian Tribes. The RWC is seeking women of Color/Transgender/Youth/Hispanic and Indian Tribe representation. Discussed the standing committee seat status.
  1. Allocation Committee (15 seats): 7 members (8 seats open)
  2. Evaluation Committee (15 seats): 10 members (5 seats open)
  3. Planning & Priorities Committee (15 seats): 9 members (6 seats open)
  4. Consumer Council Committee (20 seats): 16 members (4 seats open)
  5. Needs Assessment Committee (25 seats): 13 members (12 seats open)

**MEMBERSHIP REFLECTIVENESS:**

- The 1st group impacted with the highest numbers is Blacks at 9,587 or 42% representation; the RWPC membership consists of 21 people of whom 11 are Black with representation at 52.00% reflectiveness.
- The 2nd group impacted with the next highest numbers is White at 6,480 or 30% representation; the RWPC membership consists of 21 people of whom 10 are White with representation at 48.00% reflectiveness.
- The 3rd group impacted with the next highest numbers is Latinx/Hispanic at 5,515 or 23% representation; the RWPC membership consists of 21 people of whom 2 are Latino/Hispanic with representation at 10.00% reflectiveness.

## VI. Leadership Report:

- John Dornheim, Executive Committee chair established the platform meeting etiquette and made general announcements regarding access to Emergency Housing Assistance Program; Comprehensive Energy; COVID 19 Updates on the Dallas County Website; RWPC membership interviews; recruitment.
- Glenda BJohnson, provided a status update regarding the quorum status with the executive committee members. She reported that initially, there were 9 members of those members two are actively on medical leave. Two resigned from their chair and vice chair positions; respectively 5 members remain of whom 3 render a majority.
- Auntjuan Wiley thanked everyone for the opportunity to serve for the last 6 years and thank everyone for their service. He indicated that he is excited for what is forthcoming in the future.
  - He also announced that the **Consumer Council Committee will not meet in December 2020** as members will rest and reset for the first meeting in January 2021 under the new leadership.

## VII. Administrative Agency Report: Sonya Hughes informed the committee of Tanya Jones passing on Monday 11/30/2020. She was the AA's administrative assistant; also that funeral service information would be passed along upon receipt.

She announced that AA is currently working with the State on its Corrective Action Plan (CAP) close out there are final policies and procedures to be submitted before the close of the month of December. There AA will forward the updated version of the local standards regarding the Local Pharmaceutical Assistance Program; and the Health Insurance Cost Sharing Program. Ending HIV Epidemic work is ongoing; the AA is currently working with the purchasing department to get the Request for Proposals out on the street in order to fund new and innovative projects.

Wanda Scott acknowledged everyone and expressed her thanks to everyone for their contribution. The audio visual equipment was approved by the court. The purchase of laptops and hot spots for RWPC and Standing committee members was approved by the November 4 court. Due to high demand the devices are expected early January 2021. Approval of the October 2020 Reallocations were approved in the November 17<sup>th</sup> Court. She expressed gratitude for the collaboration between the standing committee/RWPC with the AA to ensure that reallocation occur as needed to ensure that funds may be expended at 100%. The 3<sup>rd</sup> reallocation approval is anticipated for the January 2021. Part A/MAI approvals are anticipated December 15, 2020. Further she reported currently expenditures are at 36%; lower than normal however compared to other jurisdictions it's slightly better.

## VIII. Committee Reports:

### a. Needs Assessment: Did Not Establish Quorum.(DNEQ)

b. Planning & Priorities: Robert Lynn, Chair, reported the committee met October 21, 2020 and established quorum. Further, the committee reviewed and discussed updates for recommendations to modify the ***How Best To Meet The Need*** document to improve the service response to COVID-19 and they worked with three categories: substance abuse; childcare service and congregate housing; the members made many recommendations which included a protocol for how to handle any kind of pandemic. He thanked the committee members for their participation. He mentioned that the committee will not meet in December 2020. He mentioned that the next meeting will take place in January 20, 2021 at 9:00 am.

c. Allocations Committee: John Dornheim, RWPC Chair reported that the committee met and established quorum on 11.30.2020. He provided the update regarding the Allocations Committee's Reallocation

**Reallocation Recommendations:**

- The chair opened the floor with the allocation committee's motion to accept the **FY 2020 Part A Reallocation Recommendation** and call for a second motion from executive; Robert Lynn seconded the motion. Two abstained. The motion passed.
- The chair opened the floor with the allocation committee's motion to accept the **FY 2020 Part B Reallocation Recommendation for Dallas** call for a second motion from executive; Robert Lynn seconded the motion. Two abstained. The motion passed.
- The chair opened the floor with the allocation committee's motion to accept the **FY 2020 State Services Rebate Reallocation Recommendation for Dallas** and call for a second motion from executive; Robert Lynn seconded the motion. Two abstained. The motion passed.
- The chair opened the floor with the allocation committee's motion to accept the **FY 2020 Part B Reallocation Recommendation for Sherman HSDA** call for a second motion from executive; Robert Lynn seconded the motion. Two abstained. The motion passed.

The committee will meet on December 28, 2020.

- d. **Evaluation Committee:** Pam Green reported that the committee met on November 24, 2020 and established quorum. The reflectiveness update was reported; to be proactive there was a solicitation for a new vice chair as Del will vacate the leadership position late 2021. There was a discussion as to how to get new action items on the committee and the committee revisited the CQM's desire to have the evaluation committee as intermediary between the RWPC and themselves. Helen announced that the Did You Know media series was a successful launch. The committee will meet next on December 22, 2020.
- e. **Consumer Council Committee:** AuntJuan Wiley, chair reported the committee met on November 19, 2020 under the leadership of Donna Wilson, vice chair and establish quorum. The committee had introductions and announcements. The Committee liaisons gave their reports from the following committees: Planning and priorities, Evaluation, Needs Assessment and HIV Taskforce. The Consumer committee postponed forums until 2021. The Next meeting will take place January 2021.
- IX. **Approval of the December 9, 2020, RWPC Agenda:** John Dornheim opened the floor for a motion to accept the agenda. Pam Green made a motion to approve the December 9, 2020 RWPC meeting agenda. Rob Lynn seconded the motion. The motion passed.
- X. **New Business:** Glenda Blackmon-Johnson provided a brief report regarding the 2021 Leadership applicants: A total of six (6) applications have been received to date. There are three applicants for CCC Chair and/or Vice Chair; one (1) applicant has applied for RWPC vice Chair and Allocations Chair; one (1) applicant has applied for Needs Assessment Chair; one (1) applicant has applied for RWPC Chair. Further, she indicated that an guidance/approval to share membership applications been not established henceforth, applicant will be asked to submit resumes which will be shared with the executive committee when the time comes.

Also, she thanked all members for their 2020 Leadership and their diligence to ensure that their committee completed their deliverables. With their leadership, each committee's deliverable was completed for the RWPC.

John Dornheim also thanked everyone for their hard work.

- XI. **Adjournment:** Rob Lynn *made a motion to adjourn. Auntjuan Wiley seconded the motion. The motion passed unanimously.* The meeting was adjourned at 2:49 p.m.

Submitted by:

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
Date

Draft Certified by:

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
Date

Final Approval by:

\_\_\_\_\_  
John Dornheim, RWPC Chair  
Auntjuan Wiley, RWPC Vice Chair

\_\_\_\_\_  
Date

**Due to COVID-19**  
**Until Further Notice**  
**NEXT SCHEDULED MEETING**  
Wednesday, January 6, 2020 @ 2:00 PM  
Will be held via TELE-Conference  
Dallas County Health and Human Services Building

# 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, January 13, 2020  
9:00 a.m.

- |       |  |  |
|-------|--|--|
| I.    | Call to Order  | John Dornheim or Helen Zimba or Auntjuan Wiley |
| II.   | Certification of Quorum  | John Dornheim or Helen Zimba or Auntjuan Wiley |
| III.  | Introduction/Announcements   | John Dornheim or Helen Zimba or Auntjuan Wiley |
| IV.   | <b>Approval of the December 9, 2020 Minutes</b>                                | <b>Action Item</b>                             |
| V.    | Administrative Agency Report<br>• AA Updates                                   | Sonya Hughes - Administrative Agency           |
| VI.   | Committee Meeting Update:  |  |
|       | a. Executive Committee <i>(Did Not Meet)</i>                                   | John Dornheim or Helen Zimba or Auntjuan Wiley |
|       | b. Allocations Committee <i>(Did Not Meet)</i>                                 | Lionel Hillard or Auntjuan Wiley               |
|       | c. Needs Assessment Committee <i>(Did Not Meet)</i>                            | John Dornheim or Helen Zimba or Auntjuan Wiley |
|       | d. Planning and Priorities Committee <i>(Did Not Meet)</i>                     | John Dornheim or Helen Zimba or Auntjuan Wiley |
|       | e. Evaluation Committee <i>(Did Not Meet)</i>                                  | John Dornheim or Helen Zimba or Auntjuan Wiley |
|       | f. Consumer Council Committee <i>(Did Not Meet)</i>                            | Donna Wilson or Sattie Nyachwaya               |
| VII.  | <b>Presentation: Annual Housing Opportunities 2021 Update by Lori Davidson</b> |  |
| VIII. | New Business   |  |
| IX.   | Adjournment  | John Dornheim or Auntjuan Wiley                |

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

NEXT SCHEDULED MEETING

Wednesday, February 10, 2021 9:00 AM

**Will be held via TELE-CONFERENCE**

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