

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: April 28, 2021

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, May 5, 2021 at 2:00 p.m. held via
Tele-Conference via the Go-to-Meeting platform.

Attached, please find meeting materials for your review. Members if you are unable to attend this meeting, please notify the RWPC Office of Support at (214) 819-1840 by Tuesday, May 4, 2021. Otherwise, we look forward to seeing you at the meeting.

Please view Ryan White 101 on our social media Like Share Subscribe:

<https://www.facebook.com/Ryan-White-Planning-Council-of-the-Dallas-Planning-Area-702096959854808/>

<https://www.youtube.com/channel/UCsej0mq91GN6d51VIVlp9ZA>

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
Vacant, RWPC Office of Support
Claudy Jean-Pierre, RWPC Office of Support
Kofi Bissah, ADAP 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 5, 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. Approve the April 7, 2021 Meeting Minutes | Action Item |
| V. Office of Support Report | RWPC Support Staff |
| • RWPC Membership Representation and Reflectiveness | |
| VI. Leadership Report | John Dornheim or Helen Zimba or Auntjuan Wiley |
| VII. Administrative Agency Report | Sonya Hughes, AA Representative |
| VIII. Committee Reports and FY 2021 Deliverables: | |
| A. Allocations Committee | Lionel Hillard or Auntjuan Wiley |
| • Approve Recommendation to Forward to PC- Endorsement Letter for FY 2021 Part A <u>Partial Award/Part B/State Rebate Allocations</u> | Action Item |
| • Approve Recommendation to Forward to PC FY 2021 <u>Part A Full Award/Unobligated Fund Allocations to Align RWPC Approved Percentage</u> | Action Item |
| • Approve Recommendation to Forward to PC Endorsement Letter for FY 2021 Part A Full Award/Unobligated Fund Allocation Alignment with RWPC Approved Percentages | Action Item |
| B. Needs Assessment Committee | Auntjuan or Wiley John Dornheim or Helen Zimba |
| C. Planning and Priorities Committee | John Dornheim or Helen Zimba or Auntjuan Wiley |
| D. Evaluation Committee | John Dornheim or Helen Zimba or Auntjuan Wiley |
| • Approve Recommendation to Forward to PC FY 2020 Evaluation of the Admin Mechanism Report with Recommendations | Action Item |
| E. Consumer Council Committee | Donna Wilson or Sattie Nyachwaya |
| IX. Approve the RWPC May 12, 2021 Meeting Agenda | Action Item |
| X. New Business | |
| XI. Executive Session (CLOSED) | |
| <i>For purposes permitted by Chapter 551, Open Meetings, Texas Government Code, Section 551.074, Interview of Candidates 92); Discuss Council And Committee Membership and Vacancies (Review application (1) for standing committee appointment)</i> | |
| XII. Adjournment | John Dornheim or Helen Zimba or Auntjuan Wiley |

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

NEXT SCHEDULED MEETING
Wednesday, June 2, 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

April 7, 2021

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	Donna Wilson, CCC Chair
Helen Zimba, RWPC Vice-Chair	Sattriona Nyachway, CCC Vice-Chair
Auntjaun Wiley, RWPC Vice-Chair, NA Chair, Allocations Vice-Chair	Lionel Hillard, Allocations Chair

MEMBERS ABSENT

RWPC STAFF PRESENT

Glenda Blackmon Johnson, RWPC Manager	Claudy Jean Pierre, RWPC Office of Support
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GRANTS MANAGEMENT STAFF PRESENT

Sonya Hughes, AD, RW Grants	Justin Henry, MG	Wanda Scott, FGM
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OTHERS PRESENT

John Skelton	Annie Williams	Kellie Norcott
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- I. **Call to Order:** John Dornheim, Chair called the meeting to order at 2:03 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, and certified by Glenda Blackmon Johnson, RWPC Manager.
- III. **Introductions/Announcements:**
 - FY 2021 Membership Orientation on April 14, 2021
 - RWPC will not meet on April 14, 2021.
- IV. **Approval of March 3, 2021 Minutes:** Helen Zimba motioned to approve the minutes. Lionel Hillard seconded the motion. The motion passed.
- V. **Office of Support Report:**

RWPC membership, 33 seats 19 seats are filled. 42% of the membership is non-aligned 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): 9 members (6 seats open)
 3. Planning & Priorities Committee (15 seats): 7 members (8 seats open)
 4. Consumer Council Committee (20 seats): 15 members (5 seats open)
 5. Needs Assessment Committee (25 seats): 12 members (13 seats open)

- ✚ **MEMBERSHIP REFLECTIVENESS:** At the end of 2019 the State reported 24,076 People Living with HIV
 - The 1st group impacted with the highest numbers is Blacks at 10,111 or 42% representation; the RWPC membership consists of 19 people of whom 10 are Black with representation at 53.00% reflectiveness.
 - The 2nd group impacted with the next highest numbers is White at 6,598 or 27% representation; the RWPC membership consists of 19 people of whom 6 are White with representation at 31.00% reflectiveness.
 - The 3rd group impacted with the next highest numbers is Latinx/Hispanic at 5,839 or 24% representation; the RWPC membership consists of 19 people of whom 3 are Latino/Hispanic with representation at 15.00% reflectiveness.

- VI. **Leadership Report:** John Dornheim, Chair mentioned that he has reached out to the North Texas LGBT Chamber of commerce. They will post our membership needs and present our needs to the leadership groups. He also reached out the Dallas Voice; he hopes to get an AD and an article; and he has contacted the Dallas Hispanic Law Foundation in efforts to recruit members. Further, he mentioned that we will lose one of our Hispanic members. He also outlined a strategy to target one population at a time. John reminded Chairs to reach out to their committee members to participate with the orientation.
- VII. **Administrative Agency Report:** Sonya Hughes reported that there AA received the full Part A Award with a 1.5% increase. The no-cost-extension was approved for the Part A CARES Act Funding. The EMA has been allowed an additional year to expend funds. The extension will allow Providers to purchase items that were on back order due to COVID. The AA is currently working on the FY 2020 Closeout. The AA will see how close expenditures were to the 95% and however no penalty will be assessed for unexpended funds from the previous year. The AA has been working on an inter-local agreement with Tarrant County for an ADAP Liaison. The District Attorney has approved the agreement and it has been sent to Tarrant County for review. The agreement will allow Kofi Bissah to work with the Tarrant County Sub-recipients. The Ending the HIV Epidemic Request for Proposal will be posted for three weeks. Individuals who are interested to participate as an external review committee member or as an interview panelist may send an email to Sonya to forward to Dr. Huang. He will then extend invitations.
- VIII. **Committee Reports:**
- A. Needs Assessment Committee: County Closure: Auntjuan Wiley, chair reported the committee met on 3/16/2021. Introductions and announcements were conducted; reviewed the LEAP course overview. He reported that the new name of the project is Empower Dallas. The committee reviewed the learning topic list and proposed schedule for the project to begin 8/5/2021 and end October 2021. The project will extend for 10 weeks; sessions to be held every Thursday. The morning session will be 10-12 and 5-7 in the evening. The committee will continue with the projected schedule discussion at the next meeting on April 20, 2021.
- B. Planning & Priorities Committee: John Dornheim, chair reported the committee met on 3/17/2021. The committee discussed the representation & reflectiveness; then discussed the How Best to Meet the Need Recommendations; the service categories discussed were housing based case management and medical transportation. Claudy Jean-Pierre provided a presentation of the 2019 HIV Data.
- C. Allocations Committee: Lionel Hillard, chair reported the committee met on 3/22/2021; established quorum; announcements were conducted; Wanda gave a presentation regarding the FY 2021 Part A Partial Award Allocations. The committee voted and approved to forward a letter of endorsement to the RWPC. He mentioned that a comment came forth and was deferred to AA for further action. ***Auntjuan Wiley made a request for the executive committee to forward the FY 2021 endorsement letter to the RWPC for approval. Helen Zimba seconded the motion and the motion passed.***
- D. Evaluation Committee: John Dornheim, chair reported that the committee met 3/23/2021. Claudy Jena-Pierre provided a comprehensive report to the committee regarding the Evaluation of the Administrative Mechanism Report.
- E. Consumer Council Committee: Donna Wilson, chair reported that the committee met on 3/25/2021. Quorum was established; the committee discussed the ranking of the top 10 topics. The first Forum is scheduled for May 11, 2021 from 2:00 pm to 3:30pm. John and Hosea are coordinators, Met but did not establish quorum.

IX. **Approval of the May 12, 2021 Agenda:** John Dornheim opened the floor for a motion to accept the agenda. Donna Wilson made a motion to approve the May 12, 2021 RWPC meeting agenda. Auntjuan seconded the motion. The motion passed.

X. **New Business:** NA

XI. **Executive Session:** John Dornheim, the chair, presented the Call for Executive Session at 2:24 p.m. *For purposes permitted by Chapter 551, Open Meetings, Texas Government Code, Section 551.074, Interview of Candidates 92); Discuss Council And Committee Membership and Vacancies (Review application (1) for standing committee appointment)*

The Executive Committee interviewed one (1) candidate for a standing committee appointment. The committee unanimously assigned John Skelton to the Needs Assessment Committee and opted to revisit in 3 months to determine a recommendation the Ryan White Planning Council membership. The committee closed the Executive Session at 2:50 p.m. and reconvened the Executive meeting.

XII. **Adjournment:** Auntjuan Wiley made a motion to adjourn. Donna Wilson seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:12 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
Helen Zimba, RWPC Vice-Chair

Date

**Due to COVID-19
Until Further Notice
NEXT SCHEDULED MEETING
Wednesday, May 5, 2021 @ 2:00 PM
Will be held via TELE-Conference
Dallas County Health and Human Services Building**

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

2377 N. Stemmons Freeway Suite 200, Dallas, Texas 75207-2710
(214) 819-1857 voice (214) 819-6023 fax

March 22, 2021

Chief Elected Official
County Judge Clay Jenkins

Director of Health & Human Services
Philip Huang, MD, MPH

Planning Council Chair
John Dornheim

Planning Council Vice Chairs
Auntjuan Wiley, Helen Zimba

Allocations Committee
Lionel Hillard, Chair
Auntjuan Wiley, Vice Chair

Consumer Council Committee
Donna Wilson, Chair
Sattriona Nyachwaya, Vice Chair

Evaluation Committee
John Dornheim, Chair
Vacant, Vice Chair

Planning & Priorities Committee
John Dornheim, Chair
Vacant, Vice Chair

Needs Assessment Committee
Auntjuan Wiley, Chair
John Dornheim, Vice Chair

Support Staff
Glenda Blackmon-Johnson
Claudy Jean-Pierre

Patryce Peden
Government and Special Focus Branch
Division of Grants Management Operations, OMPS
5600 Fisher Lane Room 11-30
Rockville, Maryland 20857

Re: Planning Council Endorsement of FY 2021 (Partial) Award

Dear Ms. Peden:

The Ryan White Planning Council (PC) endorsed the FY 2021 allocations from calendar year 2020 as recommended by the Allocations Committee prior to the award being received; the Allocations Committee affirms receipt of the actual (Partial) award for FY 2021-2022 Formula and Supplemental and carryover grants to the Dallas EMA.

The Dallas EMA’s fiscal Year 2021-2022 Formula, Supplemental, and Minority AIDS Initiative (MAI) fund allocations are based on the actual (Partial) award and expended according to percentage allocations established for the priority services as approved by the Planning Council.

It is the Allocations Committee’s recommendation to the Planning Council to endorse the FY 2021 Ryan White HIV/AIDS Part A & MAI Planned Allocation Tables for the established FY 2021 priority service categories.

In response to the Notice of Funding Opportunity Number: HRSA-20-063 fiscal year 2021, the PC Chair provides this letter on behalf of the Ryan White Planning Council endorsing the priorities and (Partial) award allocations.

Sincerely,

Lionel Hillard, Allocations Committee Chair or Auntjuan Wiley, Vice Chair

Date

John Dornheim, Planning Council Chair
Ryan White Planning Council of the Dallas Area

Date

ALLOCATIONS WORKSHEET
RW PART A - 2021-2022

	<u>Allocated Amount</u>		
\$ 1,192,250.00	1,192,249	Outpatient/ Ambulatory Health Services	35.35
\$ 307,927.00	307,927	Local Pharmaceutical Assistance	9.13
\$ 236,426.00	236,426	Medical Case Management	7.01
		Medical Case Management-HB	
\$ 393,257.00	393,257	Oral Health	11.66
\$ 343,003.00	343,003	Case Management (Non-Medical)	10.17
		Case Management-HB	
\$ 137,606.00	137,606	Food Bank/Home Delivered Meals	4.08
\$ 248,905.00	248,905	Medical Transportation	7.38
\$ 9,106.00	9,106	Outreach	0.27
\$ 21,248.00	21,248	Referral for Healthcare	0.63
\$ 19,562.00	19,562	Other Professional Services (Legal)	0.58
\$ 26,307.00	26,307	Substance Abuse	0.78
\$ 36,425.00	36,425	Mental Health	1.08
\$ 7,083.00	7,083	Emergency Financial Asst.	0.21
\$ 284,318.00	284,318	Health Insurance Assistance	8.43
\$ 101,181.00	101,181	Housing	3.00
\$ 5,059.00	5,059	Linguistic Services	0.15
\$ 3,035.00	3,035	Respite Care	0.09
\$ 3,372,698.00	<u>3,372,698</u>		100
\$ 3,372,698.00	3,372,698.00		

**ALLOCATIONS WORKSHEET
RW PART A/MAI - 2021-2022**

	<u>Allocated Amount</u>		
\$ 136,549.00	136,548	Outpatient/ Ambulatory Health Services	Approved FY 2021-2022 Allocation % 46.87
\$ 28,492.00	28,492	Local Pharmaceutical Assistance	9.78
\$ 28,318.00	28,318	Medical Case Management	9.72
\$ 42,476.00	42,476	Oral Health	14.58
\$ 55,499.00	55,499	Case Management (Non-Medical)	19.05
\$ 291,334.00	<u>291,334</u>		100
\$ 291,334.00	291,334.00		

ALLOCATIONS WORKSHEET
RW PART B - 2021-2022

Allocated Amount		Approved FY 2021-2022 Allocation %
1,951,571.0000	Outpatient/ Ambulatory Health Services	65.53
63,434.0000	Local Pharmaceutical Assistance	2.13
136,994.0000	Medical Case Management	4.6
	Medical Case Management-HB	
54,798.0000	Oral Health	1.84
280,541.0000	Case Management (Non-Medical)	9.42
	Case Management-HB	
138,186.0000	Food Bank/Home Delivered Meals	4.64
211,448.0000	Medical Transportation	7.1
-	Outreach	0
	Dallas County Hosp. District	
48,841.0000	Referral for Healthcare	1.64
-	Other Professional Services (Legal)	0
-	Substance Abuse	0
-	Mental Health	0
-	Emergency Financial Asst.	0
29,484.0000	Health Insurance Assistance	0.99
62,839.0000	Housing	2.11
-	Linguistic Services	0
-	Respite Care	0
<u>2,978,136</u>		100
2,978,136.00		

ALLOCATIONS WORKSHEET
 DSHS State Rebate - 2021-2022

Allocated Amount		Approved FY 2021-2022 Allocation %
780,830.0000	Outpatient/ Ambulatory Health Services	65.53
25,380.0000	Local Pharmaceutical Assistance	2.13
54,812.0000	Medical Case Management	4.6
	Medical Case Management-HB	
21,925.0000	Oral Health	1.84
112,245.0000	Case Management (Non-Medical)	9.42
	Case Management-HB	
55,288.0000	Food Bank/Home Delivered Meals	4.64
84,601.0000	Medical Transportation	7.1
	Outreach	0
119,542.0000	Referral for Healthcare	1.64
	Other Professional Services (Legal)	0
	Substance Abuse	0
	Mental Health	0
	Emergency Financial Asst.	0
11,796.0000	Health Insurance Assistance	0.99
25,142.0000	Housing	2.11
	Linguistic Services	0
	Respite Care	0
1,172,019		100
119,542.00		
1,291,561.00		

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 12, 2021
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. Approval of the March 10, 2021 Minutes | Action Item |
| V. Administrative Agency Report <ul style="list-style-type: none">• AA Updates | Sonya Hughes - Administrative Agency |
| VI. Committee Meeting Update: | |
| a. Executive Committee | John Dornheim or Helen Zimba or Auntjuan Wiley |
| b. Allocations Committee <ul style="list-style-type: none">• Approve - Endorsement Letter for FY 2021 Part A Partial Award/Part B/State Rebate Allocations• Approve - Endorsement Letter for FY 2021 Part A Full Award/Unobligated Fund Allocations to Align RWPC Approved Percentage | Lionel Hillard or Auntjuan Wiley
Action Item
Action Item |
| c. Needs Assessment Committee | John Dornheim or Helen Zimba or Auntjuan Wiley |
| d. Planning and Priorities Committee <ul style="list-style-type: none">• HBTMTN - Outreach Service – Report | John Dornheim or Helen Zimba or Auntjuan Wiley |
| e. Evaluation Committee <ul style="list-style-type: none">• Approve Evaluation of the Admin Mechanism Report with Recommendations to AA | John Dornheim or Helen Zimba or Auntjuan Wiley |
| f. Consumer Council Committee | Donna Wilson or Sattie Nyachwaya |
| VII. New Business | |
| VIII. Adjournment | John Dornheim or Auntjuan Wiley |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Wednesday, June 9, 2021 9:00 AM
Will be held via TELE-CONFERENCE