

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: May 26, 2021

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, June 2, 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, June 1, 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, June 2, 2021 - 2:00 p.m.
Executive Committee Meeting**

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|--|--|
| 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 May 5, 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 |
| 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 |
| • Approve to forward the RWPC - How Best to Meet the Need Recommendations | Action Item |
| • Approve to forward to the RWPC- FY 2022 Priority Setting Recommendations | Action Item |
| D. Evaluation Committee | John Dornheim or Helen Zimba or Auntjuan Wiley |
| E. Consumer Council Committee | Donna Wilson or Sattie Nyachwaya |
| IX. Approve the RWPC June 9, 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, July 7, 2021 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING

May 5, 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	Oscar Salinas, CQM	Amanda Burks
Justin Henry, GPM	Wanda Scott, FGM	Nevin Eapen

OTHERS PRESENT

Hosea Crowell	Helen Turner	Julie Chavarria
Alleah McWilson	Kellie Norcott	Crystal Curtis

- I. **Call to Order:** John Dornheim, Chair called the meeting to order at 1:59 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, and certified by Claudy Jean-Jean Pierre, RWPC Planner.
- III. **Introductions/Announcements:** None
- IV. **Approval of April 7, 2021 Minutes:** Lionel Hillard motioned to approve the minutes. Helen Zimba seconded the motion. The motion passed.
- V. **Office of Support Report:**

RWPC membership, 33 seats 20 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): 16 members (4 seats open)
 5. Needs Assessment Committee (25 seats): 11 members (14 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 20 people of whom 12 are Black with representation at 60.00% reflectiveness.
 - The 2nd group impacted with the next highest numbers is White at 6,598 or 27% representation; the RWPC membership consists of 20 people of whom 6 are White with representation at 30.00% reflectiveness.
 - The 3rd group impacted with the next highest numbers is Latinx/Hispanic at 5,839 or 24% representation; the RWPC membership consists of 20 people of whom 2 are Latino/Hispanic with representation at 10.00% reflectiveness.
- VI. **Leadership Report:** John Dornheim, Chair deferred to Helen Zimba to express how leadership could be better

leaders. Helen mentioned that if everyone knows what they are doing and what their role on the committee. She mentioned that some issues are getting out of hand. And that chairs, vice chairs and members in the committee should be respectful and take responsibility to make sure the meetings go well. She mentioned that other Planning Councils are going through the same issues and like them we could find our own way to resolve the issues.

VII. **Administrative Agency Report:** Sonya Hughes reported that the AA received the full Part A Award were approved in commissioner's court 5/4/2021. Sub-recipients received the full award allocations. The fiscal team will reach out to sub-recipients for funding increase requests. The AA will seek to do a reallocation in June 2021 to move funds as needed. The Ending the HIV Epidemic request for proposal will be due May 13, 2021. The carry over award will be available; she encouraged all sub-recipients with innovative ideas to apply for the funds. Also, the administrative agency will be hosting a health insurance assistance forum to be scheduled May 27, 2021 at 1:00 pm and on June 16, 2021 at 6:00 pm. The Health insurance assistance providers will present and answer questions. The announcement flyer is under construction and will be shared upon completion.

VIII. **Committee Reports:**

A. Allocations Committee: Lionel Hillard, chair reported the committee met on 3/22/2021 and 4/26/2021 and had an emergency meeting on 5/3/2021; established quorum; announcements were conducted; Wanda provided 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. ***Lionel Hillard made a motion; Auntjuan Wiley seconded the motion. And the motion passed for the executive committee to approve and forward to the Planning Council the following Recommendations:***

- Approve Recommendation to Forward to PC- Endorsement Letter for FY 2021 Part A Partial Award/Part B/State Rebate Allocations
- Approve Recommendation to Forward to PC- FY 2021 Part A Full Award/Unobligated Fund Allocations to Align RWPC Approved Percentage
- Approve Recommendation to Forward to PC Endorsement Letter for FY 2021 Part A Full Award/Unobligated Fund Allocation Alignment with RWPC Approved Percentages

B. Needs Assessment Committee: Auntjuan Wiley, report that the needs assessment committee met on April 20, 2021; established quorum. Question and answers regarding the financial aspect part of the Empower Dallas project were presented to the AA. Also that a request for the coordinator, Gil Flores, was mentioned for the project and speakers. In both areas there are new developments. The proposed project will be 10 weeks; will start August 5, 2021 and end October 2021. The training will be 2 hours in the morning and 2 hours in the evening. The committee talked about honorariums for speakers and incentives for participants. And discussed the possibility of a dinner and there has been a new development with that as well. The committee has been charged to assign speakers to each of the topics.

C. Planning & Priorities Committee: John Dornheim, chair reported the committee met on 4/21/2021. The committee wrapped up the discussion for the How Best to Meet the Need Recommendations; reviewed the core and medical and support service categories; Claudy provided the Priority Ranking ballot introduction. He also reported that there will be joint meetings between the P&P and CC committees on each committee's scheduled meeting day so that everyone may receive the same guidance for the vote. Glenda Blackmon Johnson reported that an Outreach report would be provided by Kellie Norott.

D. Evaluation Committee: John Dornheim, chair reported that the committee met 4/27/2021. The committee discussed the comprehensive report and follow up follow up from the AA. Also that the members approved the Evaluation of the Administrative Mechanism Report with the recommendation. And that the report should not contain recommendations from previous years. John called for a motion to approve the FY 2020 Evaluation of the Administrative Mechanism Report. Lionel made a motion to approve the report to forward to the PC, Donna seconded the motion. When John called for discussion, members made a request

for an overview. Claudy provided an overview of the Report. He explained that the document has 3 parts: Procurement, Reimbursements; Contract monitoring, Recommendations. Members presented questions for clarification. The motion passed.

E. Consumer Council Committee: Sattie Nyachwaya vice chair reported that the committee met on 4/24/2021. Quorum was established; the committee received training on core medical and support service categories; and introduction to the priority ranking ballot. The committee reports were tabled and the meeting adjourned at 12:50.

IX. **Approval of the May 12, 2021 Agenda:** John Dornheim opened the floor for a motion to accept the agenda with the action item amendment to the agenda under section E. Approval of the Evaluation of the Administration Lionel Hillard made the motion. Sattie Nyachway seconded the motion. 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 Alleah McWilson to the Consumer Council Committee and to forward a recommendation to the Judge for the appointment to 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, June 2, 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

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 9, 2021
9:00 a.m.

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| 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 May 12, 2021 Minutes | Action Item |
| V. Administrative Agency Report <ul style="list-style-type: none">• AA Updates | Sonya Hughes - Administrative Agency |
| VI. Committee Meeting Update: <ul style="list-style-type: none">a. Executive Committeeb. Allocations Committeec. Needs Assessment Committeed. Planning and Priorities Committee<ul style="list-style-type: none">• Approve - FY 2021 HBTMTN Recommendatione. Evaluation Committeef. Consumer Council Committee | John Dornheim or Helen Zimba or Auntjuan Wiley
Lionel Hillard or Auntjuan Wiley
John Dornheim or Helen Zimba or Auntjuan Wiley
John Dornheim or Helen Zimba or Auntjuan Wiley
Action Item
John Dornheim or Helen Zimba or Auntjuan Wiley
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, July 14, 2021 9:00 AM
Will be held via TELE-CONFERENCE