

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: February 26, 2021

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, March 3, 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, March 2, 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, March 3, 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 February 3, 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 |
| • FY 2021 New Member Orientation/Training- Agenda | |
| VII. Administrative Agency Report | Sonya Hughes, AA Representative |
| VIII. Committee Reports and FY 2021 Deliverables: | |
| A. Needs Assessment Committee (<i>DNM County Closure -Weather</i>) | John Dornheim or Helen Zimba or Auntjuan Wiley |
| B. Planning and Priorities Committee (<i>DNM County Closure -Weather</i>) | John Dornheim or Helen Zimba or Auntjuan Wiley |
| C. Allocations Committee (<i>DNM</i>) | Lionel Hillard or Auntjuan Wiley |
| D. Evaluation Committee (<i>DNM</i>) | John Dornheim or Helen Zimba or Auntjuan Wiley |
| E. Consumer Council Committee | Donna Wilson or Sattie Nyachwaya |
| IX. Approve the RWPC Agenda for March 10, 2021 | 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 |

Action Items:

Approve the February 3, 2021 Meeting Minutes

Approve the RWPC March 10, 2021 Agenda

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Wednesday, April 7, 2021 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING

February 3, 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	Lionel Hillard, Allocations Chair
Helen Zimba, RWPC Vice-Chair	Sattriona Nyachway, CCC Vice-Chair	
Auntjaun Wiley, RWPC Vice-Chair, NA Chair, Allocations Vice-Chair		

MEMBERS ABSENT

RWPC STAFF PRESENT

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

Sonya Hughes, Assistant Director Ryan White Grants

OTHERS PRESENT

Joni Wysocki, AIN Inc.	Julia Chavarria	Del Wilson, RCD
Justin Henry	Shannon Walker	Traswell Livingston

- I. **Call to Order:** John Dornheim, Chair called the meeting to order at 2:01 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, and certified by Glenda Blackmon Johnson, RWPC Manager.
- III. **Introductions/Announcements:** None
- IV. **Approval of January 13, 2021 Minutes:** Lionel Hillard motioned to approve the minutes. Auntjaun Wiley seconded the motion. The motion passed.
- V. **Office of Support Report:**
RWPC membership, 33 seats 20 filled. 50% 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): 11 members (4 seats open)
 3. Planning & Priorities Committee (15 seats): 9 members (6 seats open)
 4. Consumer Council Committee (20 seats): 15 members (5 seats open)
 5. Needs Assessment Committee (25 seats): 11 members (14 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 20 people of whom 11 are Black with representation at 55.00% reflectiveness.
- The 2nd group impacted with the next highest numbers is White at 6,480 or 30% 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 5,515 or 23% representation; the RWPC membership consists of 20 people of whom 3 are Latino/Hispanic

with representation at 15.00% reflectiveness.

- Glenda Blackmon Johnson reiterated that the RWPC Leadership has been selected to participate in the CHATT Planning Learning Collaborative. The agency requested that the RWPC submit: a spokesperson for the group, a picture for each RWPC leadership member, a song representative of the EMA, and the RWPC work plan. Glenda informed the committee that she submitted a copy of the work plan; the other three requested deliverables are pending approval from the committee. Claudy Jean Pierre shared committee member pictures, that the Office of Support has on file, and encouraged them to send updated pictures if they desire. The committee members agreed that they would come to an agreement on a song then forward their selection to the Office of Support.
- Glenda Blackmon Johnson presented the 340B flyer for future presentation to the RWPC. John Dornheim, Chair suggested that the presentation be added to the March agenda.
- Glenda Blackmon Johnson encouraged the Executive Committee members to provide the Office of Support with change recommendations for the FY 2021 Leadership/Standing Committee Member Virtual Training agenda. John Dornheim, Chair requested additional time to review the previous year's agenda. He proposed that the committee members would submit recommendations by Monday, February 8, 2021. Auntjuan Wiley, Vice-Chair suggested to downsize the agenda. Lionel Hillard suggested that some of the previous year's agenda items be added to monthly meeting agendas for FY 2021.

VI. **Leadership Report:** John Dornheim, Chair established the platform meeting etiquette and made general announcements regarding access to Emergency Housing Assistance Program; Comprehensive Energy Assistance Program; the HIV Taskforce, Dallas County Fast Trace Cities, COVID-19 Updates and vaccine announcements on the Dallas County website <https://www.dallascounty.org/> ; RWPC new membership interviews; recruitment.

VII. **Administrative Agency Report:** Sonya Hughes reported that there is a \$20,000 budget that can be used to develop the FY 2021 training curriculum. She received new, 2019, HIV data from the state. The state average expense for clients, being dropped from the THMP, was \$6,500/each; the clients spent approximately 5 months on the program. Sonya suggested that the Executive Committee utilize the figure to increase the LPAP budget. The AA will host virtual meetings in regards to the ACA open enrollment and they hope to have subrecipients host virtual forums as well. Additionally, the AA received a partial reward from HRSA for \$4,211,531.00; 25% will be allocated to subrecipients and submitted for briefing to court on 2-16-2021. The AA is approximately 50% expended through December 2021. An MOU for the HIV handbook has been submitted to court and a recommendation was returned suggesting the AA modify the format. Although the modification was completed and resubmitted, it does not appear that the handbook will be completed during the current grant term. \$50,000 of the HIV handbook budget was moved to service delivery and the AA has requested to use the other \$40,000 for a site visit monitoring database.

VIII. **Committee Reports:**

A. Needs Assessment Committee: Auntjuan Wiley, Chair reported that the Needs Assessment Committee met on January 19, 2021. The committee reviewed the activities for the RWPC 2021 work plan. They also began working on the LEAP material, reviewed the curriculum, and made recommendations. The committee was tasked with coming up with a name for the RWPC of the Dallas area's LEAP program. The next meeting is scheduled for February 16, 2021.

B. Planning & Priorities Committee: John Dornheim, Chair reported that the Planning and Priorities Committee met on January 20, 2021. The committee reviewed the core medical and support service categories for how best to meet the needs recommendations. Additionally, the committee discussed working with different agencies to assistance individuals in need.

- C. Allocations Committee: Lionel Hillard, Chair reported that the Allocations Committee met on January 23, 2021 where they reviewed the justification narrative for FY 2021 re-allocations for Part A/MAI, Part B, and State Rebate. Wanda Scott presented an overview and recommendations.
- John Dornheim opened the floor for a motion to approve the re-allocation of the Part A funding for \$674,521 to Health Insurance Cost Sharing Assistance and Outpatient/Ambulatory Medical Care. Auntjuan Wiley second the motion. The motion passed. John Dornheim opened the floor for a motion to approve the re-allocation of the MAI funding for \$50,000 to Outpatient/Ambulatory Medical Care. Helen Zimba seconded the motion. The motion passed. John Dornheim opened the floor for a motion to approve the re-allocation of the Part B funding for \$62,996 to Outpatient/Ambulatory Medical Care. Auntjuan Wiley seconded the motion. The motion passed. John Dornheim opened the floor for a motion to approve the re-allocation of the State Rebate funding for \$112,327 to Congregate Housing, Home Delivered Meals, and Outpatient/Ambulatory Medical Care. Helen Zimba seconded the motion. The motion passed.

D. Evaluation Committee: Did Not Meet in January 2021.

E. Consumer Council Committee: Sattie Nyachwaya, Vice-Chair reported that the Consumer Council Committee met on January 28, 2021. The committee discussed their forum planning. They have been tasked with ranking topics for FY 2021. The committee will vote on final topic selections at the February 25, 2021 meeting.

- IX. **Approval of the February 10, 2021 Agenda:** John Dornheim opened the floor for a motion to accept the agenda. Lionel Hillard made a motion to approve the February 10, 2021 RWPC meeting agenda. Auntjuan Wiley seconded the motion. The motion passed.
- X. **New Business:** Auntjuan Wiley requested that the Office of Support forward copies of the meeting minutes to leadership at the close of each meeting.
- XI. **Executive Session:** John Dornheim, the chair, presented the Call for Executive Session at 2:56 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 applications (2) for standing committee appointment)*
- The Executive Committee interviewed one (1) candidate for standing committee appointment. The committee unanimously assigned Shannon Walker to the Consumer Council Committee, and the Needs Assessment Committee, and recommended her for the Ryan White Planning Council. The committee closed the Executive Session at 3:15 p.m. and reconvened the Executive meeting.
- XII. **Adjournment:** Lionel Hillard made a motion to adjourn. Auntjuan Wiley seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:20 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, March 3, 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, March 10, 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 February 10, 2021 Minutes | Action Item |
| V. | Administrative Agency Report
• AA Updates | Sonya Hughes - Administrative Agency |
| VI. | Committee Meeting Update: | |
| | a. Executive Committee | John Dornheim or Helen Zimba or Auntjuan Wiley |
| | b. Allocations Committee (<i>DNM</i>) | Lionel Hillard or Auntjuan Wiley |
| | c. Needs Assessment Committee (<i>DNM County Closure -Weather</i>) | John Dornheim or Helen Zimba or Auntjuan Wiley |
| | d. Planning and Priorities Committee (<i>DNM County Closure -Weather</i>) | John Dornheim or Helen Zimba or Auntjuan Wiley |
| | e. Evaluation Committee | 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, April 14, 2021 9:00 AM

Will be held via TELE-CONFERENCE