

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: September 29, 2021

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

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

Attached, please find the meeting packet for your review. Members if you are unable to attend this meeting, please notify Logane Brazile, RWPC Office of Support Coordinator at Logane.Brazile@dallascounty.com, on or before **Tuesday, October 5, 2021**. Otherwise, we look forward to seeing you at the next 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/>

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
Logane Brazile, RWPC Office of Support
Vacant, 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, October 6, 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 September 1, 2021 Meeting Minutes | Action Item |
| V. Standing Committee Membership Attendance & Recommendations | Discussion Item |
| VI. Office of Support Report | RWPC Support Staff |
| • RWPC Membership Representation and Reflectiveness | |
| VII. Leadership Report | John Dornheim or Helen Zimba or Auntjuan Wiley |
| VIII. Administrative Agency Report | Sonya Hughes, AA Representative |
| • AA Updates | |
| CARES Act Fund Allocation/Expenditure Update | |
| IX. Committee Reports and FY 2021 Deliverables: | |
| A. Planning & Priorities Committee | John Dornheim or Helen Zimba or Auntjuan Wiley |
| B. Needs Assessment Committee | Auntjuan or Wiley John Dornheim or Helen Zimba |
| • Approve the FY 2021 Mini Needs Assessment | Action Item |
| C. Allocations Committee (Did not meet quorum) | Lionel Hillard or Auntjuan Wiley |
| D. Evaluation Committee (Meeting cancelled) | John Dornheim or Helen Zimba or Auntjuan Wiley |
| E. Consumer Council Committee | Donna Wilson or Sattie Nyachwaya |
| X. Approve the RWPC October 13, 2021 Meeting Agenda | Action Item |
| XI. New Business | |
| XII. 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
 (1) Interview (1)</i> | |
| XIII. Adjournment | John Dornheim or Helen Zimba or Auntjuan Wiley |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Wednesday, November 3, 2021 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING

September 1, 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	Lionel Hillard, Allocations Chair
Auntjaun Wiley, RWPC Vice-Chair, NA Chair, Allocations Vice-Chair	Sattriona Nyachwaya, CCC Vice-Chair
Donna Wilson, CCC Chair	Helen Zimba, RWPC Vice-Chair, P&P

MEMBERS ABSENT

RWPC STAFF PRESENT

Glenda Blackmon Johnson, RWPC Manager	Logane Brazile, RWPC Coordinator
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GRANTS MANAGEMENT STAFF PRESENT

Sonya Hughes, AD, RW Grants	Kaitlyn Malec, AA	Nariah Webster, SFM
Xiaoping Wang-Schneringer, PM		

OTHERS PRESENT

Joni Wysocki, AIN/AHF	Kevin Chadwin Davis, ASP Cares	Del Wilson, RCD
Timo Cervantez, RCD	Derick Felton, RCD	Hosea Crowell, AHF
Manuel Duran, PHNTX	Traswell Livingston III, ASD	Kellie Norcott, PHHS
Norma Piel-Brown, Callie Clinic	Karin Petties, PHNTX	Annie Williams, HOPWA

- I. **Call to Order:** John Dornheim, Chair opened the meeting at 2:02 and called the meeting to order at 2:20 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** None.
- IV. **Approval of August 4, 2021 Minutes:** Auntjuan Wiley, Needs Assessment Chair, motioned to approve the minutes. Sattriona Nyachwaya, CCC Vice-Chair, seconded the motion. The motion passed.
- V. **Standing Committee Membership Attendance & Recommendations:** Logane Brazile, RWPC Coordinator reported that the council maintained satisfactory attendance for the month of August following proper enforcement of RWPC Bylaws. No further action was required for Standing Committee Membership Attendance August 2021.
- VI. **Office of Support Report:**

RWPC membership, 33 seats 17 seats are filled 53% 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): 6 members (9 seats open)
 3. Planning & Priorities Committee (15 seats): 7 members (8 seats open)
 4. Consumer Council Committee (20 seats): 14 members (6 seats open)
 5. Needs Assessment Committee (25 seats): 9 members (16 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 53.00% representation; the RWPC membership consists of 17 people of whom 9 are Black with representation at 55.00% reflectiveness.
- The 2nd group impacted with the next highest numbers is White at 6,598 or 27% representation; the RWPC membership consists of 17 people of whom 7 are White with representation at 41.00% 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 1 are Latino/Hispanic with representation at 6.00% reflectiveness.

VII. **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 membership needs; Dr. Susan Wolfe and Associates wrap up of the Mini Needs Assessment; and recruitment efforts.

VIII. **Administrative Agency Report:** Sonya Hughes, AD RW Grants, reported that the Administrative Agency is eager to implement their new data system. An initial meeting to discuss the timeline and sub recipient engagement will take place on September 2, 2021. The Administrative Agency has been working on the Grants Management website to improve navigation which will now include links for sub recipient agency websites. The Clinical Quality Management Team (CQM) has been working with sub recipients to roll out performance measurement services.

IX. **Committee Reports:**

A. Allocations Committee: Lionel Hillard, Allocations Chair, reported the committee met on August 23, 2021. Quorum was met. Mr. Hillard initiated the overview by sharing the screen showing committee members the FY 2021 Re-Allocation and Recommendation document. Divided into separate sheets for Part A/MAI/Part B/Dallas State Rebate/Sherman State Rebate, each section contained the original re-allocations spreadsheet, as well as the revised recommendation document. Each spreadsheet listed service categories such as Outpatient/Ambulatory Medical Care, Oral Healthcare, Medical Case Management, etc. Mr. Hillard mentioned that rationale for said numbers could be found in the Justification Documentation, which states rationale for each service category increase or decrease for Part A/MAI/Part B/Dallas State Rebate/Sherman Denison State Rebate.

- a. Lionel Hillard made a motion for the Part A/MAI/Part B/Dallas State Rebate/Sherman Denison State Rebate Re-Allocations for FY 2021. Auntjuan Wiley seconded. There were two abstentions. The motion passed.

Glenda Blackmon-Johnson, RWPC Office of Support, initially began reviewing the FY 2020 Year End Report, and shortly thereafter allowed Joni Wysocki, AIN/AHF, to explain that the FY 2020 Year End Report was filed due to the \$700,000 taken out of supplemental. The purpose of the report, she stated, was to approve that the \$700,000 went to ADAP Part A supplemental instead of HRSA.

- b. Lionel Hillard, Allocations Committee, motioned to approve the FY 2020 Year End Report. Auntjuan Wiley seconded. There were two abstentions. The motion passed.

B. Needs Assessment Committee: Auntjuan Wiley reported the committee met on Tuesday, August 17, 2021. Quorum was met. Mr. Wiley reported that Dr. Susan Wolfe, consultant, provided a PowerPoint presentation discussing her high-level preliminary findings for both providers as well as consumers. She discussed challenges providers have faced in the wake of COVID-19 such as shifting practices to virtual, safeguards, adapted meal programs, etc.; Impact on Organization and Services; Impact on medication timelines; Intake and recertification; Processes and policies changed; Service delivery lessons; Impact on response to specific groups. Challenges of consumers were also highlighted such as, negative impacts on prevention and care, access to care, medications, and vaccines. In the coming weeks, Dr. Wolfe will be working on a full report, a final presentation, as well as an executive summary to present her findings in more depth. The next meeting will be held on Tuesday, September 21, 2021.

- C. Planning & Priorities Committee: John Dornheim, Chair, reported the committee met on Wednesday August 18, 2021. Quorum was met. The FY 2021 Standards of Care was reviewed for possible edits. The next meeting will be held on September 15, 2021.
- D. Evaluation Committee: John Dornheim, Chair reported the committee met on August 24, 2021. The committee received a 340-B Panel Discussion which included voices from Kevin Chadwin Davis, Rhiannon Marshall Klein, and Kelly Richter. Much discussion was had in regards to what 340-B means for the community, as well as for individuals living with HIV. The next meeting will be held on September 28, 2021.
- E. Consumer Council Committee: Sattie Nyachwaya, Vice Chair, reported the CCC met on August 26, 2021. Quorum was met. She stated that the committee debriefed discussing the previous HIV Forum. She disclosed that planning for the *HIV & Use Forum* is underway with an expected showcase date of October 7, 2021. Sattriona Nyachwaya and Kevin Chadwin Davis plan to lead the event. The next meeting will be held on September 23, 2021.
- X. **Approval of the RWPC September 8, 2021 Agenda:** John Dornheim opened the floor for a motion to accept the agenda for the Planning Council. Lionel Hillard made the motion. Sattriona Nyachwaya seconded the motion. The motion passed.
- XI. **New Business:** N/A
- XII. **Executive Session:** John Dornheim, Chair, presented the call for Executive Session at 2:37 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*
The Executive Committee interviewed and referred two (2) candidates for standing committee membership and the Ryan White Planning Council membership. Kevin Chadwin Davis was assigned to the Needs Assessment Committee. Hosea Crowell was assigned to the Consumer Council Committee. The committee closed the Executive Session at 3:48 p.m. and reconvened the Executive meeting.
- XIII. **Adjournment:** Lionel Hillard made a motion to adjourn. Sattriona Nyachwaya seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:54 p.m.

Submitted by:

Logane Brazile, RWPC Coordinator

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, October 6, 2021 @ 2:00 PM

Will be held via TELE-Conference

Dallas County Health and Human Services Building