

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: August 25, 2021

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, September 1, 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, August 31, 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, September 1, 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 August 4, 2021 Meeting Minutes | Action Item |
| V. Standing Committee Membership Attendance & Recommendations | Action 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 | |
| IX. Committee Reports and FY 2021 Deliverables: | |
| A. Allocations Committee | Lionel Hillard or Auntjuan Wiley |
| • FY 2021 Part A/MAI/Part B/SS State Rebate Re-Allocation Approval | Action Item |
| • FY 2020 Year End Allocations Report | 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 |
| E. Consumer Council Committee | Donna Wilson or Sattie Nyachwaya |
| X. Approve the RWPC September 8, 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)
 (2) Assignments for committee members</i> | |
| XIII. Adjournment | John Dornheim or Helen Zimba or Auntjuan Wiley |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Wednesday, October 6, 2021 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING

August 4, 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, P&P Vice Chair	Lionel Hillard, Allocations Chair
Auntjaun Wiley, RWPC Vice-Chair, NA Chair, Allocations Vice-Chair	Sattriona Nyachway, CCC Vice-Chair

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

OTHERS PRESENT

Joni Wysocki	Chadwin Davis	Del Wilson
Jorethra Jackson	Naomi	Jonathan Gute
Hosea Crowell		

- I. **Call to Order:** John Dornheim, Chair called the meeting to order at 2:04 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 July 7, 2021 Minutes:** Lionel Hillard motioned to approve the minutes. Donna Wilson seconded the motion. The motion passed.
- V. **Standing Committee Membership Attendance & Recommendations:**
RWPC Coordinator, Logane Brazile, introduced the new Standing Committee Membership Attendance & Recommendations Matrix. The Matrix presents as a document containing 6 columns. The columns are labeled as follows: *Committees, Available Seats, Members, Excused Absences YTD, Unexcused/ Non- Responsive, Attendance YTD (%)*, *Recommendation (Letter of Concern or removal from roster)*
She reported that the purpose of the document is to provide committee chair's a summative report each month of their committee's attendance. This is important because committee members are required to establish quorum, which is required for an official meeting to be held. When meetings don't make quorum, it becomes difficult for committees to work on planning, and inhibits overall productivity.
Glenda reported that since January of 2021, there have been three (3) members that have been unresponsive to all Office of Support communication.
It was ultimately decided that letters of forfeiture will be sent to unresponsive members via email as well as through the U.S. Postal Service.
- VI. **Office of Support Report:**
RWPC membership, 33 seats 19 seats are filled 45% 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): 8 members (*7 seats open*)
3. Planning & Priorities Committee (15 seats): 7 members (*8 seats open*)
4. Consumer Council Committee (20 seats): 17 members (*3 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 19 people of whom 12 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 19 people of whom 6 are White with representation at 35.00% 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 2 are Latino/Hispanic with representation at 10.00% reflectiveness.

VII. **Leadership Report:** None.

VIII. **Administrative Agency Report:** Sonya Hughes reported that in regards to the briefings approved in Commissioner's Court, there was a Part B No Cost extension. Part B only allowed jurisdiction's that did not receive Part A COVID-19 funding to receive the extension. In our area particularly, it is Sherman-Denison HSDA. The amount of \$12,657 was approved, and client care kits, food vouchers, and PPE was proposed for purchase.

The Sherman-Denison RFP that came out earlier this year has been finalized.

The RDE Encompass Data System was submitted to the courts and approved. This system was proposed in hopes to mitigate any data system challenges in the future. The purpose is to provide a visual analytics dashboard with more updated and accurate Ryan White information. We plan on working with sub recipients to make sure everyone's needs are being met as they continue establishing the system.

The Administrative Agency is continuing to work on the Part A application. One new component is providing additional data on target populations (*MSM, black women, and black men*). The state will be conducting an analysis for us. The Administrative Agency is open to hearing thoughts from the committee regarding target populations.

Lastly, Sonya reported that she met with Human Resources Dallas Training Group, and discussed multiple trainings available to planning council/committee members. Topics include: *Speaking without Offending, Building a Cohesive Team, Emotional Intelligence, Dealing with Different People*

Due to the enrollment system currently only being available to sign up based on employment, the training group has paused any further action until they resolve the employment-based training availability.

IX. **Committee Reports:**

A. Allocations Committee: Lionel Hillard, Chair reported the committee met twice in the past month, established quorum on both occasions, and went over spreadsheets that were presented. After reviewing the spreadsheets, the committee agreed on funding for FY 2022. The Ryan White allocations recommendations were based on FY 2022 Priority Rankings, the previous year's allocations plan, previous years' expenditure patterns, service utilization, as well as consumer needs.

Revisions for the Allocations Recommendations document were discussed.

Lionel Hillard motioned to approve the FY 2022 Allocations Document. Auntjuan Wiley seconded. The motion passed.

B. Needs Assessment Committee: Auntjuan Wiley reported that the committee met on July 20, 2021. Quorum

was met. Susan Wolfe provided a summative report on the ongoing Mini Needs Assessment noting those that have been completed as well as those who required participants.

Empower Dallas is currently looking to hire a Coordinator. The individual in mind is Venton Hill-Jones. The committee awaits the project officer for approval to move forward with next steps.

- C. Planning & Priorities Committee: John Dornheim, Chair reported that the committee had a presentation by Rhiannon Marshall Klein about 340B.
- D. Evaluation Committee: John Dornheim, Chair reported that the committee had a presentation by Oscar Salinas on Quality Management.
- E. Consumer Council Committee: Sattie N. reported that the CCC met on July 22, 2021. Quorum was not met. She reported that the committee primarily discussed the HIV & Mental Health Forum. She also noted that there will be another forum in the coming months: *HIV & Use*

- X. **Approve to forward the FY 2021 Letter from the Chair:** The FY 2021 Letter from the Chair primarily serves as a component of the grant application that says that the committee has done all resource and priority setting and has been signed by the council.
John Dornheim, Chair, motioned to approve the FY 2021 Letter from the Chair. Auntjuan Wiley seconded. The motion passed.
- XI. **Approval of the RWPC August 11, 2021 Agenda:** John Dornheim opened the floor for a motion to accept the agenda for the PC. Lionel Hillard made the motion. Helen Zimba seconded the motion. The motion passed.
- XII. **New Business:** N/A
- XIII. **Adjournment:** Auntjuan Wiley made a motion to adjourn. Lionel Hillard seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:52 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, September 1, 2021 @ 2:00 PM

Will be held via TELE-Conference

Dallas County Health and Human Services Building