

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: September 28, 2022

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, October 5, 2022, 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 4, 2022**. 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
Anthony Delgiorno, Program Monitor
Jocelyn Rodriguez, Program Monitor
Logane Brazile, RWPC Coordinator
Jasmine Sanders, RWPC Planner
Kofi Bissah, ADAP Liaison
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 5, 2022 - 2:00 p.m.
Executive Committee Meeting**

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| I. Call to Order | Helen Zimba |
| II. Certification of Quorum | Helen Zimba |
| III. Introductions/Announcements | Helen Zimba |
| IV. Approve the September 7, 2022, Meeting Minutes | Action Item |
| V. Office of Support Report | RWPC Support Staff |
| • Approval of the Policy and Procedures Manual
 for forwarding to the Planning Council | Action Item |
| VI. Leadership Report | Helen Zimba |
| VII. Administrative Agency Report | Sonya Hughes, AA Representative |
| • AA Updates | |
| VIII. Community Solutions Introduction/Presentation | |
| IX. Committee Reports and FY 2021 Deliverables: | |
| A. Planning & Priorities Committee | Helen Zimba |
| B. Needs Assessment Committee | Helen Zimba |
| C. Allocations Committee | James Kleitches or Naomi Green |
| ✓ FY 2022 YTD Expenditures Part A, MAI, Part B, State Services, and State Rebate | Discussion Item |
| D. Evaluation Committee | Helen Zimba |
| E. Consumer Council Committee | Donna Wilson |
| X. Approve the RWPC October 12, 2022, 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</i> | |
| XIII. Adjournment | Helen Zimba |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Wednesday, November 2, 2022 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING

September 7, 2022

Charge: Ensures the orderly and integrated progression of work of the Ryan White Planning Council Committees. Plans future activities.

MEMBERS PRESENT

Helen Zimba, Vice-Chair

James Kleitches

John Dornheim, Chair

MEMBERS ABSENT

Naomi Green

Donna Wilson

RWPC STAFF PRESENT

Jasmine Sanders, RWPC Planner

Glenda Blackmon-Johnson, RWPC Manager

Logane Brazile, RWPC Coordinator

GRANTS MANAGEMENT STAFF PRESENT

Jocelyn Rodriguez, PM

Oscar Salinas, CQM

Justin Henry, GM

Sonya Hughes, AA

OTHERS PRESENT

AJ Johnson, EHE

Kevin Chadwin Davis

Crystal Curtis, PHHS

Sylvester Mayes

Gus Urbina, AHF/AIN

Lauren Trimble, Dallas County

Joli Angel Robinson

Annie Williams, HOPWA

Jonathan Gute, PHHS

Joni Wysocki, AHF/AIN

- I. **Call to Order:** John Dornheim, Vice-Chair, opened the meeting at 2:00 pm and called the meeting to order at 2:03 pm.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** Glenda Blackmon-Johnson announced that the FY 2022 Status Neutral Needs Assessment is underway. This being the first of its kind, much preparation must be done to ensure that the voices of both PLWH and Non-PLWH are accurately captured. Michael Hager and Katrina Balovlenkov have been contracted to facilitate the execution of the Needs Assessment. The Office of Support and the EHE team frequently meet with them to remain on track.
The Integrated Plan is also underway. Community Solutions has been contracted to facilitate the execution of the Integrated Plan and the Letter of Concurrence due in December 2022.
- IV. **Approval of August 3, 2022, Minutes:** Helen Zimba, Vice-Chair, motioned to approve the minutes James Kleitches, Allocations Chair, seconded the motion. The motion passed.
- V. **Office of Support Report:**
RWPC membership, 33 seats in total, 26 seats are filled, and 35% of the membership is non-aligned consumers. Three mandatory seat categories are State Medicare/Medicaid, recently incarcerated, and federally recognized Indian Tribes. The RWC seeks representation of women of Color/Transgender/Youth/Hispanic and Indian tribes. Discussed the standing committee seat status.
 1. Allocation Committee (15 seats): 6 members (9 seats open)
 2. Evaluation Committee (15 seats): 9 members (6 seats open)
 3. Planning & Priorities Committee (15 seats): 8 members (7 seats open)
 4. Consumer Council Committee (20 seats): 15 members (5 seats open)
 5. Needs Assessment Committee (25 seats): 13 members (12 seats open)

- MEMBERSHIP REFLECTIVENESS:** At the end of 2021, the State reported that 24,735 People Living with HIV
- The 1st group impacted with the highest numbers is Blacks at 10,509 or 42.00% representation; the RWPC membership consists of 25 people, of whom 14 are Black with representation at 56.00% reflectiveness.
 - The 2nd group impacted with the next highest numbers is White at 6,522 or 26% representation; the RWPC membership consists of 25 people, of whom 8 are White with representation at 32.00% reflectiveness.
 - The 3rd group impacted with the next highest numbers is Latinx/Hispanic at 6,110 or 24% representation; the RWPC membership consists of 25 people, of whom 3 are Latino/Hispanic with representation at 12.00% reflectiveness.

- The 4th group impacted with the next highest numbers is Asian/ Pacific Islander at 317 or 1% Representation: RWPC membership consists of 26 people of whom 1 are Asian/ Pacific Islander with representation at 3.84% reflectiveness.

Policy and Procedure Review: Jasmine Sanders, Office of Support, explained that the Office of Support had prepared a working document regarding the Ryan White Planning Council of the Dallas Area: Operations Manual. Sanders reviewed the following subsections with members:

- *Purpose*
- *Contact Information*
- *Resource Links*
- Section I
 - o *Background*
 - o *Overview of Program Parts*
 - o *The payer of Last Resort*
- Section II
 - o *Ryan White Part A*
 - o *Part A Eligibility Requirements*
 - o *Part A Services*
 - o *Grievance Procedures*
- Section III
 - o *Membership*
 - o *Organizational Structure*
- Section IV
 - o *Roles and Responsibilities*
- Section V
 - o *All documents and forms associated with the Planning Council*

The committee elected to forward the document to the Planning Council and Standing Committees for their recommendations. The document is set to be approved in October and will be included in new member meeting packets as an official document.

November and December Calendar Updates: Logane Brazile, Office of Support, reviewed the November and December 2022 calendars with members. The committee elected to change the dates of the following meetings:

- *November Allocations*
- *November CCC*
- *December Allocations*
- *December Needs Assessment*
- *December Planning & Priorities*
- *December Evaluation*
- *December CCC*

Leadership Recruitment Flyer: Logane Brazile, Office of Support, displayed the latest Planning Council Leadership Recruitment Flyer for comment. The flyer will be distributed to the membership and interested parties following the adjournment of the meeting.

Bylaw Updates: Glenda Blackmon Johnson, Office of Support, explained that each year the Executive committee reviews the bylaws and has the option to make changes or not. The Bylaws will be sent to members, and they have been given 14 days to review and make their edits.

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, AD RW Grants, made the following announcements:

- DCHHS has received a grant and is offering a funding opportunity to providers for COVID-19 education enhancement and outreach activities. Providers do not primarily have to focus on COVID-19 but are encouraged to incorporate COVID-19 educational messaging. The grant is capped at \$25,000. Interested parties should contact Sonya Hughes via email at their earliest convenience. The informational session will be held on September 12 @ 2:00 pm.
- The CQM team received the Center for Quality Improvement and Innovation Leadership Award.

CQM Team Updates by Oscar Salinas, CQM:

- The CQM team has been working with contractor Michael Hager, Hager Healthcare, to rebuild the current CQM process. These processes include performance measurements required by HRSA based on PCN 15-02, service utilization, quantitative & qualitative measurements, surveys to determine service gaps, etc.

Program Team Updates by Justin Henry, GM:

- In August, the program team hosted a training to prepare for the 2022 site visits. There was a representative from each agency in attendance. Those who have questions or would like a copy of the presentation should contact Justin Henry via email @ Justin.Henry@dallascounty.org
- Due to the change in processes for accessing client samples, the program team requests that agencies send a sample set of client information for billing use.
- Standards of Care Service Delivery Guidelines are being finalized; the anticipated completion date is October 1, 2022.
- The National Monitoring Standards have been updated.

Fiscal Team Updates by Jocelyn Rodriguez, PM:

- Final Reallocation: The FY 2021-22 DSHS HIV State Services Subrecipient contract amendment HSDA
 - o Total: \$16,003
 - o Re-allocated to: Outpatient Ambulatory & Health Insurance Assistance
- Currently, sub-recipients have spent \$1,439,438 (94% of the total grant).
- The following reallocation will occur in October for Part A, Part B, and State Rebate.

VIII. **Community Solutions Introduction/Presentation:** Glenda Blackmon Johnson, Office of Support, initiated a discussion regarding the Integrated Planning Process, noting that Community Solutions is a consulting firm based out of Indianapolis, IN. The following sub-sections of the Dallas County Integrated Plan Steering Committee Meeting Notes were reviewed:

- *Attendees*
- *Welcome and Introductions*
- *Overview of the Process*
- *Review of Integrated Plan and Guidance from HRSA*
- *Action Items & Next Steps*

IX. **Committee Reports:**

A. Allocations Committee: James Kleitches, Allocations Chair, reported the committee met on August 22, 2022. Quorum was met. Jocelyn Rodriguez, Program Monitor, reviewed FY 2022-23 YTD Expenditures.

B. Needs Assessment Committee: John Dornheim, Chair, reported the committee met on August 16, 2022. Quorum was met. Katrina B., Red Ribbon Consulting, provided the committee with an FY 2022 Needs Assessment Material Review.

C. Planning & Priorities Committee: John Dornheim, Chair, reported the committee met on August 17, 2022. Quorum was met. The Office of Support provided the committee with an Integrated Planning Workshop. The following topics were reviewed:

- ✓ *About the Integrated HIV/AIDS Planning Technical Assistance Center*
- ✓ *What is Integrated Planning, and why is it done?*
- ✓ *Why is Integrated Planning important?*
- ✓ *Connection to national initiatives and plans*
- ✓ *The five stages of Integrated Planning*

D. Evaluation Committee: Meeting canceled.

E. Consumer Council Committee: Meeting canceled.

X. **Approval of the RWPC Agenda for September 14, 2022:** Helen Zimba, Vice-Chair, motioned to approve the agenda James Kleitches, Allocations Chair, seconded the motion. The motion passed.

XI. **New Business:** Helen Zimba, Vice-Chair, announced that the Afiya Center would like to invite speakers from the Planning Council/ AA to share information with employees and volunteers to recruit members to the Planning Council.

XII. **Executive Session:** *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.*

XIII. **Adjournment:** James Kleitches, Allocations Chair, made a motion to adjourn. Helen Zimba, Vice-Chair, seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:17 pm.

Submitted by:

Executive Committee Meeting 9.7.2022

Logane Brazile, RWPC Coordinator

Date

Draft Certified by:

Glenda Blackmon Johnson, RWPC Manager

Date

Final Approval by:

Helen Zimba, RWPC Vice-Chair
John Dornheim, RWPC Chair

Date

Due to COVID-19
Until Further Notice
NEXT SCHEDULED MEETING
Wednesday, October 5, 2022, @ 2:00 p.m.
Will be held via TELE-Conference
Dallas County Health and Human Services Building