

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: April 27, 2022

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, May 4, 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, May 3, 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
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, May 4, 2022 - 2:00 p.m. Executive Committee Meeting

- | | |
|---|--|
| I. Call to Order | John Dornheim or Helen Zimba |
| II. Certification of Quorum | John Dornheim or Helen Zimba |
| III. Introductions/Announcements | John Dornheim or Helen Zimba |
| IV. Approve the April 6, 2022, Meeting Minutes | Action Item |
| V. Office of Support Report <ul style="list-style-type: none">• RWPC Membership Representation and Reflectiveness | RWPC Support Staff |
| VI. Leadership Report <ul style="list-style-type: none">A. Empower Dallas Report | John Dornheim or Helen Zimba
John Dornheim and Lionel Hillard |
| VII. Administrative Agency Report <ul style="list-style-type: none">• AA Updates | Sonya Hughes, AA Representative |
| VIII. Committee Reports and FY 2021 Deliverables: <ul style="list-style-type: none">A. Planning & Priorities CommitteeB. Needs Assessment CommitteeC. Allocations CommitteeD. Evaluation CommitteeE. Consumer Council Committee | John Dornheim or Helen Zimba
John Dornheim or Helen Zimba
James Kleitches or Naomi Green
John Dornheim or Helen Zimba
Donna Wilson |
| IX. Approve the RWPC May 11, 2022, 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
Interviews (3)</i> | |
| XII. Adjournment | John Dornheim or Helen Zimba |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Wednesday, June 1, 2022 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING

April 6, 2022

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

MEMBERS PRESENT

Donna Wilson
Naomi Green

James Kleitches
John Dornheim, **Chair**

Helen Zimba, **Vice-Chair**

MEMBERS ABSENT

RWPC STAFF PRESENT

Jasmine Sanders, RWPC Planner
Logane Brazile, RWPC Coordinator

GRANTS MANAGEMENT STAFF PRESENT

Wanda Scott, GM
Nariah Webster, FM

Justin Henry, GPM

Sonya Hughes, AA

OTHERS PRESENT

Hosea Crowell, AFH/AIN
Lauren Trimble, Dallas County

Crystal Curtis, PHHS
Joni Wysocki, AIN/AHF

Kevin Chadwin Davis

- I. **Call to Order:** John Dornheim, Chair, opened the meeting at 2:00 p.m. and called the meeting to order at 2:01 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, Chair, and certified by Jasmine Sanders, RWPC Planner.
- III. **Introductions/Announcements:**

Donna Wilson, CCC Chair, made the following announcements:

 - April 7, 2022, is the last day to register to vote for the May 5 Elections. Check with your local area before arranging voting plans, as not all cities participate in the election. For the May 24, 2022, primary runoff elections, the last day to register is April 25, 2022.
 - Afiya Center will be hosting its 9th annual "Get Tested, Grab a Bite" on June 27, 2022, from 11 a.m.-4 p.m. at Glendale Park. The Afiya Center is currently looking for event vendors, volunteers, or donations. Vendor applications can be requested from Donna Wilson.

Jasmine Sanders, RWPC Planner, announced the RWPC Leadership Orientation training would be Wednesday, April 13, 2022. Please RSVP to the meeting invite sent by Logane Brazile, RWPC Coordinator, at your earliest convenience.

John Dornheim, RWPC Chair, announced the North Texas LGBTQ Chamber of Commerce would be hosting a Gala on April 30, 2022. This event is intended to support their scholarship fund, which has awarded over \$100,000 throughout the past eight years to members of the LGBTQ community and allies. Tickets are \$75 per person.

Naomi Green, Allocations Vice-Chair, announced Texas Pride Impact Funds is in the process of building their Request for Proposal (RFP). The organization is currently seeking volunteers for testers, reviewers, and evaluators for the grants process. Specific roles will be compensated with a stipend. Interested individuals should reach out to Naomi Green for more information.
- IV. **Approval of March 2, 2022, Minutes:** Helen Zimba, RWPC Vice-Chair, motioned to approve the minutes. Donna Wilson, CCC Chair, seconded the motion. The motion passed.
- V. **Office of Support Report:**

RWPC membership, 33 seats in total, 23 seats are filled, and 48% of the membership is non-aligned consumers. There are three mandatory seat categories: State Medicare/Medicaid, recently incarcerated, and federally recognized Indian Tribes. The RWC seeks women of Color/Transgender/Youth/Hispanic and Indian Tribe representation. 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 2020, the State reported 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 23 people, of whom 13 are Black with representation at 57.00% reflectiveness.
- The 2nd group impacted with the next highest numbers is White at 6,522 or 26% representation; the RWPC membership consists of 23 people, of whom 8 are White with representation at 35.00% reflectiveness.
- The 3rd group impacted with the next highest numbers is Latinx/Hispanic at 6,110 or 24% representation; the RWPC membership consists of 23 people, of whom 2 are Latino/Hispanic with representation at 8.00% reflectiveness.

VI. **Leadership Report:** John Dornheim, Executive, 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. **Empower Dallas Final Draft Review:** John Dornheim, RWPC Chair, announced the Empower Dallas draft has been completed. The current draft, curated throughout a series of meetings from January through March 2022, was constructed to be a useful recruitment and education tool for the Planning Council of Dallas. Further details regarding Empower Dallas are forthcoming.

- VIII. **Administrative Agency Report:** Sonya Hughes, AD RW Grants, made the following announcements:
- The program team is currently working on a program training for sub-recipients scheduled to occur at the end of this month. Invitations will be sent through the stakeholder account by Friday.
 - Gratitude to Helen Turner for sharing the THMP Medication Advisory dates from Rachel Soehner, THMP Manager, stating that DSHS will not be moving forward with the PCN 21-02 removal of the certification requirement as they project would cost them an additional \$17-\$100M annually.
 - There will be a Trauma-Informed Learning Collaborative in partnership with HRSA and other EHE-funded agencies. Any agencies seeking to be part of the free training should reach out to Sonya Hughes @Sonya.Hughes@dallascounty.org.

Wanda Scott, FM, provided the committee with the FY 2021-22 Part A Expenditure Report.

Information regarding the upcoming HIV State Services contract renewal beginning on March 1, 2021, and ending on February 28, 2022, was presented to committee members.

	TOTAL AWARD	EXPENSE	%	BALANCE	%
Formula	\$2,126,506.00	\$1,628,176.14	77%	\$498,329.86	23%
Formula - SD	\$10,155,205.00	\$10,091,291.01	99%	\$63,913.99	1%
MAI	\$196,767.00	\$158,383.61	80%	\$38,383.39	20%
MAI - SD	\$1,316,827.00	\$1,316,639.25	99%	\$187.75	1%
Supplemental - SD	\$4,661,589.00	\$4,591,308.81	98%	\$70,280.19	2%
Formula-Carryover - SD	\$350,556.00	\$339,003.58	97%	\$11,552.42	3%
MAI-Carryover - SD	\$178,334.00	\$178,334.00	100%	\$0.00	0%
Total	\$18,985,784.00	\$18,303,136.00	96%	\$682,648.00	4%

IX. **Committee Reports:**

A. **Allocations Committee:** James Kleitches, Allocations Chair, reported the committee met on March 28, 2022. Quorum was met. The committee received the FY 2021-22 Part A Expenditure Report from Wanda Scott, GFM.

	TOTAL AWARD	EXPENSE	%	BALANCE	%
Formula	\$2,126,506.00	\$1,550,268.61	73%	\$576,237.39	27%
Formula - SD	\$10,155,205.00	\$9,315,914.36	92%	\$839,290.64	8%
MAI	\$196,767.00	\$151,987.05	77%	\$44,779.95	23%
MAI - SD	\$1,316,827.00	\$1,256,520.80	95%	\$60,306.20	5%
Supplemental - SD	\$4,661,589.00	\$4,310,984.94	92%	\$350,604.06	8%
Formula-Carryover - SD	\$350,556.00	\$302,253.58	86%	\$48,302.42	14%
MAI-Carryover - SD	\$178,334.00	\$161,499.40	91%	\$16,834.60	9%
Total	\$18,985,784	\$17,049,428.74	90%	\$1,936,355.26	10%

B. **Needs Assessment Committee:** John Dornheim, Chair, reported the committee met on March 15, 2022. Quorum

was met. He reported Logane Brazile, RWPC Office of Support, initiated discussion of the FY 2022 Needs Assessment working draft via screen share. Inspired by the FY 2019 Tarrant County Needs Assessment, the latest version of the draft included a shorter length survey and questions regarding sexual orientation, incarceration, and drug use. The latest working draft included elements from the "sample #2 survey" committee members chose during the February meeting. Features include easier question readability, answer checkboxes and more appealing graphical answer choices.

Committee members made the following revision requests upon review of the draft:

Improved language use

Categorical question placement,

Estimated time of survey completion

Technology access questions

Additional answer choices on select questions (i.e., other gender identity options)

Other Needs Assessment Strategic Planning Recommendations Included:

Paper copies of the FY 2022 Needs Assessment Survey

Establish agreements with the Providers to have copies available at the Provider site

Save the date notification send-out

Spanish version

QR codes

Flyer development

The listed suggestions will be either implemented into the working or draft or noted for the review of the selected project contractor.

- C. Planning & Priorities Committee:** John Dornheim, Chair, reported the committee met on March 16, 2022. Quorum was met. Jasmine Sanders, RWPC Office of Support, overviewed the 2019 HIV/AIDS Data for the Dallas EMA. Due to the importance of making informed decisions regarding the PSRA process, members must have the most complete and up-to-date statistics regarding HIV/AIDS prevalence in the community. The following topics were reviewed:

Of people living with HIV by race and gender identity

Of new diagnoses by race, ethnicity, age group

Of Dallas EMA specific people living with HIV

Disparities of people living with HIV by race

Most affecting age groups

Male impact

Glenda Blackmon-Johnson, RWPC Office of Support, re-iterated that the data shown is from 2019. Although efforts have been made to collect the latest data pertinent to FY 2021-2022, due to COVID-19, there have been difficulties contacting the State to obtain this information. The Office of Support strives to update the committee with the latest, most complete information so that the committee always has an accurate representation of the Dallas EMA.

- D. Evaluation Committee:** John Dornheim, Chair, reported the committee met on March 22, 2022. Quorum was met. Jasmine Sanders, RWPC Planner, began a review of the EAM report updates stating that the report is primarily used to assess how quickly and well the RWPC Part A recipient carries out the process to contract with and pay providers for delivering HIV services so that the needs of PLWH throughout the Dallas EMA are met. The primary focus being to update the document with new detail, committee members are given discretion regarding providing suggestions for necessary changes. The committee reviewed the procurement/RFP process, Agency #1-10 Executed contract dates for HRSA, contract monitoring process, procurement matrix, FY 2021-2022 Part A Formula Expenditure Report, and Part A Award: Contract Renewal and RFP Award Timeline 2021.

The committee held an extensive discussion regarding suggested recommendations to the AA, which include:

Brief sub-recipients on major programmatic changes they may expect ahead of time to ensure better communication.

Provide training on any changes to the RFP; the AA should include purchasing personnel.

Periodically communicate openly with sub-recipients regarding long-range plans for the grants program.

The AA has noted these recommendations and will be considered in the future.

- E. Consumer Council Committee:** Logane Brazile, RWPC Coordinator, reported the committee met on March 24, 2022. Quorum was reached. The committee continued planning for the upcoming HIV and Cultural Impact forum on April 8, 2022 @ 11 a.m. Dates, times, and captions were set for forums scheduled for later in the year. The committee also received the 2019 HIV Data Training from Jasmine Sanders, RWPC Planner.

- X. **Approval of the RWPC Agenda for May 11, 2022:** Helen Zimba, Vice-Chair, motioned to approve the minutes, Naomi Green, Allocations Vice-Chair, seconded the motion. The motion passed.
- XI. **New Business:** None.
- 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:** Donna Wilson, CCC Chair, made a motion to adjourn. Naomi Green, Allocations Vice-Chair, seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:29 p.m.

Submitted by:

Logane Brazile, RWPC Coordinator

Date

Draft Certified by:

Jasmine Sanders, RWPC Planner

Date

Final Approval by:

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

Date

Due to COVID-19
 Until Further Notice
NEXT SCHEDULED MEETING
Wednesday, May 4, 2022 @ 2:00 p.m.
[Will be held via TELE-Conference](#)
 Dallas County Health and Human Services Building