

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: July 27, 2022

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting

**Wednesday, August 3, 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, August 2, 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**

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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, August 3, 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 July 6, 2022, Meeting Minutes | Action Item |
| V. Office of Support Report | RWPC Support Staff |
| • RWPC Membership Representation and Reflectiveness | |
| • Policy and Procedure Update | |
| VI. Leadership Report | John Dornheim or 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 | John Dornheim or Helen Zimba |
| B. Needs Assessment Committee | John Dornheim or 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 | John Dornheim or Helen Zimba |
| E. Consumer Council Committee | Donna Wilson |
| X. Approve the RWPC August 10, 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 | John Dornheim or Helen Zimba |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Wednesday, September 7, 2022 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING

July 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
James Kleitches

Helen Zimba, **Vice-Chair**

Naomi Green

MEMBERS ABSENT

John Dornheim, **Chair**

RWPC STAFF PRESENT

Jasmine Sanders, RWPC Planner

Glenda Blackmon-Johnson, RWPC Manager

Logane Brazile, RWPC Coordinator

GRANTS MANAGEMENT STAFF PRESENT

Wanda Scott, GM
Sonya Hughes, AA

Nariah Webster, SFM
Justin Henry, GPM

Barbara Kakembo, PM
Jocelyn Rodriguez, PM

OTHERS PRESENT

Del Wilson, RCD
Gus Urbina, AHF/AIN
Corey Strickland

Piper Duarte, PHHS
Shonda McGraw, AHF

Te'Quan Penny, Afiya Center
Joni Wysocki, AHF/AIN

- I. **Call to Order:** Helen Zimba, Vice-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 Helen Zimba, Vice-Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** Donna Wilson, CCC Chair, announced the Women's Liberation March will be hosted on July 9, 2022, at Main Street Garden. Details will be included on the flyer sent to the Office of Support.
- IV. **Approval of June 1, 2022, Minutes:** Donna Wilson, CCC 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, 25 seats are filled, and 46% 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 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.
- **Attendance Briefing:** Logane Brazile, Office of Support, reported communication was sent to the Executive Committee regarding any inactive members on their roster. Chairs were encouraged to reach out to members to determine whether or not the Office of Support could do anything to assist them with attending future meetings.
- **Site Visit Policy Review:** Jasmine Sanders, Office of Support, reported the Office of Support is creating a Policy and Procedure Manual for the Planning Council, which will serve as a guide for the Planning Council. The manual will include budget processes, roles, and responsibilities, extensive definitions of all things pertaining to the Planning Council.

- **New Building Relocation Feedback:** Jasmine Sanders, Office of Support, explained that over the month of June, there had been a building relocation feedback form sent to meeting attendees following committee meetings. Of the completed forms returned, the consensus was that members are not familiar with the new space, privacy concerns with the sign-in sheet in the lobby, safety concerns with public transit being in an inconvenient location. All concerns will be forwarded to the appropriate parties.

VI. **Leadership Report:** Helen Zimba, Vice-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:

- It has been suggested by Texas Part A directors that there should be a letter sent to DSHS regarding the ADAP processing time. The removal of the re-certification requirement is being advocated for. The AA will continue to keep interested parties updated.
- The AA received their site visit notification via HRSA.
- The HRSA National Monitoring Standards have been updated. Further revisions are being made to ensure the proper inclusion of all facets.
- The National Ryan White Conference registration will close in August. The AA will be presenting four abstracts. Please visit [Register - 2022 National Ryan White Conference on HIV Care & Treatment \(hrsa.gov\)](https://www.hrsa.gov/2022-ryan-white-conference) to complete your registration for the conference.

Wanda Scott, GM, made the following announcements:

- The FY 2021 expenditure report has been finalized and submitted to HRSA Electronic Handbook. The recording database was submitted to HRSA on June 9, 2022.
- The total award for FY 2021-22 totaled \$18,985,787. The expended amount totaled \$18,438,494. Once the FFR (federal financial report), due July 31, 2022, has been submitted, HRSA will review the process, approve it, and carry over funding will be disbursed for \$547,293.
- An additional report submitted was FY 2020-22 Part A COVID funding. The award totaled \$970,865. The expended amount totaled to \$872,024 (non-continuation).

VIII. **Committee Reports:**

A. **Allocations Committee:** James Kleitches, Allocations Chair, reported the Committee met on June 27, 2022. He provided an overview of the allocation spreadsheets and discussed the Administrative Agency's presentation of the Full award allocations based on the RWPC approved percentages/projections from the previous year's recommendations. The members discussed the final allocation and presented concerns regarding the full award. Regarding the:

- **FY 2022 Actual Part A/MAI FULL AWARD ALLOCATION:**

FY 2022-2023 PART A FORMULA & SUPPLEMENTAL SERVICE CATEGORY

FY 2022-2023 PAR A- MAI SERVICE CATEGORY

The Allocations Committee made a motion to approve the FY 2022 Actual Part A/MAI Full Award Allocation. Donna Wilson, CCC Chair, seconded the motion. The motion passed unanimously.

- **Endorsement Letter for the Full FY 2022 Part A/MAI Award Allocations**

Glenda Blackmon-Johnson, Office of Support, explained HRSA's requirement for the RWPC's endorsement of the FY 2022 Resource Allocations of the Full Award as recommended by the Allocations Committee and approved by the RWPC in FY 2021 before receipt of the award. The AA presented the Allocations Committee with the FY 2022 Allocation Table. The committee discussed the details and offered questions and comments regarding the receipt and allocation of the FY 2022 Actual Full Award for FY 2022-2023 Formula and Supplemental and carryover grants to the Dallas EMA.

The Allocations Committee made a motion to approve the Endorsement Letter for the Full FY 2022 Part A/MAI Award. Donna Wilson, CCC Chair, seconded the motion. The motion passed unanimously.

- **FY 2022 Allocation of Unobligated Funds**

Under the HRSA Notice of Award FY 2022 Part A (Formula/Supplemental) available funds for a total of **\$283,892.00** was unobligated/de-obligated regarding the Dallas EMA. The Allocations Committee allocated the funds to the core medical and support services. The 75/25 percentage allocations are reflected by the Committee's allocation decisions shown as per the Part A (Formula/Supplemental) Attachments for a total of **\$283,892.00** in the following categories:

Formula: \$208,754.00; Mental Health, Health Insurance Assistance; Food Bank/Home Delivered Meals; Other Professional -Legal Services; Referral for Healthcare
Supplemental: \$75, 139.00 Referral for Health Care
The Allocations Committee recommended the FY 2022 Part A (Formula/Supplemental) fund Allocation in the amount of \$283,892.00.

The Allocations Committee made a motion to approve the FY 2022 Allocation of Unobligated Funds. Donna Wilson, CCC Chair, seconded the motion. The motion passed unanimously.

➤ **FY 2023-24 Part A/MAI/Part B/SS Resource Allocation Recommendations:**

FY 2023 PART A FORMULA AND SUPPLEMENTAL SERVICE CATEGORY

Fiscal year 2023 Part A Ryan White allocations recommendations are based on the FY 2023 Priority Rankings, the previous year's allocations plan, as well as previous years' expenditure patterns, service utilization, and consumer needs and provider capacity as outlined in the 2019 & 2021 Comprehensive/Mini Needs Assessment. The proposed modification are recommended to address the anticipated funding needs. The Allocation committee projected an award of **\$15,619,452.00**.

FY 2023 -24 PART A MAI SERVICE CATEGORY

Fiscal year 2023 MAI Ryan White allocations recommendations are based on the FY 2023 MAI Priority Rankings, the previous year's allocations plan, as well as previous years' expenditure patterns, service utilization, and consumer needs and provider capacity as outlined in the 2019-2021 Comprehensive/Mini Needs Assessment. The proposed modification is recommended to address the anticipated funding needs.

FY 2023-24 PART B FORMULA DALLAS HSDA SERVICE CATEGORY

Fiscal year 2023 Dallas HSDA Part B Ryan White allocations recommendations are based on the FY 2023 Priority Rankings, the previous year's allocations plan, as well as previous years' expenditure patterns, service utilization, and consumer needs and provider capacity as outlined in the 2019-2021 Comprehensive/Mini HIV Needs Assessment. The proposed modification is recommended to address the anticipated funding needs.

FY 2023-24 PART B FORMULA SHERMAN-DENISON HSDA SERVICE CATEGORY

Fiscal year 2023 Sherman-Dennison HSDA State Services Ryan White allocations recommendations are based on the FY 2023 Priority Rankings, the previous year's allocations plan, as well as previous years' expenditure patterns, service utilization, and consumer needs and provider capacity as outlined in the 2019-2021 Comprehensive/Mini HIV Needs Assessment. The proposed modification is recommended to address the anticipated funding needs.

FY 2023 DSHS HIV RW STATE REBATE DALLAS HSDA SERVICE CATEGORY

Fiscal year 2023 Dallas HSDA State Rebate Ryan White allocations recommendations are based on the FY 2023 Priority Rankings, the previous year's allocations plan, as well as previous years' expenditure patterns, service utilization, and consumer needs and provider capacity as outlined in the 2019-2021 Comprehensive/Mini HIV Needs Assessment. The proposed modification is recommended to address the anticipated funding needs.

FY 2023-24 DSHS HIV RW STATE REBATE SHERMAN-DENISON HSDA SERVICE CATEGORY

Fiscal year 2023 Sherman-Dennison HSDA State Services Ryan White allocations recommendations are based on the FY 2023 Priority Rankings, the previous year's allocations plan, as well as previous years' expenditure patterns, service utilization, and consumer needs and provider capacity as outlined in the 2019-2021 Comprehensive/Mini HIV Needs Assessment. The proposed modification is recommended to address the anticipated funding needs.

FY 2023-24 DSHS HIV RW STATE SERVICES- SHERMAN

Fiscal year 2023 Sherman-Dennison HSDA State Services Ryan White allocations recommendations are based on the FY 2023 Priority Rankings, the previous year's allocations plan, as well as previous years' expenditure patterns, service utilization, and consumer needs and provider capacity as outlined in the 2019-2021 Comprehensive/Mini HIV Needs Assessment. The proposed modification is recommended to address the anticipated funding needs.

FY 2023-24 DSHS HIV RW STATE SERVICES- DALLAS

Fiscal year 2023 Dallas HSDA State Services Ryan White allocations recommendations are based on the FY 2023 Priority Rankings, the previous year's allocations plan, as well as previous years' expenditure patterns, service utilization, and consumer needs and provider capacity as outlined in the 2019-2021 Comprehensive/Mini HIV, Needs Assessment. The proposed modification is recommended to address the anticipated funding needs.

The Allocations Committee motioned to approve the FY 2023-24 Part A/MAI/Part B/SS Resource Allocation Recommendations. Donna Wilson, CCC Chair, seconded the motion. The motion passed unanimously.

- B. Needs Assessment Committee:** Glenda Blackmon-Johnson, Office of Support, reported the Committee met on June 21, 2022. Quorum was met. The committee reviewed the FY 2022 Needs Assessment Strategic Planning process and provided EHE updates.
 - C. Planning & Priorities Committee:** Glenda Blackmon-Johnson, Office of Support, reported the Committee met on June 15, 2022. Quorum was met. The Committee was introduced to the National Strategic Plan, and members were informed that the Planning Council is responsible for presenting a Letter of Concurrence to the Integrated Plan.
 - D. Evaluation Committee:** Did not Meet.
 - E. Consumer Council Committee:** Donna Wilson, CCC Chair, reported the committee met on June 23, 2022. Quorum was met. The committee continued to plan for the upcoming CCC forums. The following forum will be regarding HIV & legal services on July 29, 2022, @ 1 p.m.
- IX. **Approval of the RWPC Agenda for July 13, 2022:** James Kleitches, Allocations Chair, motioned to approve the agenda Donna Wilson, CCC Chair, seconded the motion. The motion passed.
- X. **New Business:** None.
- XI. **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.*
- XII. **Adjournment:** Naomi Green, Allocations Vice-Chair, made a motion to adjourn. Donna Wilson, CCC Chair, seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:04 p.m.

Submitted by:

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, August 3, 2022, @ 2:00 p.m.
Will be held via TELE-Conference
Dallas County Health and Human Services Building**