

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: December 29, 2021

Re: RWPC - Executive Committee Meeting Announcement

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Please note that there will be an:

**Executive Committee Meeting**  
**Wednesday, January 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, January 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  
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, January 5, 2022 - 2:00 p.m.  
Executive Committee Meeting

- |  |  |
|--|--|
| 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 |
| <b>IV. Approve the December 1, 2021 Meeting Minutes</b>        | <b>Action Item</b>                             |
| V. Office of Support Report                                    | RWPC Support Staff                             |
| • RWPC Membership Representation and Reflectiveness            |  |
| • Standing Committee Membership Attendance Report              |  |
| • Planning for FY 2022 Orientation/ Leadership Training        |  |
| • FY 2022 RWPC/ Standing Committee Deliverables and Activities |  |
| VI. Leadership Report  | John Dornheim or Helen Zimba or Auntjuan Wiley |
| VII. Administrative Agency Report                              | Sonya Hughes, AA Representative                |
| • AA Updates   |  |
| VIII. Committee Reports and FY 2021 Deliverables:              |  |
| A. Planning & Priorities Committee <b>DNM</b>                  | John Dornheim or Helen Zimba or Auntjuan Wiley |
| B. Needs Assessment Committee <b>DNM</b>                       | Auntjuan or Wiley John Dornheim or Helen Zimba |
| C. Allocations Committee <b>DNM</b>                            | Lionel Hillard or Auntjuan Wiley               |
| D. Evaluation Committee <b>DNM</b>                             | John Dornheim or Helen Zimba or Auntjuan Wiley |
| E. Consumer Council Committee <b>DNM</b>                       | Donna Wilson or Sattie Nyachwaya               |
| <b>IX. Approve the RWPC January 12, 2022 Meeting Agenda</b>    | <b>Action Item</b>                             |
| X. New Business  |  |
| XI. Executive Session <b>(CLOSED)</b>                          |  |
| <i>For purposes permitted by Chapter 551,</i>                  |  |
| <i>Open Meetings, Texas Government Code, Section 551.074,</i>  |  |
| <i>Interview of Candidates 92); Discuss Council</i>            |  |
| <i>And Committee Membership and Vacancies</i>                  |  |
| <i>(3) Interviews</i>  |  |
| XII. Adjournment   | John Dornheim or Helen Zimba or Auntjuan Wiley |

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

**EXECUTIVE COMMITTEE MEETING**

**December 1, 2021**

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

**MEMBERS PRESENT**

John Dornheim, RWPC, Chair  
Lionel Hillard, Allocations Chair  
Donna Wilson, CCC Chair

Sattriona Nyachwaya, CCC Vice-Chair

**MEMBERS ABSENT**

Helen Zimba, RWPC Vice-Chair  
Auntjuan Wiley, RWPC Vice-Chair, NA Chair, Allocations Vice-Chair

**RWPC STAFF PRESENT**

Glenda Blackmon Johnson, RWPC Manager  
Logane Brazile, RWPC Coordinator

**GRANTS MANAGEMENT STAFF PRESENT**

Sonya Hughes, AD, RW Grants  
Justin Henry, GPM

Kaitlyn Malec, AA

**OTHERS PRESENT**

Kellie Norcott, PHHS  
Joni Wysocki, AIN/AHF  
Lauren Trimble, DCHHS

Helen Turner  
Tzeggaben Kidane, Dallas County  
Cesar Valdez, AIN/AHF

Kevin Chadwin Davis, Avita Pharmacy

- I. **Call to Order:** John Dornheim, Chair, opened and called the meeting to order at 2:00 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** Donna Wilson, CCC Chair, announced the In With Red event taking place at the Texas Black and Letters Theatre on Saturday, December 4, 2021. The last day to purchase tickets from Eventbrite or Ticketmaster is Wednesday, December 2, for \$75. All proceeds will go towards benefitting black women living with HIV.
- IV. **Approval of November 3, 2021 Minutes:** Sattie Nyachwaya, CCC Vice-Chair, motioned to approve the minutes. Lionel Hillard, Allocations Chair, seconded the motion. The motion passed.
- V. **Office of Support Report:**  
RWPC membership, 33 seats in total, 17 seats are filled, and 53% 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): 8 members (7 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): 16 members (4 seats open)
  5. Needs Assessment Committee (25 seats): 10 members (15 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.

- ✚ **STANDING COMMITTEE MEMBERSHIP ATTENDANCE REPORT:**
  - Logane Brazile, RWPC Coordinator, announced that overall attendance throughout the standing committees have been satisfactory for the month of November. Office of Support will conduct a thorough review of each member's attendance through the past three months and send email notices to dormant members accordingly, as meeting quorum is essential to the progress of each committee.

## **FY 2021 ANNUAL RWPC/STANDING COMMITTEE MEMBERSHIP RECRUITMENT REPORT**

- Logane Brazile, RWPC Coordinator, initiated review of the membership recruitment report through screen share. The matrix included five columns regarding the Executive Committees' recruitment progress over 2021. A total of eleven candidates were interviewed, four were referred to the Judge for Planning Council membership, eleven were referred to standing committees, and three were referred with a disclosed status. As of 12/1/2021, there are seven active members out of the eleven interviewed. She also noted that 8/11 candidates were recommended to the Consumer Council Committee, 2/11 to the Needs Assessment Committee, 1/11 to the Planning Council Committee, and 1/11 to the Allocations Committee. She explained that this matrix intends to provide the Executive Committee with a snapshot of retention rates of candidates and recommendation trends. The Office of Support wants to support and work diligently with the Executive Committee regarding recruitment in FY 2022. John Dornheim, RWPC Chair, mentioned that Kristin Athey, Empower Dallas Project Officer, expressed concern regarding the RWPC membership reflectiveness. She suggests 7-8 new members would be beneficial to garner more participation and cohesiveness among the Ryan White Planning Council.

VI. **Leadership Report:** John Dornheim, Chair, re-iterated to listeners the importance of proper recruitment practices of individuals to the Planning Council. To reduce discrepancies in standing committee membership count, the Executive committee should continuously familiarize themselves with membership reflectiveness and representation.

VII. **Administrative Agency Report:** Sonya Hughes, AD RW Grants, made the following announcements after a brief moment of silence to acknowledge lives lost to HIV/AIDS in observation of World AIDS Day:

- There are currently two (2) employment opportunities available; the first being Program Monitor for the fiscal team, the second being Clerk IV for the HOPWA team. Spread the word, and contact Sonya Hughes for more information.
- The Administrative Agency's plan for PCN 2102 is to remove the recertification requirements starting January 2022. The Agency is currently awaiting the State's response regarding the next steps. For ADAP and THMP, a decision will be made between March and April 2022. For Care Service and RW Service Delivery, the goal is January 2022.

Helen Turner inquired about whether or not Ms. Hughes had any additional updates regarding the Take Charge Texas portal and any insight regarding the effects of the new portal on the Planning Council. Ms. Hughes answered that although she did not have any additional updates, she expressed that potential impacts to the Planning Council may be attributed to difficulties exporting data from the previous system to the new portal.

VIII. **Committee Reports:**

A. **Allocations Committee:** Lionel Hillard, Allocations Chair, reported the committee met on November 22, 2021. Quorum was met. Mr. Hillard initiated a review of the FY 2021 Part A/MAI/Part B/SS Rebate Re-Allocation recommendations.

Under FY 2021 **Part A**, an available fund total of \$548,215.00 was returned/unobligated from the following service categories: Outpatient /Ambulatory Medical Care, Oral Health Care, AIDS Pharmaceutical Assistance, Medical Case Management; to include Admin & Unobligated funds as reflected on the Part A allocation spreadsheet. The Allocations Committee is tasked with reallocating funds back into services. The Committee's allocation decisions are shown as per the Attachment in the following categories: Outpatient /Ambulatory Medical Care, Oral Health Care, Medical Case Management, Mental Health, Non-Medical Case Management for a total of **\$548,215.00**. **The Allocations Committee recommends reallocating FY 2021 Part A funds for \$548,215.00 as indicated on the attached spreadsheet.**

*Lionel Hillard motioned to approve the Part A dollar amount reallocation based on the amounts requested, acknowledging limitations due to the 75/25 rule. Donna Wilson, CCC Chair, seconded the motion. The motion passed with two abstentions.*

Under FY 2021 **MAI**, an available fund total of \$135,121.00 was returned from the following service categories: Outpatient/Ambulatory Medical Care, Oral Health Care, AIDS Pharmaceutical Care. The Allocations Committee is tasked with reallocating funds back into services. The Committee's allocation decisions are shown as per the Attachment in the following categories: Outpatient/Ambulatory Medical Care, Oral Health Care, AIDS Pharmaceutical Care for **\$135,121.00**. **The Allocations Committee recommends reallocating the FY 2021 MAI funds for \$135,121.00.**

*Lionel Hillard motioned to approve the MAI dollar amount reallocation by service category, which matches the returned amount. Donna Wilson, CCC Chair, seconded the motion. The motion passed with two abstentions.*

Under FY 2021 **Part B**, an available fund total of \$165,838.00 was returned for reallocation from the following service categories: Food Bank, Ambulatory Medical Care, Non-Medical Case Management, and Referral for Health Care. The allocations committee is tasked with reallocating funds back into services. The Committee's allocation decisions are shown as per the Spreadsheet in the following Categories: Food Bank, Ambulatory Medical Care, Non-Medical Case Management, and Referral for Health Care for a total of **\$165,838.00**. **The Allocations Committee recommends reallocating FY 2021 Part B funds for \$165,838.00. RWPC AC +\_7% Discretion to AA.**

*Lionel Hillard motioned to approve the Part B dollar amount reallocation by service category, which matches the*  
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returned amount. Donna Wilson, CCC Chair, seconded the motion. The motion passed with two abstentions. Under FY 2021 **State Services-Rebate Dallas HSDA**, a total fund amount of \$198,711.00 was returned from the following service categories: Ambulatory Outpatient Medical Care and Referral for Health Care. The Allocations Committee was tasked with reallocating an aggregate of \$198,711.00 from FY 2021 State Services-Rebated funds back into services. The committee reviewed the justification for funding increases & expenditure data. The Committee decided to reallocate State Services-Rebate funds to the following category: Ambulatory Outpatient Medical Care and Referral for Health Care totaling **\$198,711.00. The Allocations Committee recommends that the Ryan White Planning Council of the Dallas Area reallocate FY 2021 State Services Rebate Dallas HSDA for \$198,711.00. RWPC AC stipulated AA's discretion to allocation plus/minus 7%.**

Lionel Hillard motion to approve State Services Rebate Dallas HSDA funds by service category matching the returned amount and keep the +/- 7% discretionary reallocation by the AA. Donna Wilson, CCC Chair, seconded the motion. The motion passed with two abstentions.

- B. Needs Assessment Committee:** Logane Brazile, RWPC Coordinator, reported the committee met on November 16, 2021. Quorum was met. The committee discussed FY 2022 Needs Assessment Recommendations. Members were sent FY 2019 Needs Assessment to aid in the process of curating new questions and ideas for the FY 2022 Needs Assessment. Additional time was given for proper review. The new recommendations are due to the Office of Support on or before December 6, 2021.
  - C. Planning & Priorities Committee:** John Dornheim, Chair, reported the committee met on November 17, 2021. Quorum was met. The committee received a presentation from the Dallas County Sexual Health Clinic regarding the Linkage to Care program. The committee also reviewed and made recommendations to the FY 2021 Standards of Care.
  - D. Evaluation Committee:** John Dornheim, Chair, reported the committee met on November 23, 2021. Quorum was met. The committee received a presentation regarding the Free World Bound program. Daron Kirven, Senior Director of PHNTX Community Outreach, overviewed the program's history, funding sources, required program strategies and provided insight into the program's continued efforts.
  - E. Consumer Council Committee:** Sattriona Nyachwaya, CCC Vice-Chair, reported the committee met on November 18, 2021. Quorum was met. The committee discussed the planning of the Empower Dallas Project. Current expectations for the Consumer Council Committee are to view the document and submit their recommendations for the Service Definition. Following recommendations being received, the revised document will be sent to the Executive Committee for approval, and lastly to the RWPC Committee. There was a request that the Project Officer meet with the CCC to develop a rapport. The request has since then been made, Athey is scheduled to be present for the December CCC meeting. A workgroup was proposed to cater to members who may not fully understand specific details of the Service Definition. In efforts to foster a collective discussion regarding the planning process of Empower Dallas, a workgroup meeting was proposed for December 9, 2021, at noon. Forum planning will resume in January 2022.
- IX. **Approval of the RWPC November 10, 2021 Agenda:** John Dornheim opened the floor for a motion to accept the agenda for the Planning Council. Lionel Hillard, Allocations Chair, made the motion. Sattie Nyachwaya, CCC Vice-Chair, seconded the motion. The motion passed.

**New Business:** John Dornheim, Chair, explained that the Empower Dallas workgroup was previously agreed upon during the November 10, 2021, Planning Council meeting. Dornheim reminded members that it is up to the Chair to approve such meetings to take place. Sattriona Nyachwaya expressed her unawareness of the rule.

All Chairs, Co-Chairs, and committee members are urged to review the Ryan White Planning Council Bylaws for maximum compliance of Planning Council operating standards.

John Dornheim re-iterated the importance of cohesively remaining a timeline for completion. Empower Dallas has the potential to be a great recruitment tool for the Planning Council.

- X. **Executive Session:** John Dornheim, Chair, presented the call for Executive Session at 2:51 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 did not interview the scheduled candidate. Arrangements will be made for rescheduling.
- XI. **Adjournment:** Lionel Hillard, Allocations Chair, made a motion to adjourn. Donna Wilson, CCC Chair, seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:55 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, January 5, 2022 @ 2:00 p.m.  
Will be held via TELE-Conference  
Dallas County Health and Human Services Building**