

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: January 28, 2022

Re: RWPC - Executive Committee Meeting Announcement

---

Please note that there will be an:

**Executive Committee Meeting**  
**Wednesday, February 2, 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, February 1, 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, February 2, 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   |
| <b>IV. Approve the January 5, 2022, Meeting Minutes</b>   | <b>Action Item</b>   |
| V. Office of Support Report <ul style="list-style-type: none"><li>• RWPC Membership Representation and Reflectiveness</li></ul>   | RWPC Support Staff   |
| VI. Leadership Report   | John Dornheim or Helen Zimba   |
| VII. Administrative Agency Report <ul style="list-style-type: none"><li>• AA Updates</li></ul>  | Sonya Hughes, AA Representative  |
| VIII. Committee Reports and FY 2021 Deliverables: <ul style="list-style-type: none"><li>A. Planning &amp; Priorities Committee</li><li>B. Needs Assessment Committee</li><li>C. Allocations Committee</li></ul>                                 | John Dornheim or Helen Zimba<br>John Dornheim or Helen Zimba<br>James Kleitches or Naomi Green |
| <b>Approve the Part A/COVID/Part B/MAI/ State Rebate Carryover Re-Allocation</b>  | <b>Action Item</b>   |
| D. Evaluation Committee   | John Dornheim or Helen Zimba   |
| E. Consumer Council Committee   | Donna Wilson   |
| <b>IX. Approve the RWPC February 9, 2022, Meeting Agenda</b>  | <b>Action Item</b>   |
| X. New Business   |  |
| XI. Executive Session <b>(CLOSED)</b><br><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</i> |  |
| XII. Adjournment  | John Dornheim or Helen Zimba   |

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

**EXECUTIVE COMMITTEE MEETING**

**January 5, 2022**

**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  
Helen Zimba, RWPC Vice-Chair

**MEMBERS ABSENT**

**RWPC STAFF PRESENT**

Glenda Blackmon Johnson, RWPC Manage  
Logane Brazile, RWPC Coordinator  
Jasmine Sanders, RWPC Planner

**GRANTS MANAGEMENT STAFF PRESENT**

Sonya Hughes, AD, RW Grants  
Justin Henry, GPM  
Kaitlyn Malec, AA  
Nariah Webster, FM  
Wanda Scott, GM

**OTHERS PRESENT**

AJ Johnson, EHE  
Jonathan Ford, Austin CHE  
La'Paul Fulsom, Austin CHE  
Norma Piel-Brown, Callie Clinic  
Hosea Crowell, AIN/AHF  
Lauren Trimble, Dallas County  
Kevin Chadwin Davis, Avita Pharmacy  
James Kleitches  
Miranda Grant, EHE  
Chris Adkins, AETC  
Joni Wysocki, AIN/AHF  
Sattriona Nyachwaya, PHNTX  
Del Wilson, RCD  
Virlinda Stanton  
Derick Felton, RCD  
Crystal Curtis, PHHS

- I. **Call to Order:** John Dornheim, Chair, opened and called the meeting to order at 1:58 pm.
- II. **Certification of Quorum:** Quorum was established by John Dornheim and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:**
  - Lionel Hillard, Allocations Chair, reported that effective January 18, 2022, he will be stepping down from his role as the Allocations Chair. He has recently accepted a board member position with Prism Health North Texas. He informed the committee that James Kleitches would replace him as Chair, Naomi Green as Vice-Chair.
  - Helen Zimba, RWPC Vice-Chair, commented that she wishes everyone a Happy New Year.
  - John Dornheim, RWPC Chair, reported that FastTrack's "Counting to End the HIV Epidemic" meeting would be held on Wednesday, February 2, 2022, from 3:00 pm-5:00 pm.
- IV. **Approval of December 1, 2021 Minutes:** Lionel Hillard, Allocations Chair, motioned to approve the minutes. Helen Zimba, RWPC Vice-Chair, seconded the motion. The motion passed.
- V. **Office of Support Report:**

RWPC membership, 33 seats in total, 18 seats are filled, and 62% 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): 7 members (8 seats open)
  - 3. Planning & Priorities Committee (15 seats): 7 members (8 seats open)
  - 4. Consumer Council Committee (20 seats): 15 members (5 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 53.00% representation; the RWPC membership consists of 18 people, of whom 9 are Black with representation at 50.00% reflectiveness.
  - The 2nd group impacted with the next highest numbers is White at 6,598 or 27% representation; the RWPC membership consists of 18 people, of whom 8 are White with representation at 44.00% reflectiveness.

- The 3rd group impacted with the next highest numbers is Latinx/Hispanic at 5,839 or 24% representation; the RWPC membership consists of 18 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 has not changed since November 2021 due to standing committee meetings being canceled for December 2021. Notices have been sent to nonresponsive members, and further action will be taken in compliance with the RWPC Bylaw standards.

**FY 2022 LEADERSHIP ORIENTATION TRAINING**

- Logane Brazile, RWPC Coordinator, opened the discussion by showing members the FY 2017 Leadership Orientation Training agenda and cover page. She requested that members submit any suggestions regarding changes for FY 2022 to the Office of Support. The committee mentioned that the training should not extend past a certain number of hours and suggested a 9 am- 2 pm time slot. The Office of Support agreed to send a March 2022 calendar to Executive members for further consideration on a possible date. John Dornheim suggested that mid-March would be the best available time due to the importance of the information being discussed. Committee members are to have their suggestions to the Office of Support by Monday, January 10, 2022.

**FY 2022 RWPC STANDING COMMITTEE DELIVERABLES AND ACTIVITIES**

- Glenda Blackmon-Johnson, RWPC Manager, opened a discussion of the RWPC FY 2021 Master Calendar. She explained each categorical placement on the document. The master calendar includes funding streams, each standing committee, and the months of the year. The calendar allows members to view deliverables on a larger scale to increase preparedness. Committee Chairs are to review this document with their respective committee and become familiar with their deliverables for the program year. Logane Brazile, RWPC Coordinator, will send correspondence containing support materials necessary to carry a productive meeting each month. She noted that the master calendar reflects what the RWPC and its standing committees accomplished throughout the previous program year, which serves as a guide for the current program year. The monthly activities are subject to modification following instructions from the State, etc.
- The FY 2021-2022 Work Plan document is a direct, more detailed blueprint for the actions and deliverables throughout the program year. The Office of Support will be sending RWPC/ Standing Committee members the updated Work Plan for FY 2022 in the coming days.

**NEW LEADERSHIP APPOINTMENTS**

- Logane Brazile, RWPC Coordinator, opened a discussion of the FY 22 Leadership Appointments from Judge Clay Jenkins' office. John Dornheim has been appointed to serve as the RWPC Chair, Evaluation Chair (tentative), Planning & Priorities Chair (tentative), and Needs Assessment Chair (tentative). Helen Zimba has been appointed to serve as the RWPC Vice-Chair. Lionel Hillard has been appointed to serve as the Allocations Chair. Donna Wilson has been appointed to serve as the Consumer Council Committee Chair.

<b>Position</b>	<b>Appointments</b>
RWPC Chair	John Dornheim
RWPC Vice Chair	Helen Zimba
RWPC Vice Chair	Vacant

Allocations Chair	Lionel Hillard
Allocation Vice Chair	Vacant

Evaluation Chair	John Dornheim
Evaluation Vice Chair	Helen Zimba

P&P Chair	John Dornheim
P&P Vice Chair	Vacant

CCC Chair	Donna Wilson
CCC Vice Chair	Vacant

Needs Assessment Chair	John Dornheim
Needs Assessment Vice Chair	Vacant

VI. **Leadership Report:** John Dornheim, Executive Committee 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:
- The RDE Stakeholder Engagement session will be held on January 14, 2022, from 12 pm- 1 pm. Those who have not yet received an invitation to the meeting may contact Sonya Hughes.
  - Those who have reported Take Charge Texas (TCT) portal issues to Thomas Reed or Kofi Bissah have helped a great deal towards the progression of the portal. Be sure to continue to submit suggestions so that they may be escalated to DCHS.
  - The contract from DCHS was received for Part B/ State Rebate, awarding \$5,258,715. Thirty-five thousand dollars less than the prior year due to dollars not being fully expended last year.
  - FY 2021-2022 Expenditures as of November are as follows: Part A- 60%, Part B- 37%, State Rebate- 40%, COVID-19 Cares Act- 19%
  - The fiscal team is working closely with sub-recipients to make sure expenditures remain on track for the completion of the program year.

VIII. **Committee Reports:**

- A. **Allocations Committee: DNM**
- B. **Needs Assessment Committee: DNM**
- C. **Planning & Priorities Committee: DNM**
- D. **Evaluation Committee: DNM**
- E. **Consumer Council Committee: DNM**

IX. **Approval of the RWPC January 12, 2022, Agenda:** Lionel Hillard, Allocations Chair, motioned to approve the minutes. Helen Zimba, RWPC Vice-Chair, seconded the motion. The motion passed.

**New Business:** Glenda Blackmon-Johnson, RWPC Manager, re-iterated that the meeting minutes are located for independent download on the RWPC website. Those who join the meeting are expected to clearly state their full name and affiliation so this detail may be correctly documented into the minutes.

X. **Executive Session:** John Dornheim, Chair, presented the call for Executive Session at 2:51 pm. *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 interviewed four (4) candidates; Jonathan Ford, appointed to the Needs Assessment Committee and referred to the Planning Council; La’Paul Fulsom, appointed to the Needs Assessment Committee and referred to the Planning Council; Norma Piel-Brown, appointed to the Evaluation Committee and referred to the Planning Council; James Kleitches, referred to the Planning Council.

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 3:11 pm.

Submitted by:

\_\_\_\_\_  
Logane Brazile, RWPC Coordinator

\_\_\_\_\_  
Date

Draft Certified by:

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
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, February 2, 2022 @ 2:00 p.m.**

Will be held via TELE-Conference

Dallas County Health and Human Services Building