

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: February 23, 2022

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, March 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, March 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, March 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 |
| IV. Approve the February 2, 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 | John Dornheim or Helen Zimba |
| VII. Administrative Agency Report <ul style="list-style-type: none">• AA Updates | Sonya Hughes, AA Representative |
| VIII. Committee Reports and FY 2021 Deliverables: | |
| A. Planning & Priorities Committee | John Dornheim or Helen Zimba |
| Approve the forward of the FY 2022 Standards of Care to the Administrative Agency for Final Edits | Action Item |
| B. Needs Assessment Committee | John Dornheim or Helen Zimba |
| C. Allocations Committee | James Kleitches or Naomi Green |
| DSHS-HIV RW Grants Re-Allocation | Action Item |
| D. Evaluation Committee | John Dornheim or Helen Zimba |
| E. Consumer Council Committee | Donna Wilson |
| IX. Approve the RWPC March 9, 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</i>
(1) Interview | |
| XII. Adjournment | John Dornheim or Helen Zimba |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Wednesday, April 6, 2022 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING

February 2, 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
Donna Wilson

Naomi Green

MEMBERS ABSENT

John Dornheim, **Chair**

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
Amanda Burkes, AA

OTHERS PRESENT

Joni Wysocki, AIN/AHF
Chris Walker, ETR
Lauren Trimble, Dallas County
Kelly Hall, Dallas County

Corey Strickland
Crystal Curtis, PHHS
Kellie Norcott, PHHS
Christopher Adkins, AETC

- I. **Call to Order:** Helen Zimba, Vice-Chair, opened the meeting at 2:04 p.m. and called the meeting to order at 2:06 pm.
- II. **Certification of Quorum:** Quorum was established by Helen Zimba and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:**
 - Chris Adkins of the South Central AIDS Education and Training Center introduced listeners to the AETC, stating that if anyone would like to receive more information about the program, contact Adkins @ chris.adkins@prismntx.org.
 - Sonya Hughes announced the HOPWA program is currently accepting referrals for the short-term rental utility assistance program. Contact HOPWA Program Manager Julia Chavarria for more information @ Julia.chavarria@dallascounty.org.
 - Helen Zimba congratulated James Kleitches and Naomi Green for their new Allocations committee leadership roles.
- IV. **Approval of January 5, 2022 Minutes:** Naomi Green, Allocations 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, 19 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): 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 19 people, of whom 9 are Black with representation at 53.00% reflectiveness.
 - The 2nd group impacted with the next highest numbers is White at 6,598 or 27% representation; the RWPC membership consists of 19 people, of whom 8 are White with representation at 42.00% 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 5.00% reflectiveness.

VI. **Leadership Report:** Helen Zimba, Executive Committee 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:

- 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.
- All sub-recipients were able to submit their Quality Improvement projects at the CQM Poster Symposium.
- The program team seeks consumer feedback regarding the 6-month re-certification requirement's impact for statements submitted to the State.

VIII. **Committee Reports:**

A. **Allocations Committee:** Part A Reallocations: Outpatient/Ambulatory Medical Care at \$129,172.51, Medical Case Management at \$35,000.00, Food Bank/Home Delivered Meals at \$2,768.00, Case Management (non-medical) at \$30,102.00, Medical Transportation at \$41,174.00; Housing Services at 7,698.00; Referral for Health Care at 4,758.00.

Part A Carryover Reallocations: Legal Services/ Other Prof Services at \$13,800.00; Referral for Healthcare at \$6,200.00.

James Kleitches, Allocations Chair, motioned to approve Part A/ Part A Carryover Re-Allocation. Donna Wilson, CCC Chair, seconded the motion. The motion passed.

B. **Needs Assessment Committee:** Logane Brazile, RWPC Coordinator, reported the committee met on January 18, 2022. Quorum was met. The committee reviewed the RWPC FY 2022 Work Plan Outline for Needs Assessment Activities document to detail action plans for each month.

C. **Planning & Priorities Committee:** Glenda Blackmon-Johnson, RWPC Office of Support, shared the new HRSA Standards of Care guidelines, including the Ryan White programming and service delivery regarding gender-affirming care and treatment guidelines. The document overviewed policy and procedure for sub-recipients, access to gender hormone therapy, PCN 21-02 re-certification requirements, determination of client eligibility, and guidance on complying with the payor of last resort requirement.

FY 2022 Services for Incarcerated Matrix: Office of Support overviewed the nuances between jails and prisons, operations for Dallas County jail facilities, budget allocation, and fund usage. The PCN 18-02 was discussed in addition to the Standards of Care about the division of services for the incarcerated population.

Glenda Blackmon-Johnson, RWPC Office of Support, shared her screen briefing the overview and purpose of the FY 2020 Standards of Care and Service Delivery Guidelines. Sub-sections containing corrections made during previous meetings were reviewed before introducing new sub-sections for commentary made under Appendix B: Units of Service and Billing Limitations.

The committee then opened the floor for immediate suggestions or changes to the document.

Committee members provided multiple suggestions for revisions under each sub-section. Several modification suggestions included inserting language regarding virtual visits with and without video during the public health emergency and drafting standard language appropriate for all service categories to maintain formal consistency throughout the document.

Portions of each sub-section were highlighted in the document to be revised in preparation for the following committee meeting. The committee reviewed the following sub-sections:

Childcare Services

**Emergency Financial Assistance*

Foodbank/ Home Delivered Meals

- Licensure or Assurances

- Service Standards and Performance Measures

D. **Evaluation Committee:** Helen Zimba, Executive Vice-Chair, reported the committee did not reach quorum during the January 25, 2022 meeting. She reported that Jasmine Sanders, RWPC Planner, overviewed the FY 2020 Evaluation of the Administrative Mechanism document. She noted that the document reports how well the Ryan Executive Committee Meeting 2.2.2022

White HIV/AIDS Part A program recipients carry out getting contracts with and paying sub-recipients for delivering HIV services to meet the need. The Administrative agency reviewed several document appendices and addressed questions from committee members.

E. Consumer Council Committee: Logane Brazile, RWPC Coordinator, reported the committee met on January 27, 2022. Quorum was met. The Office of Support initiated discussion via screen share of the 2022 CCC Forum Ranking sheet. Committee members were asked to rank the topics shown from 1-10 in order of completion (i.e., topic number 1 would be the first CCC forum of FY 2022). In order of rank by committee, the following topics were chosen for FY 2022: HIV & Women of Color/ Reproductive Justice, The Cultural Effect of HIV, HIV & Faith-Based, Adherence + Viral Suppression, Disclosure + Sero-Difference, HIV + Comorbidities, Undetectable Equals Un-transmittable, Financial + Rental Assistance, HIV + Mental Health, and Prep. Members then assigned themselves to the topics where they felt they could provide adequate resources to host the forum. Dates were scheduled for five forums. Two topic names were revised to encompass more straightforward and inclusive language. In preparation for the February 24, 2022 meeting, members should be willing to assign specific times to all forums, choose leaders, and configure flyer logistics.

IX. **Approval of the RWPC Agenda for January 12, February 9:** Naomi Green, Allocations Vice-Chair, motioned to approve the minutes. James Kleitches, Allocations Chair, seconded the motion. The motion passed.

New Business: Jasmine Sanders, Office of Support Planner, announced the RWPC Leadership Orientation Training on April 13, 2022, from 9 am-12 pm.

X. **Executive Session:** Helen Zimba, Vice-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 one (1) candidate; Chris Walker was appointed to the Needs Assessment Committee and Planning & Priorities Committee with referral to the Judge’s office for Planning Council membership.

XI. **Adjournment:** Naomi Green, Allocations Vice-Chair, made a motion to adjourn. James Kleitches, Allocations Chair, seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:18 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, March 2, 2022 @ 2:00 p.m.**

Will be held via TELE-Conference

Dallas County Health and Human Services Building