

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: March 30, 2022

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, April 6, 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, April 5, 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, April 6, 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 March 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 <ul style="list-style-type: none">A. Empower Dallas Final Draft Review | 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</i> | |
| XII. Adjournment | John Dornheim or Helen Zimba |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Wednesday, May 4, 2022 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING

March 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**
Naomi Green

James Kleitches
Donna Wilson

John Dornheim, **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

Wanda Scott, GM

OTHERS PRESENT

AJ Johnson, Dallas County
Jonathan Thorne

Crystal Curtis, PHHS
Joni Wysocki, AHF/AIN

Lauren Trimble, Dallas County

- I. **Call to Order:** John Dornheim, Chair, opened the meeting at 2:00 p.m. and called the meeting to order at 2:04 pm.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:**
Helen Zimba made the following announcements:
 - The Afiya Center will be hosting a webinar to commemorate National Women/Girls HIV Awareness Day. Details are forthcoming.
 - The Positive Women’s Network will be hosting an event in honor of National Women/Girls HIV Awareness Day on March 10, 2022.Naomi Green, Allocations Vice-Chair, announced that professional development opportunities would be available in April. Through Global HR Firm, training will be free of monetary charge in exchange for constructive feedback.
- IV. **Approval of February 2, 2022 Minutes:** Naomi Green, Allocations Vice-Chair, motioned to approve the minutes. Helen Zimba, Vice-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): 8 members (7 seats open)
 2. Evaluation Committee (15 seats): 9 members (6 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): 13 members (12 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 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 6,598 or 39% 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 5,839 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. **Administrative Agency Report:** Sonya Hughes, AD RW Grants, made the following announcements:
- The AA has received its partial award and is currently awaiting disbursement of the total award. HRSA does not have a tentative date for when the AA should expect the full award.
 - The AA is currently in communication with HRSA's technical assistance programs to explore the potential implementation of co-payment cards or reimbursements for individuals who do not meet the eligibility requirements for health insurance but need medication assistance.
 - The AA is working with JSI to strategize and plan to involve all stakeholders in the Integrated HIV Planning process to create a streamlined approach for completion.

Wanda Scott, FM, provided the committee with the FY 2021 Part A Expenditure Report. Information regarding the upcoming HIV State Services contract renewal beginning on September 21, 2022, and ending August 31, 2023, was presented to committee members.

DSHS HIV/RW State Services FY 2022-23

HSDA	FY 2021	FY2022	Award Reduction/Increase
Dallas	\$1,451,836	\$1,379,244	-\$72,592
Sherman-Denison	\$75,004	\$78,366	+\$3,362
Total Dallas/Sherman HSDA AWARDS:	\$1,526,840.00	\$1,457,610.00	-\$69,230

HRSA FY2021 Part A (Formula, MAI, Supplemental, Carryover) Expenditure Report

	TOTAL AWARD	EXPENSE	%	BALANCE	%
Formula	\$2,126,506.00	\$1,581,611.51	74%	\$544,894.49	26%
Formula - SD	\$10,155,205.00	\$8,957,833.88	88%	\$1,197,371.12	12%
MAI	\$196,767.00	\$131,165.23	67%	\$65,601.77	33%
MAI - SD	\$1,316,827.00	\$1,127,780.12	86%	\$189,046.88	14%
Supplemental - SD	\$4,661,589.00	\$3,494,349.94	75%	\$1,167,239.06	25%
Formula-Carryover - SD	\$350,556.00	\$130,727.03	37%	\$219,828.97	63%
MAI-Carryover - SD	\$178,334.00	\$28,439.90	16%	\$149,894.10	84%
Total	\$18,456,894.00	\$15,451,907.61	84%	\$3,004,986.39	16%

VIII. **Committee Reports:**

A. **Allocations Committee:** James Kleitches, Allocations Chair, reported Dallas Part- B funds returned for reallocation totaled \$98,048.00; and requests for increased funds totaled \$147,394.00; Dallas- State Rebate funds return for reallocation totaled \$52,952.00, and a request for increased funds totaled \$52,952.00; Sherman- Part B funds return for reallocation totaled \$9,859.00, and a request for increased funds totaled \$ 9,859.00; Sherman- State Rebate funds return for reallocation totaled \$1,504.00, and a request for increased funds totaled \$1,504; Sherman- Part B COVID funds return for reallocation totaled \$3,249.00, and a request for increased funds totaled \$3,249.

- **Dallas- Part B Reallocations:** Reallocation recommendation for Part B Awards are as follows: Outpatient/Ambulatory Medical Care at \$17,458.00, Food Bank at \$1,000.00, Case Management (non-medical) at \$37,744.00, Medical Transportation at \$37,000.00; and Referral for Health Care at \$4,846.00. Total Dallas Part B Reallocations= \$98,048.00
- **Dallas- State Rebate Re-allocations:** Re-allocation recommendation for Dallas State Rebate Awards are as follows: Outpatient/Ambulatory Medical Care at 18,776.00; and Case Management (non-medical) at 34,176.00. Total Dallas State Rebate Re-allocations= \$52,952.00
- **Sherman- Part B Reallocations:** Reallocation recommendations for Sherman Part B Awards are as follows: Mental Health Services at \$2,000; and Case Management (non-medical) at \$7,859.00. Total Sherman Part B reallocation- \$9,859.00
- **Sherman- State Rebate Reallocations:** Re-allocation recommendations for Sherman State Rebate Awards are as follows: Food Bank at \$1,504.00. Total Sherman State Rebate Re-allocations= \$1,504.00.

- **Sherman- Part B COVID:** Reallocation recommendations for Sherman Part B COVID Awards are as follows: Outpatient/Ambulatory Medical Care at \$3,249.00. Total Sherman COVID Re-allocations= \$3,249.00

The Allocations Committee motioned to approve the DSHS- HIV RW Grants Re-Allocation. Helen Zimba, seconded the motion. The motion passed with one abstention.

- B. Needs Assessment Committee:** John Dornheim, Chair, reported the committee met on February 12, 2022. Quorum was met. Committee members were encouraged to review survey questions and formatting from the Needs Assessment projects of other EMA's and the Dallas FY 2019 Needs Assessment. Through screen share, members were asked to review and make recommendations to a series of survey question formats to choose the most suitable one for the FY 2022 Needs Assessment. The committee held a productive discussion regarding wordsmithing and other survey design components. Committee members requested all sections of the survey forms and the Dallas FY 2019 Needs Assessment to be reviewed for the next committee meeting. Findings will be due via email to the Office of Support by March 7, 2022.
- C. Planning & Priorities Committee:** John Dornheim, Chair, reported the committee met on February 23, 2022, for an Emergency meeting. The committee made their final edits to the FY 2022 Standards of Care for forwarding to the Executive Committee. 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:

Respite Care for Adults
Respite Care for Young Adults

**- modified sections*

Sub-sections containing corrections made during previous meetings were reviewed before introducing new sub-sections for commentary made under **Appendix A: How Best to Meet the Priority.**

The chart, comprised of three columns, "The fiscal Year 2022 Ranking", "Service Category," and "Special Instructions," contained edits made by committee members in early 2021. Members were instructed to review each Service Category and relay their change recommendations to the Office of Support.

The committee reviewed the following sub-sections:

AIDS Pharmaceutical Assistance
Health Insurance Premium & Cost-Sharing Assistance
Medical Case Management
*Oral Healthcare**
*Outpatient Ambulatory/ Health Services**
*Mental Health Services**
*Substance Abuse Services**
Non-Medical Case Management
*Child Care Services**
Housing (Congregate)
*Food Bank**
Case Management
*Medical Transportation**
*Outreach Services**

**- modified sections*

The Planning & Priorities Committee motioned to approve the FY 2022 Standards of Care forwarding. Naomi Green, Allocations Vice-Chair, seconded the motion. The motion passed unanimously.

- D. Evaluation Committee:** John Dornheim, Chair, reported the committee met on February 22, 2022. Quorum was met. Through screen share, Jasmine Sanders, RWPC Planner, provided an overview of the FY 2021 Assessment of the Administrative Mechanism Report (AAM) a legislative requirement which states that each Ryan White Planning Council must assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area. She briefly overviewed the background, timeline, methodology, procurement process. Glenda Blackmon Johnson, RWPC Manager, provided the committee with an in-depth description of the timeline for the 2021 procurement process, which includes outreach to potential new service providers, dissemination of the RFP, applications received and funded, the proposal review process, the use of the external review panel, the composition of the external panel, and criteria used in the selection of sub-recipients as service providers. She then detailed procurement percentages, the awarding of funds, the AA grant award process, RFP service category definitions, unobligated funds, unspent fund categories, the reimbursement process, and the contract monitoring process. Next, recommendations to the AA for FY 2022 were requested of members. Recommendations are expected

to the Office of Support by either May or June due to the pending reallocation information provided by the AA.

E. Consumer Council Committee: Donna Wilson, CCC Chair, reported the committee met on January 27, 2022. Quorum was not reached. The committee continued planning for the upcoming CCC HIV& Women of Color/Reproductive Justice forum. Dates, times, and captains were set for forums scheduled for later in the year.

IX. Approval of the RWPC Agenda for March 9, 2022: Helen Zimba, Vice-Chair, motioned to approve the minutes, Donna Wilson, CCC Chair, seconded the motion. The motion passed.

New Business: None.

X. Executive Session: Helen Zimba, Vice-Chair, presented the call for Executive Session at 2:41 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; Jonathan Thorne was appointed to the Evaluation Committee with referral to the Judge’s office for Planning Council membership.
Sattriona Nyachwaya was approved to transfer membership from the CCC to the Needs Assessment Committee.

XI. Adjournment: Naomi Green, Allocations Vice-Chair, made a motion to adjourn. Helen Zimba, Vice-Chair, seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:53 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, April 6, 2022 @ 2:00 p.m.
Will be held via TELE-Conference
Dallas County Health and Human Services Building**