

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: June 28, 2022

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, July 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, July 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
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**

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, July 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 June 1, 2022, Meeting Minutes | Action Item |
| V. Office of Support Report | RWPC Support Staff |
| <ul style="list-style-type: none">• RWPC Membership Representation and Reflectiveness• Attendance Briefing• Site Visit Policy Review• New Building Relocation Feedback | |
| VI. Leadership Report | John Dornheim or Helen Zimba |
| VII. Administrative Agency Report | Sonya Hughes, AA Representative |
| <ul style="list-style-type: none">• AA Updates | |
| VIII. 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 |
| ✓ Approve to forward the FY 202 Actual Part A/MAI Full Award Allocation | Action Item |
| ✓ Approve to forward the Endorsement Letter for the Full FY 2022 Part A/MAI Award Allocations | Action Item |
| ✓ Approve to forward the FY 2022 Allocation of Unobligated Funds | Action Item |
| ✓ Approve to forward the FY 2023-24 Part A/MAI/Part B/ SS Resource Allocation Recommendations | Action Item |
| D. Evaluation Committee | John Dornheim or Helen Zimba |
| E. Consumer Council Committee | Donna Wilson |
| IX. Approve the RWPC July 13, 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, August 3, 2022 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING

June 1, 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**
John Dornheim, **Chair**

Naomi Green

MEMBERS ABSENT

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

OTHERS PRESENT

Natalie Butler
Joni Wysocki, AHF/AIN
Erica Washington, AHF/AIN

Jonathan Gute, PHHS
Nisa Ortiz, Legal Hospice
Shonda McGraw, AHF/AIN

- I. **Call to Order:** John Dornheim, 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 John Dornheim, Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:**
Naomi Green, Allocations Chair, made the following announcements:
 - June is LGBTQ+ Pride month. Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Pride Month is currently celebrated each year in the month of June to honor the 1969 Stonewall Uprising in Manhattan. The Stonewall Uprising was a tipping point for the Gay Liberation Movement in the United States.
 - The Texas Pride Impact Fund grant application is currently open and accepting applications from any LGBTQ+ led or serving 501(c)(3) organization. Texas Pride Impact Fund will be giving out over \$350,000 to organizations in need throughout Texas.
- IV. **Approval of May 4, 2022, Minutes:** Naomi Green, Allocations Vice-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, 24 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 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 6,522 or 26% 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 6,110 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 Executive Committee Meeting 6.1.2022

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. **Empower Dallas Final Draft Review:** John Dornheim, Chair, reviewed the following changes made to the Empower Dallas document:

- *One class per week from 7p-9p*
- *July 13, 2022 program start date*
- *10 week classes/ one evening class*

Naomi Green, Allocations Vice-Chair, inquired about HIV status requirements, age requirements, and possibilities of job opportunities following completion of the training.

The next step is to discuss and vote on training implementation options.

Following review, Naomi Green, Allocations Vice-Chair, motioned to approve the Empower Dallas document with modification recommendations. James Kleitches, Allocations Chair, seconded the motion. The motion passed.

VIII. **Administrative Agency Report:**

Sonya Hughes, AD RW Grants, made the following announcements:

- The full award from HRSA has been received with a 7.7% increase (19,878,406).
- The fiscal team is currently working on the contract amendment to subrecipients. This is expected to be submitted to Commissioner's Court to be reviewed during second court in June 2022.

IX. **Committee Reports:**

A. Allocations Committee: James Kleitches, Allocations Chair, reported the Committee met on May 23, 2022. Quorum was reached. It was reported that Wanda Scott, GM, provided the committee with an overview of the FY 21-22 Final Allocation Expenditure report for the following grants:

- ✓ Part A Formula
- ✓ Part A Supplemental
- ✓ Part A MAI
- ✓ Part B Dallas HSDA
- ✓ Part B Sherman HSDA
- ✓ State Rebate Dallas HSDA
- ✓ State Rebate Sherman HSDA

The next Allocations meeting will be held on June 27, 2022. There will be discussion regarding HRSA's full award, FY 2023 resource allocations, letter of endorsement, as well as unobligated funds.

B. Needs Assessment Committee: John Dornheim, Chair, reported the Committee met on May 17, 2022. Quorum was met. The committee reviewed the FY 2022 Needs Assessment Strategic Planning process and provided EHE updates.

C. Planning & Priorities Committee: John Dornheim, reported the Committee met on May 25 for an emergency meeting to complete the Priority Service Ranking voting process. Quorum was met.

- Jasmine Sanders, RWPC Planner, provided the committee with the FY 2023 Priority Service Ranking Results. The committee reviewed and discussed FY 2023 Core Medical Service Rankings. Lori Davidson made the motion to approve the FY 2023 Core Medical Service Rankings as shown on the table below. Donna Wilson seconded the motion. The motion passed.
- Jasmine Sanders, RWPC Planner, provided the committee with the FY 2023 Priority Service Ranking Results. The committee reviewed and discussed FY 2023 Support Service Rankings. Donna made a motion to approve the FY 2023 Support Services Rankings as shown on the table below. Lori Davidson second the motion. The motion passed.
- Jasmine Sanders, RWPC Planner, provided the committee with the FY 2023 MAI Priority Service Rankings Results. The committee reviewed and discussed FY 2023 MAI Service Priority Rankings. Lori made the motion to approve the FY 2023 MAI Service Priority Rankings. Donna Wilson seconded the motion. The motion passed. The committee's FY 2023 Service Priority Rankings will go forward to the Executive and RWPC for the final approvals.

FY 2023 Priority Setting Process Ballot-Core Medical

Core Medical Services - Parts A, B, State Services, State	Rank 1 - 13
Service Category	FY 2023 Rank
Outpatient Ambulatory/Health Services	1
Oral Health Care	6
Medical Case Management	3
AIDS Pharmaceutical Assistance	2
Mental Health	5
Early Intervention	8
Substance Abuse	9
Health Insurance and Cost Sharing Assistance	7
Home and Community Based Health Care	10(t)
Home Health Care	10(t)
Medical Nutrition Therapy	12
Hospice Care	13
AIDS Drug Assistance Program	4

FY 2023 Priority Setting Process Ballot- Support Services

Support Services - Parts A, B, State Services	Rank 1 - 13
Service Category	FY 2023 Rank
Food Bank	1(t)
Non-Medical Case Management*	3
Outreach - Lost to Care	6
Medical Transportation	4
Home Delivered Meals	9
Housing	1(t)
Emergency Financial Assistance	5
Other Professional Services (Legal Services)	10
Respite Care+	12
Health Education/Risk Reduction	8
Child Care Services	11
Linguistic Services	13
Referral for Health Care and Support Services	7

FY 2023 Priority Setting Process Ballot- MAI

Core Medical Services	Rank 1-5
	FY 2023 Rank
Outpatient Ambulatory/Health Services	1
Oral Health Care	4
AIDS Pharmaceutical Assistance	2
Medical Case Management	3
Substance Abuse	5
Support Services	FY 2023 Rank
Food Bank	1
Medical Transportation	2(t)
Non-Medical Case Management	2(t)

Following review, Donna Wilson, CCC Chair, motioned to approve the FY 2023 Priority Setting Process Ballot as presented. James Kleitches, Allocations Chair, seconded the motion. The motion passed.

D. Evaluation Committee: John Dornheim, Chair, reported the Committee met on May 24, 2022. Quorum was met. Jasmine Sanders, RWPC Planner, began a review of the EAM report updates stating that the report is primarily used to assess how quickly and well the RWPC Part A recipient carries out the process to contract with and pay providers for delivering HIV services so that the needs of PLWH throughout the Dallas EMA are met. The primary focus being to update the document with new detail, committee members are given discretion regarding providing suggestions for necessary changes. The committee reviewed the procurement/RFP process, Agency #1-10 Executed contract dates for HRSA, contract monitoring process, procurement matrix, FY 2021-2022 Part A Formula Expenditure Report, and Part A Award: Contract Renewal and RFP Award Timeline 2021.

Changes included the following Administrative Agency recommendations:

- *Brief sub-recipients on major programmatic changes they may expect ahead of time to ensure better communication.*
- *Provide capacity building training to inform and encourage potential bidders of upcoming funding opportunities.*
- *It's recommended that the AA, and when appropriate the RWPC Executive Committee, should periodically communicate through open discussion and feedback with sub-recipients, the RWPC, and the general public regarding plans for the grants programs, the evolution of the RW service system of the Dallas area, and to the extent possible, it is recommended that long-term plans be developed with the appropriate stakeholders.*

John Dornheim, Chair, motioned to approve the listed changes. James Kleitches, Allocations Chair, seconded the motion. The motion passed unanimously.

E. Consumer Council Committee: John Dornheim, Chair, reported the Committee met on May 26, 2022. Quorum was not met.

- X. **Approval of the RWPC Agenda for June 8, 2022:** Helen Zimba, Vice-Chair, motioned to approve the agenda James Kleitches, Allocations Chair, seconded the motion. The motion passed.
- XI. **New Business:** Glenda Blackmon-Johnson, Office of Support, noted the poor attendance of multiple committees and emphasized the importance of reaching quorum. She gave special thanks to the Allocations Chair and Vice-Chair for exemplifying outstanding productivity thus far during FY 2022.
- XII. **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.*
- XIII. **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 2:43 p.m.

Submitted by:

Logane Brazile, RWPC Coordinator

Date

Draft Certified by:

Jasmine Sanders, RWPC Planner

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, July 6, 2022, @ 2:00 p.m.

Will be held via TELE-Conference

Dallas County Health and Human Services Building