

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: June 28, 2023

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, July 5, 2023, 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 4, 2023**. 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.dallascounty.org/departments/rwpc/>

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
Melody Lee, Fiscal
Marlen Rivera, Fiscal
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 5, 2023 - 2:00 p.m. Executive Committee Meeting

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| I. Call to Order | Helen Zimba or John Dornheim |
| II. Certification of Quorum | Helen Zimba or John Dornheim |
| III. Introductions/Announcements | Helen Zimba or John Dornheim |
| IV. Approve the June 7, 2023, Meeting Minutes | Action Item |
| V. Office of Support Report | RWPC Support Staff |
| VI. Leadership Report | Helen Zimba or John Dornheim |
| VII. Administrative Agency Report <ul style="list-style-type: none">• AA Updates• CQM Updates | Sonya Hughes, AA Representative |
| VIII. Committee Reports and FY 2023 Deliverables: <ul style="list-style-type: none">A. Planning & Priorities CommitteeB. Needs Assessment CommitteeC. Allocations Committee<ul style="list-style-type: none">Approval of the 22-23 Final State Services ReallocationApproval of the 23-24 State Rebate AllocationApproval of the 23-24 Full Awards (Actual) BudgetApproval of the FY 2023 Full Award Endorsement LetterD. Evaluation CommitteeE. Consumer Council Committee | Helen Zimba or John Dornheim
Lionel Hillard
James Kleitches or Naomi Green
Action Item
Action Item
Action Item
Action Item
Helen Zimba or John Dornheim
Action Item
Donna Wilson |
| IX. Approve the RWPC July 12, 2023, 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
Interviews (6)</i> | |
| XII. Adjournment | Helen Zimba |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Wednesday, August 2, 2023 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING
June 7, 2023

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

MEMBERS PRESENT

James Kleitches Lionel Hillard	Donna Wilson	Helen Zimba, Chair
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MEMBERS ABSENT

Naomi Green	John Dornheim, Vice-Chair	
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RWPC STAFF PRESENT

Jasmine Sanders, RWPC Planner	Glenda Blackmon-Johnson, RWPC Manager	Logane Brazile, RWPC Coordinator
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GRANTS MANAGEMENT STAFF

Grovanny Velasquez, CQM LeShaun Murphy, AA	Sonya Hughes, AA Justin Henry, AA	Wanda Scott, AA
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OTHERS PRESENT

Eugenia C, Dallas County Kofi Bissah, ADAP Joni Wysocki, AIN/AHF	Del Wilson, ASD Regina Williams, PHHS Annie Williams, HOPWA	Michelle Moos
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- I. **Call to Order:** Helen Zimba opened the meeting at 2:00 PM and called the meeting to order at 2:02 PM.
- II. **Certification of Quorum:** Quorum was established by Helen Zimba, Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** Donna Wilson, CCC Chair, announced on June 24, 2023, the Afiya Center will host its annual "Get Tested Grab a Bite" event in honor of National HIV Testing Day. The event will be held at Glendale Park from 11a-4p.
- IV. **Approval of May 3, 2023, Minutes:** Donna Wilson, CCC Chair, motioned to approve the minutes. James Kleitches, Allocations Chair, seconded the motion. The motion passed unanimously.
- V. **Office of Support Report:**
RWPC membership, 33 seats in total, 28 seats are filled, and 32% of the membership is non-aligned consumers. Three mandatory seat categories are State Medicare/Medicaid, recently incarcerated, and federally recognized Indian Tribes. The RWC seeks representation of women of Color/Transgender/Youth/Hispanic and Indian tribes. Discussed the standing committee seat status.
 1. Allocation Committee (15 seats): 8 members (9 seats open)
 2. Evaluation Committee (15 seats): 8 members (7 seats open)
 3. Planning & Priorities Committee (15 seats): 9 members (6 seats open)
 4. Consumer Council Committee (20 seats): 12 members (8 seats open)
 5. Needs Assessment Committee (25 seats): 16 members (9 seats open)

- ✚ **MEMBERSHIP REFLECTIVENESS:** At the end of 2021, the State reported that 24,076 People Living with HIV
 - The 1st group impacted with the highest numbers is Blacks at 8,405 or 42.22% representation; the RWPC membership consists of 28 people, of whom 17 are Black with representation at 61.00% reflectiveness.

- The 2nd group impacted with the next highest numbers is Latinx/Hispanic at 5,738 or 27.46% representation; the RWPC membership consists of 28 people, of whom 3 are Latino/Hispanic with representation at 11.00% reflectiveness.
- The 3rd group impacted with the next highest numbers is White at 5,738 or 26.60% representation; the RWPC membership consists of 28 people, of whom 6 are White with representation at 21.00% reflectiveness.
- The 4th group impacted with the following highest numbers is Asian/ Pacific Islander at 29 or *less than* 1% Representation: RWPC membership consists of 28 people, of whom 2 is Asian/ Pacific Islander with representation at 7% reflectiveness.

HRSA-CDC Summary Statement: Glenda Blackmon-Johnson, Office of Support, presented the CDC Summary Statement. Due to the partially met requirements, there's an opportunity to add additional feedback/strategies to help meet the minimum criteria. Planning Council committees will review the document and hold a robust conversation about their findings in July.

Bylaw Updates: The Office of Support reviewed the Bylaw changes with the Committee. Changes included:

- *Date*
- *Provisions for membership*
- *Table of Contents*
- *Addendum C (virtual platform)*
- *Second consecutive three-year term end-of-calendar-year extension*

Lionel Hillard, Needs Assessment Chair, motioned to approve the Bylaws as presented to be forwarded to the PC. James Kleitches, Allocations Chair, seconded the motion. The motion passed unanimously.

- VI. **Leadership Report:** Helen Zimba detailed the meeting platform etiquette, and general announcements were made 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, AA, made the following announcements:
- The AA partnered with CAI Global to host the Cultural and Humility training, one session with clinical providers and one without. Positive feedback was received and was described by attendees as transformative. The goal is to be patient-centered, trauma-informed, and culturally humble.
 - Before the 22-23 RFP grant award, service category meetings will be held to discuss improvement opportunities.
 - In response to negative feedback received from the stigma survey, the stigma team would like to develop a workgroup to review and dissect the survey. Phase II of the stigma survey will be rolled out, potentially through the Consumer Council Committee. An alternative option could be rolling out the effort through the Taskforce.
- ADAP:** Kofi Bissah, ADAP Liaison, reported dosage updates of the formularies, which included psychiatric, hypertension, and diabetic medication.
- Stigma Team:** Geovanny Velasquez, Stigma Coordinator, reported the team is reviewing its policies and procedures. Michael Hager, Kevin Chadwin Davis, and the AA's stigma team are making collaboration/ recruiting efforts.
- Fiscal:** Wanda Scott, AA, reported the Part A Expenditure report ending in February 2023. The Allocations Committee will receive an itemized service category update during their June meeting.

Part A Formula, Supplemental, MAI, and Carryover (Formula & MAI) - 03/2022 thru 01/2023 (12 onths of Expenses) with final supplemental invoices.

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$20,227,483.00	\$19,660,075.05	97%	\$567,407	3%

DSHS Part B and State Rebate– 04/2022 thru 01/2023 (12 months of Expenses) Final Report

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$3,701,218	\$3,655,218	99%	\$45,999.00	1%

DSHS State Rebate– 04/2022 thru 01/2023 (12 months of Expenses) Final Report

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$1,557,497.00	\$1,482,890.00	95%	\$74,606.00	5%

DSHS State Services – 09/01/2022 thru 08/31/2023 (7 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$1,457,610.00	\$ 907,453.00	62%	\$731,768	38%

Dallas County Commissioners Court pending review of the 2nd FY 2023-2024 awards Part A Formula/Supplemental/MAI NOA and sub-recipients allocations on Tuesday, May 16, 2023. Dallas EMA sub-recipients will received contract extensions through DocuSign on May 16, 2023.

Partial Awards - \$3,478,854.00

2nd Awards - \$17,085,614.00

Total Awards \$20,564,468.00

*FY 2023-24 Part A awards was \$336,985.00 more than the 2022-23 fiscal year. The additional funds will increase once we receive our Carryover funds. Unobligated funds for the 2022-23 year in the amount of \$449,538 will be submitted to HRSA for prior approval of this year Carryover Funds.

Dallas County Financial Management System – Oracle Fusion Updates

An email notification went out to the Ryan White Sub-Recipients about the Ryan White Grants Invoice Payment on May 19, 2023.

Recently Dallas County rolled out a new payment system, and all vendor requests for payments have been placed on hold. Our Accounts Payable department has begun processing payments again; however, implementing the new payment system is still ongoing. Please anticipate a delay in processing any Monthly Financial Payments (MFRs) provided in May and June.

CQM: N/A

Program: N/A

VIII. Committee Reports:

- A. Allocations Committee:** James Kleitches reported the Allocations Committee received a PSRA Process overview from Jasmine Sanders, Office of Support.
- B. Needs Assessment Committee:** Lionel Hillard reported Needs Assessment consultants reviewed an updated FY 22 Needs Assessment presentation, including actionable next steps for committee members to begin working on.
- C. Planning & Priorities Committee:** Helen Zimba reported Planning & Priorities Committee received a Service Utilization Data CQM Presentation from the CQM team and a PSRA process overview from the Office of Support.
- D. Consumer Council Committee:** Helen Zimba reported the CCC received a Service Utilization Data CQM Presentation by the CQM Team and a PSRA process overview from the Office of Support.
- E. Evaluation Committee:** *Did not meet*

F. Approval of the RWPC Agenda for June 14, 2023: John Dornheim motioned for the approval of the agenda. Lionel Hillard seconded the motion. The motion passed unanimously.

G. **New Business:** N/A

H. **Executive Session:** *For purposes permitted by Chapter 551, Open Meetings, Texas Government Code, Section 551.074,*

The candidate interviewed in Executive session was appointed to the Allocations Committee and recommended by the Executive Committee to the Judge's office for appointment to the Planning Council committee.

(1) *Interview*

Dr. Regina Williams, PHHS, was assigned to the Needs Assessment Committee and was referred to the Judge's office for appointment on the Planning Council.

I. **Adjournment:** Lionel Hillard made a motion to adjourn. James Kleitches seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:57 PM.

Submitted by:

Logane Brazile, RWPC Coordinator

Date

Draft Certified by:

Glenda Blackmon Johnson, RWPC Manager

Date

Final Approval by:

Helen Zimba, RWPC Chair
John Dornheim RWPC Vice Chair

Date

Due to COVID-19
Until Further Notice

NEXT SCHEDULED MEETING

Wednesday, July 5, 2023, @ 2:00 PM.

Will be held via TELE-Conference

Dallas County Health and Human Services Building