

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: July 26, 2023

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting

**Wednesday, August 2, 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, August 1, 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
Tyreece Stephens, 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, August 2, 2023 - 2:00 p.m.
Executive Committee Meeting**

- | | |
|--|---|
| 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 July 5, 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 Committee<ul style="list-style-type: none">PSRA Process – FY 2024 Ballot ApprovalB. Needs Assessment CommitteeC. Allocations CommitteeD. Evaluation CommitteeE. Consumer Council Committee | Helen Zimba or John Dornheim
Action Item
Lionel Hillard
James Kleitches or Naomi Green
Helen Zimba or John Dornheim
Kevin Davis or Donna Wilson |
| IX. Approve the RWPC August 9, 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 (2)</i> | |
| XII. Adjournment | Helen Zimba |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Wednesday, September 6, 2023 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING
July 5, 2023

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

John Dornheim, **RWPC Vice-Chair**

Lionel Hillard

MEMBERS ABSENT

Naomi Green

Helen Zimba, **Chair**

RWPC STAFF PRESENT

Jasmine Sanders, RWPC Planner

Glenda Blackmon-Johnson, RWPC Manager

Logane Brazile, RWPC Coordinator

GRANTS MANAGEMENT STAFF

Justin Henry, AA
Oscar Salinas, CQM
Sonya Hughes, AA
Melody Lee, AA

Barbara Kakembo, AA
Marlen Rivera, AA
Nariah Webster, AA

LeShaun Murphy, AA
Sonya Hughes, AA
Wanda Scott, AA


OTHERS PRESENT

Diane Granberry
Kevin Chadwin Davis
Karla Obasi

Joni Wysocki, AIN/AHF
Helen Turner
Piper Duarte, PHHS

Sylvester Mayes,
Del Wilson, RCD

- I. **Call to Order:** John Dornheim, RWPC Vice-Chair, opened the meeting at 2:00 PM and called the meeting to order at 2:03 PM.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, Vice- Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** Logane Brazile, Office of Support, announced Outlook email service may automatically send any “accepted” meeting invitation to the Trash folder. Invitations may include important meeting materials, attendees should manually retrieve the message and move the invitation back to their Inbox for easy search ability.
- IV. **Approval of June 7, 2023, Minutes:** Lionel Hillard, Needs Assessment Chair, motioned to approve the minutes. Donna Wilson, CCC Chair, seconded the motion. The motion passed unanimously.
- V. **Office of Support Report:**
RWPC membership, 33 seats in total, 30 seats are filled, and 33% 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): 9 members (6 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): 13 members (7 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 30 people, of whom 18 are Black with representation at 60.00% 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 30 people, of whom 3 are Latino/Hispanic with representation at 10.00% reflectiveness.
- The 3rd group impacted with the next highest numbers is White at 5,738 or 26.60% representation; the RWPC membership consists of 30 people, of whom 7 are White with representation at 23.00% 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 30 people, of whom 2 is Asian/ Pacific Islander with representation at 7% reflectiveness.

VI. **Leadership Report:** John Dornheim, RWPC Vice-Chair, 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 University of North Texas Health Science Center- Fort Worth is the new regional AETC training site. They've recently provided their work plan with the AA and will be disseminated to community members.
- The RFP calendar is being assembled to include work groups with sub recipients, staff, and clients.
- There will be a coaching group arriving in Dallas during the first week of August and will be hosting their External CQM Committee meeting in-person. The ECC will be meeting with the in-office leadership team as well.
- The HRSA Site visit written report will be available in the coming weeks and will be available to community stakeholders.

ADAP: N/A

Stigma Team: N/A

Fiscal: Wanda Scott, AA, shared the following updates:

Fiscal Updates

1. Expenditure Report:

Award Amount: HRSA & DSHS.

Part A Formula, Supplemental, MAI, and Carryover (Formula & MAI) - 03/2023 thru 02/2024 (3 months of Expenses).

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$20,564,468.00	\$2,316,716.37	11%	\$18,247,706.63	89%

DSHS Part B and State Rebate– 04/2023 thru 03/2024 (2 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$3,111,697.00	\$143,091.64	5%	\$2,968,605.36	95%

DSHS State Rebate– 04/2023 thru 03/2024 (2 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$588,511.00	\$36,719.76	6%	\$551,791.24	94%

DSHS State Services – 09/01/2022 thru 08/31/2023 (8 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$1,457,610.00	\$ 975,299.89	67%	\$482,310.11	33%

3. Dallas County Financial Management System – Oracle Fusion Updates

An email notifications went out to the Ryan White Sub-Recipients about 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, the implementation of the new payment system is still ongoing. Please anticipate a delay in processing any Monthly Financial Payments (MFRs) provided in May and June.

We appreciate your patience and understanding while Dallas County works with our accounting department to get these requests paid out correctly in the new system. We value our providers and the quality of services provided to persons living with HIV/AIDS within the HSDA and EMA areas. We sincerely apologize for any inconvenience this may cause and will provide any updates as given to us.

CQM: Oscar Salinas, CQM, announced the upcoming ECC meeting will be hybrid. The Client Improvement Project, centered on Linkage to Care, will serve to identify and analyze patient care outcomes and organizational performance to ensure more efficient healthcare service delivery.

Program: Justin Henry, AA, made the following announcements:

- The Part B program monitoring process is nearly concluded. Part B service support categories for DSHS, reports will be sent to all sub recipient agencies in the coming weeks.
- There were adjustments made to the Service Standards regarding Part B service categories. A work group will be assembled in the coming weeks.

VIII. Committee Reports:

A. Allocations Committee: James Kleitches, Allocations Chair, reported the Committee met and established quorum, conducted FY 2022 Reallocations for State Service, State Rebate for Dallas and Sherman Dennison; and FY 2023 Full Award Allocations for Part A to establish the 75/25 allocation requirement and approved the FY 2023 Full Award Endorsement Letter Review and Approval to Forward for voting members of the Planning Council. Reviewed FY 2022 Expenditure Reports for all grants.

I. **22-23 Final State Services Reallocation:**

Under FY 2022 State Services **Dallas HSDA**, a total of **\$7,616.97** was returned from the following service Category: Referral for Healthcare AIDS Pharmaceutical Assistance. The Committee reviewed the Requests for Funding Increases justification and trending expenditures. The Committee decided to reallocate Dallas HSDA's funds to the following category: Health Insurance Assistance and Medical Transportation, totaling **\$7,616.97**.

The Allocations Committee recommends that the Ryan White Planning Council of the Dallas Area reallocate FY 2022 State Services as presented on the attached spreadsheet and gives the Administrative Agency the discretion to reallocate available funds to core medical services and the unspent funds up to +/-7% of the total award.

The Allocations Committee motioned to approve the 22-23 Final State Service Reallocation. Donna Wilson, CCC Chair, seconded the motion. The motion passed with 3 abstentions.

Under FY 2023 Part A, an available fund total of **\$147,658.00** was returned from the following service Categories: Non-Medical Case Management, Referral for Healthcare. The Allocations Committee is tasked with reallocating funds back into services. The Committee's allocation decisions are shown as per the Attachment in the following categories: Ambulatory Outpatient Medical Care, Health Insurance and Cost Sharing for a total **\$147,658.00**.

The Allocations Committee recommends the reallocation of **FY 2023 Part A funds** in the amount of **\$147,658.00** as indicated on the attached spreadsheet.

The Allocations Committee motioned to approve the reallocation as stated. Donna Wilson, CCC Chair, seconded the motion. The motion passed with 3 abstentions.

II. **23-24 State Rebate Allocation:**

Under FY 2022 State Services-Rebate **Dallas HSDA**, a total fund amount of **\$14,590.00** was returned from the following service category: Referral for Healthcare. The Allocations Committee was tasked with reallocating an aggregate total of **\$14,590.00** from FY 2022 State Services-Rebated funds back into services. The Committee reviewed the justification for funding increases & expenditure data. The Committee decided to reallocate State Services-Rebate funds to the following categories: Health Insurance Assistance, Legal Services, and Referral for Healthcare for a total of **\$14,590.00**.

The Allocations Committee recommends that the Ryan White Planning Council of the Dallas Area reallocate FY 2022 State Services Rebate Dallas HSDA for \$14,590.00. RWPC AC stipulated AA's discretion to allocate plus/minus 7%.

The Allocations Committee motioned to approve the allocations as stated. Donna Wilson, CCC Chair, seconded the motion. The motion passed with 3 abstentions.

Under FY 2022 State Services-Rebate **Sherman/Dennison HSDA**, a total fund amount of **\$27,500.00** was returned from the following service category: *Referral for Healthcare*. The Allocations Committee was tasked with reallocating an aggregate total of **\$27,500.00** from FY 2022 **Sherman/Dennison HSDA** State Services- Rebated funds back into services. The Committee reviewed the justification for funding increases & expenditure data. The Committee decided to reallocate State Services-Rebate funds to the following categories: Outpatient Medical Care, *Medical Case Management, Early Intervention, and non-medical case management services* totaling **\$27,500.00**.

The Allocations Committee recommends that the Ryan White Planning Council of the Dallas Area reallocate FY 2022 State Services Rebate **Sherman/Dennison HSDA**

The Allocations Committee motioned to approve the allocations as documented. Donna Wilson, CCC Chair, seconded the motion. The motion passed with 3 abstentions.

III. **23-24 Full Awards (Actual) Budget:**

The Ryan White Planning Council (PC) endorsed the FY 2023 allocations from calendar year 2022 as recommended by the Allocations Committee prior to the award being received; the Allocations Committee affirms receipt of the actual **Full** (\$20,564,468.00) award for FY 2023-2024 Formula and Supplemental grants to the Dallas EMA.

The Allocations Committee motioned to approve the 23-24 Full Awards Actual Budget. Donna Wilson, CCC Chair, seconded the motion. The motion passed with 3 abstentions.

IV. **Approval of the FY 2023 Full Award Endorsement Letter:**

The Allocations Committee motioned to approve the Endorsement Letter with modifications. Donna Wilson, CCC Chair, seconded the motion. The motion passed with 3 abstentions.

B. **Needs Assessment Committee:** Lionel Hillard reported Needs Assessment met on June 20, 2023. The Committee discussed actionable next steps to take, including identifying and creating a list of Priority Populations for focus groups for the next phase of activities, etc. Discussed the Integrated Plan Summary Statement; made a request for further discussion at the following meeting.

C. **Planning & Priorities Committee:** John Dornheim, RWPC Vice-Chair, reported Planning & Priorities & CCC Committee conducted a Joint Meeting to review and present questions regarding the PRSA data/voting information for the PSRA process. 6/21/2023 Planning & Priorities Committee met established quorum and discussed the Standards of Care Service Categories (- Established Quorum, further guidance regarding the PSRA Process activities from Jasmine Sanders and provided change recommendations for the service categories reviewed: *Substance Abuse, Outpatient Care, Child Care Services, Emergency Financial*

Assistance, Food Bank/Home, Delivered Meals, Health Education/Risk Reduction, Housing.

D. Consumer Council Committee: *Did Not Establish Quorum- The next forum will be July 21, 2023, at noon.*

E. Evaluation Committee: John Dornheim, RWPC Vice-Chair, reported the Committee met and established Quorum, voted to approve to forward the FY 2022 Assessment/Evaluation of the Administrative Mechanism with Recommendations; courtesy introduction to the Integrated Plan Statement Commentary sent by HRSA and CDC and discuss potential ways/strategies and consideration for how the committee might participate with the monitoring, evaluation, and change recommendations for this endeavor.

The Evaluation Committee motioned to approve the FY 2022 Assessment/Evaluation of the Administrative Mechanism w/ Recommendations. Donna Wilson CCC Chair, seconded. The motion passed with 2 abstentions.

F. Approval of the RWPC Agenda for July 12, 2023: Lionel Hillard, NA Chair, motioned for the approval of the agenda. James Kleitches, Allocations Chair, 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.

(2) Interview

Diane Granberry was appointed to the Needs Assessment Committee and recommended for placement on the Planning Council.

Kevin Chadwin Davis was recommended for placement to CCC Chair.

Donna Wilson was recommended for placement to CCC Vice-Chair.

Lionel Hillard, Needs Assessment Chair, motioned to accept the placements. James Kleitches seconded the motion. The motion passed unanimously.

I. Adjournment: John Dornheim, RWPC Vice-Chair, made a motion to adjourn. James Kleitches seconded the motion. The motion passed unanimously. The meeting was adjourned at 4:10 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, August 2, 2023, @ 2:00 PM.

Will be held via TELE-Conference

Dallas County Health and Human Services Building