

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: August 30, 2023

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, September 6, 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, September 5, 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, September 6, 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 August 2, 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 CommitteeFY 2024 Priority Resource Allocation (Part A/MAI)D. Evaluation CommitteeE. Consumer Council Committee | Helen Zimba or John Dornheim
Lionel Hillard
James Kleitches or Naomi Green
Action Item
Helen Zimba or John Dornheim
Donna Wilson or Kevin Davis |
| IX. Approve the RWPC September 13, 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 (1)</i> | |
| XII. Adjournment | Helen Zimba or John Dornheim |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Wednesday, October 4, 2023 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING
August 2, 2023

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

MEMBERS PRESENT

Donna Wilson Helen Zimba, RWPC Chair	Lionel Hillard Naomi Green	John Dornheim, RWPC Vice-Chair Kevin Davis
---	-------------------------------	---

MEMBERS ABSENT

James Kleitches		
-----------------	--	--

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 Wanda Scott, AA	Nariah Webster, AA Tyreece Stephens
--	-------------------------------------	--

OTHERS PRESENT

Kristy Halyburton, AIDS Dallas Paul Miller, RCD Lauren Trimble, Dallas County Karla Obasi, EHE	Annie Williams, HOPWA Sattie Nyachwaya, AIDS United Danielle Daniels, City of Dallas Pam Barnes	Devon Williams Gary Benecke Israel Chavarria
---	--	--

- I. **Call to Order:** John Dornheim, RWPC Vice-Chair, 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 John Dornheim, Vice- Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** John Dornheim, RWPC Vice-Chair, announced on September 27, 2023, there will be an event held at the Senior Source for Suicide Awareness Day. Flyers and additional information are forthcoming.
- IV. **Approval of July 5, 2023, Minutes:** Lionel Hillard, Needs Assessment Chair, motioned to approve the minutes. Donna Wilson, CCC Vice-Chair, seconded the motion. The motion passed unanimously.
- V. **Office of Support Report:**
RWPC membership, 33 seats in total, 27 seats are filled, and 30% 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): 11 members (9 seats open)
 5. Needs Assessment Committee (25 seats): 17 members (8 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 27 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 27 people, of whom 2 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 27 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 27 people, of whom 2 is Asian/ Pacific Islander with representation at 7% reflectiveness.

RWPC Standing Committee Membership Attendance Report YTD

Logane Brazile, Office of Support, reviewed the latest YTD attendance report with the Executive Committee highlighting specific Committees with low attendance and excessive unexcused absences. This report serves to keep Chairs and Co-Chairs informed about participation within their Committee to ensure quorum can be continuously met.

RWPC Standing Committee
Membership Attendance Report YTD
July 2023

Committees	Available Seats	Members	Absences			Recommendations/ Other Notes: (Letter of Concern or removal from roster)
			Excused Absences	Unexcused Absences	Consecutive Unexcused /Non-responsive	
Allocations	6	9 /15	1	13	0	
CCC	9	11/20	4	>20	3	Committee did not establish quorum 01/26 Committee did not establish quorum 02/23 Committee did not establish quorum 03/23 Committee did not establish quorum 04/27 Committee did not establish quorum 06/22 (Letter of Concerns were sent)
Evaluation	8	7/15	8	3	1	Committee did not establish quorum 02/28 Committee did not meet in May Committee did not meet in July
Executive	3	8/10	4	4	0	
Needs Assessment	8	17/25	8	>25	3	
Planning & Priorities	6	9/15	13	12	0	

**Consecutive Unexcused/Non-responsive column represents members who have had 3+ consecutive unexcused absences since the beginning of the calendar year*

**Recommendations include the Chair's option to send a letter of concern or request removal of a member from the roster due to non-responsiveness*

FY 2023 YTD RWPC MEMBERSHIP RECRUITMENT REPORT

<i>Total Interviewed</i>	<i>Total Referred to Judge for Planning Council Membership</i>	<i>Total Referred to Standing Committees</i>	<i># Referred with Disclosed Status</i>
5 <i>(1 for leadership appt)</i>	4	4	2

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:**

ADAP: N/A

Stigma Team: N/A

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

Executive Committee Meeting 8.2.2023

Fiscal Updates

1. Expenditure Report:

Award Amount: HRSA & DSHS.

Part A Formula, Supplemental, MAI, and Carryover (Formula & MAI) - 03/2023 thru 02/2024 (4 months of Expenses).

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$20,564,468.00	\$4,837,486	22%	\$15,726,982	76%

DSHS Part B and State Rebate– 04/2023 thru 03/2024 (3 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$3,665,361.00	\$1,277,922.00	35%	\$2,387,439.00	65%

DSHS State Rebate– 04/2023 thru 03/2024 (3 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$621,889.00	\$261,990.00	42%	\$359,899.00	58%

DSHS State Services – 09/01/2022 thru 08/31/2023 (10 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$1,457,610.00	\$ 1,163,959.00	80%	\$293,651.00	20%

3. Dallas County Financial Management System – Oracle Fusion Updates

GMD-Fiscal Unit sent an email notifications to our Ryan White grantors with updates on Oracle Fusion on June 30, 2023.

Dallas County has implemented a new financial system (Oracle Cloud Fusion) as of May 1, 2023. As a part of this new financial system, Dallas County Auditors' Office has implemented a sub ledger for all Grants Projects. We have several issues that we are facing after Go-Live. One of the issues is payroll costing/charging to various Grants Projects that is mainly due to some configuration issues with our time management and the payroll-costing module. As a result, we will not have any payroll or other expenses for the month of May 2023. We are hoping by the end of August 2023, we will have our issues resolved and able to report our expenditures.

Oracle Fusion New Supplier Portal: An email notification went to sub-recipients on May 30, 2023 with the initial letter submitted to all Dallas County Vendors on December 20, 2022.

Attached is a letter that has been sent to all suppliers to get setup in our new supplier portal www.dallascounty.org/supplier. Each supplier that is currently setup with Dallas County should click on the gold box on the webpage to set up their banking information "Already Registered." For all existing suppliers, their email address with Dallas County is their user ID. They will click on forgot password, then submit. This will allow them to reset their password. Then, they can go in and setup their banking information and additional contact information. If their email does not match ours that we have for them, the User ID will not work. If there is an issue, they can contact us at supplierportal@dallascounty.org.

CQM: Oscar Salinas, CQM, announced the CQM team recently attended the EHE retreat to discuss collaborations with the EHE team for their participation with the QIP (Quality Improvement Project). The

CQM team is focusing this year on the newly diagnosed with emphasis on examination of co-infections acquired 30 days before and 30 days after their diagnosis.

Program Team: Justin Henry, AA, announced email correspondence has been sent to members of sub-recipient organizations in effort to organize a workgroup to participate in a series of discussions regarding aspects of service delivery prior to the issuance of the latest RFP. Those who would like to participate should email Justin.Henry@dallascounty.org

VIII. Committee Reports:

- A. Allocations Committee:** The Allocations Committee met on July 24, 2023. Quorum was met. Jasmine Sanders, Office of Support, reviewed the PSRA Process overiewing the following:
 - *Training Timeline*
 - *Data Sources*
 - *Ranking Process*
- B. Needs Assessment Committee:** The Needs Assessment Committee met on July 18, 2023. Quorum was met. Miranda Grant, EHE, provided information regarding the upcoming HIV Taskforce meeting to be held on August 10, 2023. Lionel Hillard, Chair, opened discussion by explaining the importance of the Mini-Needs Assessment to connect and establish connections with groups who have historically been challenging to collect data.
- C. Planning & Priorities Committee:** The Planning & Priorities Committee met on July 19, 2023. Quorum was met. Jasmine Sanders, Office of Support, updated the FY 2024 Priority Setting Process ballot. The Committee approved the ballot with corrections.

John Dornheim, RWPC Vice-Chair, made a motion to approve the FY 2024 Ballot Results. Lionel Hillard seconded the motion. The motion passed with three abstentions.

FY 2024 Priority Setting Process Ballot

Core Medical Services - Parts A, B, State Services	Rank 1 - 14
Service Category	FY 2024 Rank
Outpatient/Ambulatory Health Services	1
AIDS Pharmaceutical Assistance	2
AIDS Drug Assistance Program	3
Medical Case Management	4
Mental Health	5
Early Intervention Services	5(t)
Health Insurance and Cost Sharing Assistance	7
Oral Health Care	8
Substance Abuse	9
Referral for Health Care and Support Services	10
Home and Community Based Health Care	11
Home Health Care	12
Medical Nutrition Therapy	13
Hospice Care	14

Support Services - Parts A, B, State Services	Rank 1 - 14
Service Category	FY 2024 Rank

Case Management	1
Food Bank	2
Housing-Based Case Management	3
Outreach-Lost to Care	3(t)
Health Education/Risk Reduction	5
Medical Transportation	6
Emergency Financial Assistance	7
Congregate Housing	8
Home Delivered Meals	9
Respite Care for Adults	10
Child Care Services	11
Day Respite Care for Children/Youth/Adults	12
Linguistic Services	13
Other Professional Services (Legal Services)	14

Minority AIDS Initiative (MAI)

	Rank 1 -5
Core Medical Services	FY 2024 Rank
Outpatient/Ambulatory Health Services	1
AIDS Pharmaceutical Assistance	2
Medical Case Management	3
Oral Health Care	4
Substance Abuse	5
	Rank 1 - 3
Support Services	FY 2024 Rank
Food Bank	1
Non-Medical Case Management	2
Medical Transportation	3

D. Consumer Council Committee: The Consumer Council Committee met on July 27, 2023. Quorum was met. Jasmine Sanders, Office of Support, reviewed the PSRA Process: Factsheet/Guide. Kevin Davis, Chair, also facilitated the CCC forum planning discussion. The following was voted on by consensus:

- **August** - HIV and Stigma / Disclosure and Sero-Difference (combined)
- **September** - U=U
- **October** - Prevention and New Therapies
- **November** - HIV & Youth
- **December** - TBD

E. Evaluation Committee: *Did not meet*

F. Approval of the RWPC Agenda for August 9, 2023: Lionel Hillard, NA Chair, motioned for the approval of the agenda. John Dornheim, RWPC Vice-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

Kristy Halyburton was appointed to the CCC and Needs Assessment Committee and was recommended to the Judge for placement on the Planning Council.

Gary Benecke was appointed to the Planning and Priorities Committee and Needs Assessment Committee and was recommended for placement on the Planning Council.

Lionel Hillard, Needs Assessment Chair, motioned to accept the placements. Naomi Green, Allocations Vice-Chair, seconded the motion. The motion passed unanimously.

IX. **Adjournment:** Helen Zimba, Chair, made a motion to adjourn. John Dornheim, RWPC Vice-Chair, 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, September 6, 2023, @ 2:00 PM.

Will be held via TELE-Conference

Dallas County Health and Human Services Building