

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: December 28, 2022

Re: RWPC - Executive Committee Meeting Announcement

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Please note that there will be an:

**Executive Committee Meeting**

**Wednesday, January 4, 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](mailto:Logane.Brazile@dallascounty.com), on or before **Tuesday, January 3, 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.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  
Vacant, 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, January 4, 2023 - 2:00 p.m.  
Executive Committee Meeting**

- |   |                                 |
|---|---------------------------------|
| I. Call to Order  | Helen Zimba                     |
| II. Certification of Quorum   | Helen Zimba                     |
| III. Introductions/Announcements  | Helen Zimba                     |
| IV. <b>Approve the December 7, 2022, Meeting Minutes</b>  | <b>Action Item</b>              |
| V. Office of Support Report   | RWPC Support Staff              |
| VI. Leadership Report   | Helen Zimba                     |
| VII. Administrative Agency Report   | Sonya Hughes, AA Representative |
| • AA Updates  |                                 |
| • CQM Updates   | CQM Team                        |
| VIII. Committee Reports and FY 2023 Deliverables:   |                                 |
| A. Planning & Priorities Committee <b>NQ</b>  | Helen Zimba                     |
| B. Needs Assessment Committee <b>NQ</b>   | Helen Zimba                     |
| C. Allocations Committee  | James Kleitches or Naomi Green  |
| <b>Approve the FY 2022 Estimated Unobligated/Carryover Allocations</b>  | <b>Action Item</b>              |
| D. Evaluation Committee <b>DNM</b>  | Helen Zimba                     |
| E. Consumer Council Committee <b>DNM</b>  | Donna Wilson                    |
| IX. <b>Approve the RWPC January 11, 2023, Meeting Agenda</b>  | <b>Action Item</b>              |
| X. New Business   |                                 |
| XI. Executive Session <b>(CLOSED)</b>   |                                 |
| <i>For purposes permitted by Chapter 551,<br/>    Open Meetings, Texas Government Code, Section 551.074,<br/>    Interview of Candidates 92); Discuss Council<br/>    And Committee Membership and Vacancies<br/>    Interviews (0)</i> |                                 |
| XII. Adjournment  | Helen Zimba                     |

**Due to COVID-19  
Until Further Notice**  
NEXT SCHEDULED MEETING  
**Wednesday, February 1, 2023 2:00 PM**  
**Will be held via TELE-CONFERENCE**

**EXECUTIVE COMMITTEE MEETING**  
**December 7, 2022**

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

**MEMBERS PRESENT**

Naomi Green

James Kleitches

Helen Zimba, Chair

**MEMBERS ABSENT**

Donna Wilson

**RWPC STAFF PRESENT**

Jasmine Sanders, RWPC Planner

Glenda Blackmon-Johnson, RWPC Manager

Logane Brazile, RWPC Coordinator

**GRANTS MANAGEMENT STAFF PRESENT**

Geovanny Velasquez, AA

Justin Henry, GM

Lashaun Murphy, AA

Jocelyn Rodriguez, PM

Nariah Webster, SFM

Sonya Hughes, AA

John Dornheim, AA

**OTHERS PRESENT**

Ashley Barnett, Community Solutions

Joni Wysocki, AIN/AHF

Seth Bell, HSNT

Del Wilson, Resource Center Dallas

Lauren Trimble, Dallas County

Sylvester Mayes

Grace Balaoing, Dallas County

Pro Brewer

- I. **Call to Order:** John Dornheim 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 and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** Glenda Blackmon-Johnson, Office of Support, reported Donna Wilson, CCC Chair, is currently under the weather and will return to RWPC activities soon.  
The Office of Support has received three leadership applications thus far. Those who wish to join the FY 2023 leadership team should apply to the Office of Support at their earliest convenience.
- IV. **Approval of November 2, 2022, Minutes:** James Kleitches, Allocations Chair, motioned to approve the minutes Sonya Hughes, AA, seconded the motion. The motion passed with one abstention.
- V. **Office of Support Report:**  
RWPC membership, 33 seats in total, 25 seats are filled, and 34% 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): 7 members (8 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): 16 members (4 seats open)
  5. Needs Assessment Committee (25 seats): 15 members (10 seats open)

**MEMBERSHIP REFLECTIVENESS:** At the end of 2021, the State reported that 22,865 People Living with HIV

- The 1st group impacted with the highest numbers is Blacks at 10,111 or 42.00% representation; the RWPC membership consists of 25 people, of whom 14 are Black with representation at 56.00% reflectiveness.
- The 2nd group impacted with the next highest numbers is White at 6,598 or 27% representation; the RWPC membership consists of 25 people, of whom 8 are White with representation at 32.00% reflectiveness.

- The 3rd group impacted with the next highest numbers is Latinx/Hispanic at 5,839 or 27% representation; the RWPC membership consists of 25 people, of whom 3 are Latino/Hispanic with representation at 12.00% reflectiveness.
- The 4th group impacted with the next highest numbers is Asian/ Pacific Islander at 317 or 1% Representation: RWPC membership consists of 26 people, of whom 1 is Asian/ Pacific Islander with representation at 3.84% reflectiveness.

VI. **Leadership Report:** John Dornheim 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 is working on its Part B application for FY 2023.
- Those who did not attend the informational session regarding the stigma survey should reach out to Sonya Hughes- Sonya.Hughes@dallascounty.org; Dallas County has partnered with this initiative with COVID education and is in the stages of being finalized. The completion incentive is \$50.
- Thank you to those who attended the World AIDS Day Celebration/ CQM poster symposium. Digital materials will be disseminated in the following days.
- The third and final Cultural Humility training for sub-recipients will be on Friday, 12/9.

VIII. **Integrated Plan Final Report:** Ashley Barnett, Community Solutions, reported the Dallas County 2022-2026 Integrated Plan is due for completion on 12/9. A summary of updates was provided for the following sections:

- *Executive Summary*
  - o *Discussion of the approach to the development of the Integrated Plan*
  - o *Addition of changes made since the 2017-2021 Integrated Plan*
  - o *Discussion of where challenges remain and how this Plan addresses them*
- *Community Engagement and Planning Process*
  - o *Discussion of the steering committee that was convened as well as the roster of members*
  - o *Description of the steering committee and workgroup meetings, as well as listening sessions*
  - o *Discussion of the roles of RWHAP Part A Planning Body, HIV Task Force, and Fast Track Counties committees in the development of the Integrated Plan*
  - o *Discussion of how PLWH was engaged in the process*
- *Contributing Data Sets and Assessments*
  - o *Sherman-Denison data added, differences between it and Dallas EMA data highlighted*
  - o *Transgender people added as a priority population*
  - o *Resource inventory reviewed and updated*
- *Situational Analysis*
  - o *Data was reviewed to make sure it corresponded with what was discussed in previous sections*
- *2022-2026 Goals and Objectives*
  - o *Priority populations updated*
  - o *Review and update key partners in each of the goal areas*
  - o *Updates to data indicator(s) and data source(s), where available*
- *2022 Integrated Planning Implementation, Monitoring, and Jurisdictional Follow Up*
  - o *This section was updated based on discussions with RWPC and HIV Task Force regarding how the Plan will be implemented, monitored, and evaluated*
- *Letters of Concurrence*
  - o *Current Letter of Concurrence from RWHAP Part A Planning Council added*

IX. **Committee Reports:**

- A. **Allocations Committee:** James Kleitches, Allocations Chair, reported the committee met on November 14, 2022. Quorum was met. The committee received the YTD FY 2022-23 Expenditure Report from the fiscal team.
- B. **Needs Assessment Committee:** Logane Brazile, Office of Support, reported the committee met on November 15, 2022. Quorum was met. The committee received the FY 2022 Needs Assessment Project Planning and Updates from Michael Hager and Katrina Balenkov, Project Consultants.
- C. **Planning & Priorities Committee:** Glenda Blackmon-Johnson, Office of Support, reported the committee met on November 16, 2022. Quorum was met. Justin Henry, GM, provided the committee with a Standards of Care report. Del Wilson and Jamie Alexander from the Resource Center of Dallas provided the committee

with information regarding Oral Care cap justification.

**D. Evaluation Committee: DNM**

**E. Consumer Council Committee: DNM**

- X. **Approval of the RWPC Agenda for December 14, 2022:** John Dornheim motioned to approve the agenda James Kleitches, Allocations Chair, seconded the motion.
- XI. **New Business:** The following Planning Council meeting will be on December 14, 2022, at 9 am. Members will be voting to approve the final draft of the Integrated Plan.
- 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. (1) Interview* Following one candidate interview, the Executive Committee elected to place Courtney Thompson on the Allocations Committee and recommend Thompson to the Judge's office for an appointment to the Planning Council Committee.  
(3) Interviews; The Executive Committee voted to forward all candidates to the Judge's office for an appointment to the Planning Council.  
The Executive Committee approved Pro Brewer to the Allocations Committee and Grace Balaoing to the Planning & Priorities Committee.
- XIII. **Adjournment:** Helen Zimba, Chair, made a motion to adjourn. Naomi Green, Allocations Vice-Chair, seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:08 pm.

Submitted by:

\_\_\_\_\_  
Logane Brazile, RWPC Coordinator

\_\_\_\_\_  
Date

Draft Certified by:

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
Date

Final Approval by:

\_\_\_\_\_  
Helen Zimba, RWPC Chair  
Vacant, RWPC Chair

\_\_\_\_\_  
Date

Due to COVID-19  
 Until Further Notice  
**NEXT SCHEDULED MEETING**  
**Wednesday, January 4, 2022, @ 2:00 pm.**  
[Will be held via TELE-Conference](#)  
 Dallas County Health and Human Services Building