

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: October 25, 2023

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, November 1, 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, October 31, 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, November 1, 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 October 4, 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 FY 2024-25 Recommendations for Part B and State Services✓ Approval of FY 2023-24 Reallocation for Part A Formula, Supplemental, MAI, and Part B GrantsD. Evaluation CommitteeE. Consumer Council Committee | Helen Zimba or John Dornheim
Lionel Hillard
Naomi Green
Discussion Item/ Action Item
Helen Zimba or John Dornheim
Donna Wilson or Kevin Davis |
| IX. Approve the RWPC November 8, 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 (3)</i> | |
| XII. Adjournment | Helen Zimba or John Dornheim |

**Due to COVID-19
Until Further Notice**

NEXT SCHEDULED MEETING

Wednesday, December 6, 2023, 2:00 PM

Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING
October 4, 2023

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

MEMBERS PRESENT

Donna Wilson, CCC Vice-Chair	John Dornheim, RWPC Vice-Chair	Kevin Davis, CCC Vice-Chair
------------------------------	---------------------------------------	-----------------------------

MEMBERS ABSENT

Lionel Hillard, NA Chair	Helen Zimba, RWPC Chair	Naomi Green, Allocations Vice-Chair
--------------------------	--------------------------------	-------------------------------------

RWPC STAFF PRESENT

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

GRANTS MANAGEMENT STAFF

Justin Henry, AA	Sonya Hughes, AA	D'Angelo Doctor, AA
------------------	------------------	---------------------

OTHERS PRESENT

Corey Strickland Jonathan Gute, PHHS Karla Obasi, EHE	Auntjuan Wiley, AIDS Walk South Dallas Keva Harris	Diane Granberry Crystal Curtis, PHHS
---	---	---

- I. **Call to Order:** John Dornheim, RWPC Vice-Chair, opened the meeting at 2:00 p.m. and called the meeting to order at 2:03 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, Vice-Chair, and certified by Jasmine Sanders, RWPC Planner.
- III. **Introductions/Announcements:**
 - Joni Wysocki reported AHF's fundraising event, Bloom, was successful.
 - The Office of Support announced leadership applications will be emailed to current Planning Council members by the close of business day.
 - John Dornheim, RWPC Vice-Chair, reported that at Mount Sinai Hospital in NYC, there is a trial program that involves the insertion of a gerontologist into their HIV program. People living with long-term HIV were invited to participate in the program, 158 people. The study concluded that the gerontologist's involvement affected the questions and answers received. Multiple aging population participants were found to need eyeglasses, hearing aids, and mental health services.
- IV. **Approval of September 6, 2023, Minutes:** Donna Wilson, CCC Vice-Chair, motioned to approve the minutes. Kevin Davis, CCC Vice-Chair, seconded the motion. The motion passed unanimously.
- V. **Office of Support Report:**

RWPC membership, 33 seats in total, 26 seats are filled, and 35% 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): 11 members (4 seats open)

4. Consumer Council Committee (20 seats): 13 members (7 seats open)
5. Needs Assessment Committee (25 seats): 19 members (6 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 18 are Black with representation at 65.00% 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 2 are Latino/Hispanic with representation at 7.00% 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.

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. Dallas County is providing the latest COVID-19 vaccinations for individuals without insurance.

VII. **Administrative Agency Report:** Sonya Hughes, AA, made the following announcements:

- The non-competing continuation document was submitted to HRSA on Monday, October 2, 2023, to continue receiving funding. Budget updates involved the AA team and the Planning Council.
- The AA is currently working with the Purchasing department on the RFP. The timeline of completion will be provided when available.
- The South Central AETC has a Texas RapidStart Institute, which will be beneficial in developing a protocol for the Dallas EMA to involve local providers and clinicians.
- Communication regarding the upcoming cultural humility training on October 26-27, 2023, at the Health and Human Services building has been sent to all Ryan White subrecipients.
- The Stigma Team presented during last month's CCC meeting; the team reviewed the process, preliminary analysis, and results.
- The AA is planning a health insurance assistance ACA with Pride Life to review updates and changes for this upcoming year.

ADAP: N/A

Stigma Team: N/A

Fiscal: Nariah Webster, AA, provided the following expenditure report:

Fiscal Updates

1. Expenditure Report:

Award Amount: HRSA & DSHS.

Part A Formula, Supplemental, MAI, and Carryover (Formula & MAI) - 03/2023 thru 02/2024 (6 months of Expenses).

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$20,564,468.00	\$8,619,908.42	42%	\$15,726,982	58%

DSHS Part B and State Rebate– 04/2023 thru 03/2024 (5 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$3,665,361.00	\$1,844,044	50%	\$1,821,317	50%

DSHS State Rebate– 04/2023 thru 03/2024 (5 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$621,889.00	\$432,182.50	68%	\$198,706.50	32%

DSHS State Services – 09/01/2022 thru 08/31/2023 (12 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$1,457,610.00	\$ 1,455,561.96	100%	\$2,048.04	0%

Part A Carryover Funds – 03/2023 thru 02/2024 - Comminioser Court October 19, 2023

TOTAL AWARD	Formula	MAI
\$406,951	\$ 394,717.00	\$12,234

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: Sonya Hughes, AA, reported the CQM team will release a stakeholder evaluation survey in the coming weeks. This survey will be combined with the stigma survey as part of the NMAC learning collaborative. With this, incentives will be offered to subrecipient staff to encourage participation.

Kevin Davis, CQM, reported the HIV Services focus group on Tuesday, October 10, 2023, from 6–8 p.m. Currently, 18 confirmed participants will share their experience in accessing Ryan White services in Dallas. Those who want to participate should contact Kevin Davis or the CQM team.

Program Team: N/A

VIII. Committee Reports:

- A. **Allocations Committee:** Did not meet.
- B. **Needs Assessment Committee:** Did not reach quorum.
- C. **Planning & Priorities Committee:** Jasmine Sanders, Office of Support, reviewed the Standards of Care with the Committee. The Committee reviewed the following sections:
 - ✓ *Linguistic Services**
 - ✓ *Medical Transportation*
 - ✓ *Non-medical case management* (Education levels for supervisory roles will be discussed with the Administrative Agency before an official vote)*

D. Consumer Council Committee: Did not reach quorum. The U=U forum is scheduled for October 20, 2023.

E. Evaluation Committee: Did not meet.

- IX. **Approval of the RWPC Agenda for October 11, 2023:** Kevin Davis, CCC Vice-Chair/CQM, motioned for the approval of the agenda. Donna Wilson, CCC Vice-Chair, seconded the motion. The motion passed unanimously.
- X. **New Business:** N/A
- XI. **Executive Session:** *For purposes permitted by Chapter 551, Open Meetings, Texas Government Code, Section 551.074,*
The candidate interviewed in the 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
Auntjuan Wiley was appointed to the Planning & Priorities Committee/ Allocations Committee and was recommended to the Judge for placement on the Planning Council.
Placement vote will be held on Wednesday, October 11, 2023, during the Planning Council meeting.
- XII. **Adjournment:** John Dornheim, RWPC Vice-Chair, adjourned the meeting at 3:43 p.m.

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, November 1, 2023, @ 2:00 p.m.

Will be held via TELE-Conference

Dallas County Health and Human Services Building