

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: January 25, 2023

Re: RWPC - Executive Committee Meeting Announcement

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Please note that there will be an:

**Executive Committee Meeting**

**Wednesday, February 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, January 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.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, February 1, 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 January 4, 2023, Meeting Minutes</b>   | <b>Action Item</b>  |
| V. Office of Support Report <ul style="list-style-type: none"><li>▪ Notice of Award Overview</li></ul>  | RWPC Support Staff  |
| VI. Leadership Report   | Helen Zimba   |
| VII. Administrative Agency Report <ul style="list-style-type: none"><li>• AA Updates</li><li>• CQM Updates</li></ul>  | Sonya Hughes, AA Representative<br><br>CQM Team   |
| VIII. Committee Reports and FY 2023 Deliverables: <ul style="list-style-type: none"><li>A. Planning &amp; Priorities Committee</li><li>B. Needs Assessment Committee</li><li>C. Allocations Committee</li><li>D. Evaluation Committee</li><li>E. Consumer Council Committee</li></ul> | Helen Zimba<br>Helen Zimba<br>James Kleitches or Naomi Green<br>Helen Zimba<br>Donna Wilson |
| IX. <b>Approve the RWPC February 8, 2023, Meeting Agenda</b>  | <b>Action Item</b>  |
| X. New Business   |   |
| XI. Executive Session <b>(CLOSED)</b><br><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, March 1, 2023 2:00 PM**  
Will be held via TELE-CONFERENCE

**EXECUTIVE COMMITTEE MEETING**  
**January 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  
John Dornheim

James Kleitches  
Naomi Green

**MEMBERS ABSENT**

Helen Zimba, Chair

**RWPC STAFF PRESENT**

Jasmine Sanders, RWPC Planner

Glenda Blackmon-Johnson, RWPC Manager

Logane Brazile, RWPC Coordinator

**GRANTS MANAGEMENT STAFF PRESENT**


Wanda Scott, GFM

**OTHERS PRESENT**

Miranda Grant, EHE  
Debra Layman, HSNTX  
Lauren Trimble, Dallas County

Joni Wysocki, AFH/AIN  
Annie Williams, HOPWA  
Kevin Chadwin Davis

Piper Duarte, PHHS  
Joli Robinson, HFNTX  
Michelle Moos, Legal Hospice

- I. **Call to Order:** John Dornheim opened the meeting at 2:00 pm and called the meeting to order at 2:00 pm.
  - II. **Certification of Quorum:** Quorum was established by John Dornheim and certified by Logane Brazile, RWPC Coordinator.
  - III. **Introductions/Announcements:** Logane Brazile, Office of Support, made the following announcements:
    - The Office of Support accepts all last-minute leadership applications from Planning Council members for FY 2023. A reminder email and a new submission link will be forwarded to eligible members in the coming days.
    - The FY 2023 Master Calendar and updated Work Plan will be introduced to members during the January RWPC meeting on January 11, 2023.
  - IV. **Approval of December 7, 2022, Minutes:** Donna Wilson, CCC Chair, motioned to approve the minutes. James Kleitches, Allocations Chair, seconded the motion. The motion passed with one abstention.
  - V. **Office of Support Report:**  
RWPC membership, 33 seats in total, 28 seats are filled, and 27% 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): 15 members (*5 seats open*)
    5. Needs Assessment Committee (25 seats): 15 members (*11 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 following 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:** Wanda Scott, GFM, made the following announcements:

**AA:**

- The Grants Management Division Ryan White HRSA Site Visit is scheduled for April 17-21, 2023.
- Program & Fiscal Monitors are conducting the FY2022 Virtual Site visit within the EMA and HSDA agencies.

**Fiscal:**

**Part A Formula, Supplemental, MAI, and Carryover (Formula & MAI)**

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$20,227,483.00	\$14,831,039.13	73%	\$5,396,443.87	27%

	TOTAL AWARD	EXPENSE	%	BALANCE	%
Part B/State R	\$4,671,673.00	\$2,556,376.00	55%	\$2,115,297.00	45%
State Services	\$1,457,610.00	\$297,556.00	21%	\$1,160,054.00	79%

- December 29, 2022, Dallas EMA Unobligated and Carryover estimates were accepted in the HRSA EHB platform. The reporting requirement was due by December 31, 2022.
- December 9, 2022, Dallas Administrative Agency submitted the Part B/State Rebate renewal application to DSHS. The FY2023-2024 awards, once approved by DSHS and Commissioners Court, are as follows.

Grant Name	FY23 Award	FY22 Award	+/- Variance	Changes
Part B	\$3,111,697.00	\$3,207,218.00	-95,521.00	
State Rebate	\$ 588,511.00	\$1,464,455.00	N/A	Prorated 5 months
State Services	\$1,391,911.00	\$1,457,610.00	- 65,699.00	
State Rebate	\$1,412,424.00	\$1,464,455.00	+ 536,480.00	
<b>Total:</b>	<b>\$6,504,543.00</b>	<b>\$6,129,283.00</b>	<b>+ 375,260.00</b>	

- HRSA is in the process of issuing Notices of Award for FY 2023 RWHPA Part A grants. Please note that HRSA is operating under a Continuing Resolution; therefore, this award provides partial funding (approximately 26% Formula and 16% MAI) based on the continuation of FY 2022 program

requirements and funding levels. Final awards will be processed as soon as HRSA HAB receives this program's total FY 2023 appropriation amount.

Partial Estimates based on FY 2022

Formula (26%)	\$3,105,999.00 (Service Delivery + Administrative)
MAI (16%)	\$265,997.00 (Service Delivery + Administrative)

- City of Dallas HOPWA Program for FY2022-2023 (contract period: October 1, 2022 – September 30, 2023) - \$2,273,350.00 was approved CC on December 6, 2022.

**Reducing Stigma Survey Group Initiative:**

Kofi Bissah, ADAP, explained the target group for the distribution of the stigma survey would be HOPWA clients.

Miranda Grant, EHE, introduced the individual components of the stigma survey.

VIII. **Committee Reports:**

- A. **Allocations Committee:** James Kleitches, Allocations Chair, reported the committee met on December 12, 2022. Quorum was met. The committee approved the FY 2022 Estimated Unobligated/ Carryover Allocations.
- B. **Needs Assessment Committee:** Quorum not met.
- C. **Planning & Priorities Committee:** Quorum not met.
- D. **Evaluation Committee:** *DNM*
- E. **Consumer Council Committee:** *DNM*

IX. **Approval of the RWPC Agenda for December 14, 2022:** Naomi Green, Allocations Vice-Chair, motioned to approve the agenda James Kleitches, Allocations Chair, seconded the motion.

X. **New Business:** Glenda Blackmon-Johnson reported the following:

- The Letter of Concurrence was approved to be included in the final Integrated Plan document in December.
- Lori Davidson, City of Dallas, will present her annual housing presentation during the Planning Council meeting on January 11, 2023.

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

XII. **Adjournment:** John Dornheim made a motion to adjourn. Naomi Green, Allocations Vice-Chair, seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:25 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, February 1, 2022, @ 2:00 pm.**

Will be held via TELE-Conference

Dallas County Health and Human Services Building