

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: February 22, 2023

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, March 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, February 28, 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
Vacant, Program Monitor
Marlen River, Fiscal
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, March 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. Approve the February 1, 2023, Meeting Minutes | Action Item |
| 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 | |
| VIII. Committee Reports and FY 2023 Deliverables: | |
| A. Planning & Priorities Committee | Helen Zimba |
| B. Needs Assessment Committee | Lionel Hillard |
| C. Allocations Committee | James Kleitches or Naomi Green |
| D. Evaluation Committee | Helen Zimba |
| E. Consumer Council Committee | Donna Wilson |
| IX. Approve the RWPC March 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 (2)
 Standing Committee Appointment (1)</i> | |
| XII. Adjournment | Helen Zimba |

**Due to COVID-19
Until Further Notice**
NEXT SCHEDULED MEETING
Wednesday, April 5, 2023 2:00 PM
Will be held via TELE-CONFERENCE

EXECUTIVE COMMITTEE MEETING
February 1, 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

Naomi Green

MEMBERS ABSENT

James Kleitches

RWPC STAFF PRESENT

Jasmine Sanders, RWPC Planner

Glenda Blackmon-Johnson, RWPC Manager

Logane Brazile, RWPC Coordinator

GRANTS MANAGEMENT STAFF

Wanda Scott, GFM
Justin Henry

John Dornheim, AA
Oscar Salinas, CQM

Nariah Webster, SFM
Sonya Hughes, AA

OTHERS PRESENT

Kofi Bissah, ADAP
Annie Williams, HOPWA

Katrina B
AJ Johnson, EHE

Lionel Hillard
Joni Wysocki, AIN/AHF

- I. **Call to Order:** Helen Zimba 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 Helen Zimba, Chair, and certified by Logane Brazile, RWPC Coordinator.
- III. **Introductions/Announcements:** Helen Zimba, Chair, announced the passing away of former Planning Council committee member, Linda Freeman.
Jasmine Sanders, Office of Support, announced the Leadership Orientation training being held on Wednesday, April 12, 2023. Current Chair's and Co-chairs are invited to hold speaking parts in the presentation regarding their committee's charge.
Donna Wilson, CCC Chair, announced the Afiya Center will host an advocacy day on March 2, 2023. There will be an advocacy day training on March 1, 2023, at David's Chapel. The Afiya Center is currently seeking 50 women to travel to Austin for the advocacy day.
- IV. **Approval of January 4, 2023, Minutes:** Helen Zimba, Chair, motioned to approve the minutes. Donna Wilson, CCC Chair, seconded the motion. The motion passed with one abstention.
- V. **Office of Support Report:**
RWPC membership, 33 seats in total, 27 seats are filled, and 29% 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): 8 members (9 seats open)
 2. Evaluation Committee (15 seats): 9 members (6 seats open)
 3. Planning & Priorities Committee (15 seats): 8 members (7 seats open)
 4. Consumer Council Committee (20 seats): 14 members (6 seats open)
 5. Needs Assessment Committee (25 seats): 14 members (12 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 16 are Black with representation at 60.00% 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 6 are White with representation at 22.00% 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 11.00% 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 2 is Asian/ Pacific Islander with representation at 7% reflectiveness.

VI. **Leadership Report:** Helen Zimba 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:

Fiscal:

- Wanda Scott, provided the following updates:

Part A Formula, Supplemental, MAI, and Carryover (Formula & MAI) - 03/2022 thru 12/2022 (10 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$20,227,483.00	\$15,968,400	79%	\$4,259,083	21%

DSHS Part B, State Rebate, and State Services – 04/2022 thru 12/2022 (9 months of Expenses)

Funding Source	Grant Period	Approved Budget	Total Expended	Total Expended %	Remaining \$	Remaining %
RW Part B	4/1/2022-3/31/2023	\$3,701,218.00	\$ 2,764,397.93	75%	\$ 936,820.07	25%
State Rebate	4/1/2022-3/31/2023	\$1,557,497.00	\$ 940,361.37	60%	\$ 617,135.63	40%
		\$ -	\$ -	0%	\$ -	0%
State Services	9/1/2022-8/31/2023	\$1,457,610.00	\$ 450,431.36	31%	\$ 1,007,178.64	69%

Dallas County received the HRSA Notices of Award for FY 2023 RWHAP Part A grants. Please note that HRSA is operating under a Continuing Resolution; therefore, this is a partial award. Final awards will be processed as soon as HRSA HAB receives the full FY 2023 appropriation amount for this program.

Partial Part A Formula and MAI Awards:

Formula (26%)	\$3,202,716.00 (Service Delivery + Administrative)
MAI (16%)	\$ 276,138.00 (Service Delivery + Administrative)
Total Awards	\$3,478,854.00

Dallas County received the executed Interlocal Agreement contract with the 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 28, 2022.

Dallas County RW-Grants Division received the DSHS HOPWA application for contract period: (09/01/2023 – 08/31/2024). The total Dallas HOPWA awards for the Dallas and Sherman-Denison area is \$781,475.

The Ryan White Grants Management Division – Fiscal Unit has two vacant positions posted to the Dallas County Careers site. They are:

- Fiscal Administrative Assistance IRC -23000186
- Senior Fiscal Monitor IRC – 23000273

Please share the vacancy with potential candidates to apply.

ADAP:

- Kofi Bissah, ADAP, reported on the Texas HIV Medication Program (THMP) applied a “spend-down” equal to the cost of each participant’s yearly THMP medications. This income adjustment is for those who are over the 200% Federal Poverty Level rule. There will be a new standard deduction of \$12, 240.00 to be applied against the client’s income to determine eligibility effective April 1, 2023. The standard deduction number is set to change each year by January 31, 2024.

VIII. Committee Reports:

A. Allocations Committee: Helen Zimba reported the Allocations Committee met on 1.23.23. Quorum was met. The committee reviewed the FY 2023 Master Calendar + Work Plan, as well as received an official notice of award announcement.

B. Needs Assessment Committee: Helen Zimba reported Needs Assessment Committee met on 1.17.23. Quorum was met. The committee received a project planning update from Katrina and Michael, Needs Assessment consultants, regarding the pair’s progress on completion.

C. Planning & Priorities Committee: Helen Zimba reported Planning & Priorities met on 1.18.23. Quorum was met. The committee reviewed the PCN 16-02, FY 2022 Standards of Care and Service Delivery Guidelines, and the HRSA CDC Status Neutral Approach Letter.

D. Evaluation Committee: Helen Zimba reported the Evaluation Committee met on 1.24.23. Quorum was met. The committee reviewed the EAM and CQM updates were provided regarding the following topics:

- *About DCHHS 2018*
- *Dallas County sub-recipients*
- *Return to Care QIP*
- *Dallas EMA/HSDA Interventions to Improve Access to Care*
- *Parkland HIV R2C*
- *Resource Center R2C*
- *Organizational Assessment & CQM Evaluation*
- *OA Domains*
- *Dallas EMA/HSDA OA Results*
- *2022 Subrecipient OA Score Quartiles*
- *Quantitative + Qualitative Performance Measures*
- *Lessons Learned – QI Leadership*
- *Best Practices – QI Leadership*
- *Culture of Quality*

E. Consumer Council Committee: Did not meet quorum.

IX. Approval of the RWPC Agenda for January 8, 2023: John Dornheim motioned to approve the agenda Donna Wilson seconded the motion.

X. New Business: None.

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

XII. Adjournment: Donna Wilson made a motion to adjourn. Naomi Green, Allocations Vice-Chair, seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:56 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, March 1, 2022, @ 2:00 pm.

Will be held via TELE-Conference

Dallas County Health and Human Services Building