

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: March 29, 2023

Re: RWPC - Executive Committee Meeting Announcement

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Please note that there will be an:

**Executive Committee Meeting**  
**Wednesday, April 5, 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, March 4, 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 Rivera, 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, April 5, 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. <b>Approve the March 1, 2023, Meeting Minutes</b>   | <b>Action Item</b>                  |
| V. Office of Support Report   | RWPC Support Staff                  |
| • <b>RWPC Bylaw Updates</b>   | <b>Action Item/</b> Discussion Item |
| VI. Leadership Report   | Helen Zimba or John Dornheim        |
| 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 or John Dornheim        |
| B. Needs Assessment Committee   | Lionel Hillard                      |
| C. Allocations Committee  | James Kleitches or Naomi Green      |
| D. Evaluation Committee   | Helen Zimba or John Dornheim        |
| E. Consumer Council Committee   | Donna Wilson                        |
| IX. <b>Approve the RWPC April 12, 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, May 3, 2023 2:00 PM**  
**Will be held via TELE-CONFERENCE**

**EXECUTIVE COMMITTEE MEETING**  
**March 1, 2023**

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

**MEMBERS PRESENT**

Helen Zimba, *Chair*  
John Dornheim, *Vice Chair*

Lionel Hillard  
James Kleitches

Naomi Green

**MEMBERS ABSENT**

Donna Wilson

**RWPC STAFF PRESENT**

Jasmine Sanders, RWPC Planner

Glenda Blackmon-Johnson, RWPC Manager

Logane Brazile, RWPC Coordinator

**GRANTS MANAGEMENT STAFF**

Wanda Scott, GFM  
Justin Henry

Geovanny Velasquez, AA

Sonya Hughes, AA

**OTHERS PRESENT**

Nathaniel Holley, Freelux Project  
Annie Williams, HOPWA  
Barbara Rogers  
Del Wilson, RCD

Crystal Curtis, PHHS  
Jonathan Gute, PHHS

Piper Duarte, PHHS  
Michael Hager, Needs Assessment  
Consultant

- 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:** Jasmine Sanders, Office of Support, announced there will be an orientation training for all RWPC members on April 9, 2023, from 9a-12p.  
Glenda Blackmon-Johnson, Office of Support, announced the HRSA VSV meeting is for clients to share their experiences accessing Ryan White services. This client meeting is open to VSV Team members; no staff will participate. Any notes taken during the session will not identify participants to ensure anonymity. The Office of Support will hold a VSV workshop to review essential topics and disseminate valuable materials to members in preparation for HRSA.  
  
Helen Zimba, Chair, reported she attended the Texas Black Women’s Initiative meeting in Houston, TX.
- IV. **Approval of February 1, 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): 8 members (7 seats open)
  3. Planning & Priorities Committee (15 seats): 8 members (7 seats open)
  4. Consumer Council Committee (20 seats): 12 members (8 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 27 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 27 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 27 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 27 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:** Sonya Hughes, AA, made the following announcements:

- The AA has added a Case Management Systems coordinator to lead care coordination in the Ryan White system. This position will provide case conferencing, training opportunities, etc.
- The HRSA Part A VSV will begin April 17, 2023. Any clients who would like to participate should contact [Sonya.Hughes@dallascounty.org](mailto:Sonya.Hughes@dallascounty.org)
- The AA has been told the FY 2023 RWHA Part B grant full award will be released in April 2023.
- The updated Service Delivery Guideline will be disseminated through the stakeholder email account on March 1, 2023.
- Kofi Bissah, ADAP, and Geovanny Velasquez, Stigma Coordinator, are currently disseminating the Stigma survey. Those who would like to partner with

#### **Fiscal:**

- Sonya Hughes, AA, reported the award funds are currently 91% expended, that is, without February's billing.

#### **Program:**

- Justin Henry, Program Manager, the Standards of Care Service Delivery Guideline document has been dispersed to the Planning and Priorities Committee for review/comment.

VIII. **Committee Reports:**

- Allocations Committee:** Helen Zimba reported the Allocations Committee met on 2.27.23. Quorum was met. The committee received the FY 2022-23 Expenditure Report for Part A, MAI, Part A Carryover, Part B, and State Rebate.
- Needs Assessment Committee:** Helen Zimba reported Needs Assessment Committee met on 2.21.23. Quorum was met. Katrina Balenkov, Needs Assessment consultant, presented the Dallas EMA/HSDA FY 2022 Status Neutral Needs Assessment draft to the committee.
- Planning & Priorities Committee:** Helen Zimba reported Planning & Priorities met on 2.15.23. Quorum was met. Jasmine Sanders, Office of Support, reviewed the HIV Data Training Cascade for 2020/ 2021 to better assist participants in their decision-making process regarding service category prioritization.
- Evaluation Committee:** *Did not meet quorum*
- Consumer Council Committee:** *Did not meet quorum.*

IX. **Approval of the RWPC Agenda for March 8, 2023:** Helen Zimba, Chair motioned to approve the agenda John Dornheim seconded the motion with corrections.

X. **FY 2022 Status Neutral Needs Assessment Presentation:** Michael Hager, Needs Assessment Consultant, presented the latest Dallas EMA/HSDA 2022 Status- Neutral Needs Assessment. The following was reported:

- *Status Neutral Needs Assessment Steps (Survey, Focus Groups, Stakeholder Interviews)*
- *Survey Components*
- *Survey Demographics*
- *Survey Question Results*

- *Key Stakeholder interview components*
- *Themes derived from answered questions (More, lack of comfort, customer service, communication Safety)*
- *Stigma*
- *Dallas County lags other jurisdictions*
- *Recommendation Sets*
- *Combined Logic Model for Dallas Assessments*

- XI. **New Business:** N/A
- XII. **Executive Session:** *For purposes permitted by Chapter 551, Open Meetings, Texas Government Code, Section 551.074, Nathaniel Holley was interviewed by the Executive Committee; Holley was appointed to the Needs Assessment and Planning & Priorities. The Executive Committee recommended Holley to the Judge’s office for placement on the Planning Council.*  
Lionel Hillard made a motion to approve the placements. John Dornheim seconded the motion. The motion passed unanimously.
- XIII. **Adjournment:** Lionel Hillard made a motion to adjourn. James Kleitches seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:44 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, April 5, 2022, @ 2:00 pm.**  
[Will be held via TELE-Conference](#)  
 Dallas County Health and Human Services Building