

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: April 26, 2023

Re: RWPC - Executive Committee Meeting Announcement

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Please note that there will be an:

**Executive Committee Meeting**  
**Wednesday, May 3, 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, May 2, 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, May 3, 2023 - 2:00 p.m. Executive Committee Meeting

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|---|--|
| 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 April 5, 2023, Meeting Minutes</b>   | <b>Action Item</b>   |
| V. Office of Support Report <ul style="list-style-type: none"><li>• RWPC Bylaw Updates</li></ul>  | RWPC Support Staff<br>Discussion Item  |
| VI. Leadership Report   | Helen Zimba or John Dornheim   |
| VII. Administrative Agency Report <ul style="list-style-type: none"><li>• AA Updates</li><li>• CQM Updates</li></ul>  | Sonya Hughes, AA Representative  |
| 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 or John Dornheim<br>Lionel Hillard<br>James Kleitches or Naomi Green<br>Helen Zimba or John Dornheim<br>Donna Wilson |
| IX. <b>Approve the RWPC May 10, 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 (~1)</i>                     |  |
| XII. Adjournment  | Helen Zimba  |

**Due to COVID-19  
Until Further Notice**  
**NEXT SCHEDULED MEETING**  
**Wednesday, June 7, 2023 2:00 PM**  
**Will be held via TELE-CONFERENCE**

**EXECUTIVE COMMITTEE MEETING**  
**April 5, 2023**

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

**MEMBERS PRESENT**

Helen Zimba, <i>Chair</i> John Dornheim, <i>Vice Chair</i>	Lionel Hillard	James Kleitches
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**MEMBERS ABSENT**

Donna Wilson	Naomi Green	
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**RWPC STAFF PRESENT**

Jasmine Sanders, RWPC Planner	Glenda Blackmon-Johnson, RWPC Manager	Logane Brazile, RWPC Coordinator
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**GRANTS MANAGEMENT STAFF**

Wanda Scott, AA Justin Henry, AA	Anji Jones, CQM Oscar Salinas, CQM	Sonya Hughes, AA
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**OTHERS PRESENT**

Annie Williams, HOPWA Crystal Curtis, PHHS Lauren Trimble, Dallas County	Jonathan Gute, PHHS Joni Wysocki, AIN/AHF Michelle Moos	Barbara Rogers Del Wilson, RCD
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- 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
- IV. **Approval of March 1, 2023, Minutes:** John Dornheim, RWPC Chair, motioned to approve the minutes. Lionel Hillard, Needs Assessment 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 33% 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): 9 members (6 seats open)
  4. Consumer Council Committee (20 seats): 12 members (8 seats open)
  5. Needs Assessment Committee (25 seats): 15 members (11 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 17 are Black with representation at 61.00% 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 3 are Latino/Hispanic with representation at 11.00% 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.

**Bylaw Updates:** Glenda Blackmon-Johnson opened discussion suggesting to members that the RWPC Bylaws should be updated (Section 4.5) to reflect accurate descriptions of committee charges for proper distinction (Needs Assessment & Planning and Priorities).

The committee was also asked to set parameters in the Bylaws to address conducting meetings on a virtual platform due to the COVID-19 pandemic.

Below are proposed changes presented to the Executive Committee members for each committee:

<p><b>Current Activities: Planning &amp; Priority Committee:</b></p> <ul style="list-style-type: none"> <li>• Prioritize and Rank Core Medical and Support Services</li> <li>• Standard of Care Service Category Review</li> <li>• Establish Directive – How Best to Meet the Need</li> <li>• Integrated Plan Letter of Concurrence</li> </ul>	<p><b>Current Activities: Needs Assessment Committee:</b></p> <ul style="list-style-type: none"> <li>• Review Needs Assessment Reports</li> <li>• Identify barriers &amp; gap in services</li> <li>• Develop recommendations related to consumer needs</li> </ul>
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*The Committee will receive a redline copy of the Bylaws, Committee charges, and Addendum C to review for suggestion submission.*

- 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 will be providing a \$25 incentive gift card for consumers speaking with HRSA on April 17, 2023, at 2PM as part of HRSA’s Virtual Site Visit Evaluation.
  - There will be an in-person cultural humility training available for those employed by any sub-recipient agency. The training series will be held on May 25 and May 26.
  - Save the date: Service Delivery Guideline and Standards of Care to discuss changes with subrecipients on May 5, 2023.

**Fiscal:**

- Wanda Scott, AA, reviewed fiscal updates for Part A Formula, Supplemental, MAI, and Carryover (3/2022 thru 1/2023)

**Part A Formula, Supplemental, MAI, and Carryover (Formula & MAI) - 03/2022 thru 01/2023 (12 months of Expenses) with a few final supplemental invoices pending.**

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$20,227,483.00	\$19,251,645	96%	\$975,838	4%

**DSHS Part B and State Rebate– 04/2022 thru 01/2023 (11 months of Expenses)- Cumulative**

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$5,258,715	\$4,494,232	85%	\$764,483	15%

**DSHS State Services – 09/01/2022 thru 08/31/2023 (5 months of Expenses)**

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$1,457,610	\$725,842	50%	\$731,768	50%

**CQM:**

- Angie Jones, CQM, presented the CQM Expanded Proposal. This presentation included the following ideas, information, and updates:
  - *RW CQM Infrastructure, Performance Measurement & QI*
  - *EHE foundational capacity building and integration into RW CQM Infrastructure, Performance Measurement & QI*
  - *Leadership Coaching across funding streams*
  - *Honorariums*
  - *Qualtrics Support*
  - *Incentives*
  - *RW CQM Site Specific TA efforts*
  - *Octavio Pasado will join ECC in May; Work alongside EHE to integrate CQM into EHE funded subrecipients*
  - *Leadership Coaching, Frank Thompson*

**Program:**

- Justin Henry, AA, announced the agency sub-recipients will be notified that there will be monitoring for Part B State Services in May/June. Health Access is DSHS contractor for scheduling coordination. All inquiries should be directed to the AA Program Team or Health Access DSHS.

**VIII. Committee Reports:**

- A. Allocations Committee:** Helen Zimba reported the Allocations Committee met on 3.27.23. Quorum was met. The fiscal team provided an expenditure report for Part A, MAI, Part A Carryover, Part B, and State Rebate.
- B. Needs Assessment Committee:** Lionel Hillard reported Needs Assessment Committee met on 3.21.23. Quorum was met. Needs Assessment consultants spoke with committee members requesting they share any questions/comments about the information presented regarding the FY 2022 Status Neutral Needs Assessment.
- C. Planning & Priorities Committee:** Helen Zimba reported Planning & Priorities Committee met on 3.15.23. Quorum was met. Jasmine Sanders, Office of Support, opened discussion explaining the Standards of Care document guides care and service delivery, billing and documentation requirements for organizations receiving Ryan White Part A, B, and State Services funding in the Dallas EMA.

The following subsections were reviewed:

- ❖ *Home Healthcare*
- ❖ *Hospice Services\*\**
- ❖ *Medical Case Management\*\**
- ❖ *Medical Nutrition Therapy*

**\*\* Changes made to subsection**

**D. Evaluation Committee:** Helen Zimba reported Evaluation Committee met on 3.28.23. Quorum was met. Jasmine Sanders, Office of Support, reviewed the latest version of the Administrative Mechanism noting the document serves as a review of how quickly and well the RWHAP Part A recipient carries out their processes. The following sections were reviewed:

- FY 2022 EAM recommendations to the AA
- Procurement/RFP matrix
- Reimbursement Process matrix
- YTD Expenditure Report for Part A Formula
- Part A Award Contract Renewal Timeline

**E. Consumer Council Committee:** *Did not meet quorum.*

IX. **No Planning Council meeting minute approval**--- *Member orientation April meeting*

X. **New Business:** N/A

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

XII. **Adjournment:** Lionel Hillard made a motion to adjourn. James Kleitches seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:59 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, May 3, 2022, @ 2:00 pm.**  
[Will be held via TELE-Conference](#)

Dallas County Health and Human Services Building