

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: May 31, 2023

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting

**Wednesday, June 7, 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, June 6, 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, June 7, 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 May 3, 2023, Meeting Minutes | Action Item |
| V. Office of Support Report | RWPC Support Staff |
| • Approval of Bylaw updates for forwarding to PC | Action 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. Approve the RWPC June 14, 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 (5)</i> | |
| XII. Adjournment | Helen Zimba |

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

EXECUTIVE COMMITTEE MEETING
May 3, 2023

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

MEMBERS PRESENT

Donna Wilson James Kleitches	Helen Zimba, Chair John Dornheim, RWPC Vice Chair	Lionel Hillard
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MEMBERS ABSENT

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

Sonya Hughes, AA Angie Jones, CQM	Geovanny Velasquez, AA Justin Henry, AA	LeShaun Murphy, AA
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OTHERS PRESENT

Annie Williams, HOPWA Lauren Trimble, Dallas County	Joni Wysocki, AIN/AHF Wade Hyde	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 2:01 PM.
- II. **Certification of Quorum:** Quorum was established by Helen Zimba, Chair, and certified by Jasmine Sanders, RWPC Planner.
- III. **Introductions/Announcements:** Lionel Hillard, Needs Assessment Chair, announced his participation in the HOPWA call discussing the housing shortage, and ways to utilize resources within the community.
 Donna Wilson, CCC Chair, made an announcement encouraging listeners to vote.
 John Dornheim, RWPC Vice-Chair, announced the Grace Project will be held on May 19-21, 2023. Last minute registration is available. Contact Helen Zimba for more information.
- IV. **Approval of April 5, 2023, Minutes:** John Dornheim, RWPC Chair, motioned to approve the minutes. Lionel Hillard, Needs Assessment Chair, seconded the motion. The motion passed unanimously.
- V. **Office of Support Report:**
 RWPC membership, 33 seats in total, 28 seats are filled, and 32% 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, Office of Support, reviewed the Bylaw changes with the Committee. Changes included:

- *Date*
- *Provisions for membership*
- *Table of Contents*
- *Addendum C (virtual platform)*
- *Second consecutive three-year term end-of-calendar-year extension*

By consensus, the committee formed a sub-committee to review the Bylaw changes as one group. While the current edits will remain, Helen Zimba, Chair, will call for members who want to participate in the workgroup to edit the Bylaws during the May 10, 2023, Planning Council meeting under New Business. From there, a timeline will be established for the completion of the document.

Further communication will be sent through the Office of Support regarding joining the separate workgroup.

Once the Executive Committee has voted on the document, the District Attorney's office will review the Bylaws to ensure accuracy and completion.

- 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 HRSA site visit has concluded. Findings included the following:
 - *CQM: Quarterly disparity analysis for priority populations in Dallas County*
 - *Fiscal: Budgetary process for the Planning Council – Planning Council leadership involvement in the budget*
 - *Planning Council seat vacancies*
 - Strengths included:
 - *Care coordination ad-hoc committee for self-referrals*
 - *Quarterly TA sessions to discuss changes, provisions, and updates*
 - *Monitoring and compliance process (cataloging of fiscal work papers)*
 - The quarterly TA session will be Friday, May 5, 2023, from 10-12 AM.
 - Cultural Humility training will be held in person on May 25-26. Contact Sonya Hughes for more information.
 - Congresswoman Jasmine Crockett's office suggested a check presentation to the AA for recognition of their Notice of Award.

Fiscal: N/A

CQM:

- Angie Jones, CQM, provided information about the Quality Improvement Project in partnership with DSHS focusing on Linkage to Care. There will be two groups, HIV/STD testing sites linking newly diagnosed HIV clients who also acquired a bacterial STD infection 30 days before or after their HIV diagnosis to care within 7 days. For non-testing sites, new clients will be reported in the last quarter. Reporting will begin on June 15, 2023. Updates will be provided when available.

Program: N/A

VIII. Committee Reports:

A. Allocations Committee: Helen Zimba reported the Allocations Committee met on 4.24.23. Quorum was met. Jasmine Sanders, Office of Support, provided comprehensive Data training for the members, including an overview of the HRSA Part A Client Utilization Dashboard. Noted below are the elements introduced in the presentation to the committee concerning the Resource Allocation process as it relates to the Priority Setting and Resource Allocation Process. The training criterion is shown below:

- *Importance of developing directives*
- *Identifying HSRA Expectations*
- *Describing steps in Resource Allocation*
- *FY 2022 YTD Expenditure Data*
- *HRSA Compass Dashboard Client Characteristic Data, 2020*
Oscar Salinas, CQM introduced the committee to Performance Measuring data. The presentation objectives are as follows:
- *Clients served in Dallas EMA/Sherman Denison HSDA, 2017-2020*
- *CY 2020 Care Continuum data*

B. Needs Assessment Committee: Lionel Hillard reported Needs Assessment Committee met on 4.18.23. Quorum was met. Michael Hager provided a continuation of the FY 2022 Needs Assessment project planning and implementation presentation. Jasmine Sanders, Office of Support, provided an FY 2022 Needs Assessment crosswalk regarding next steps beyond the Needs Assessment.

C. Planning & Priorities Committee: Helen Zimba reported Planning & Priorities Committee met on 4.19.23. Quorum was met—Jasmine Sanders, Office of Support, presented on the PSRA process (client utilization). The Standards of Care document was reviewed that guides care and service delivery, billing, and documentation requirements for organizations receiving Ryan White Parts A, B, and State Services funding in the Dallas EMA.

The following subsections were reviewed:

- ❖ *Mental Health Services*
- ❖ *Oral Health Care*
- ❖ *Outpatient/ Ambulatory Health Services ***

**** Changes made to subsection**

D. Evaluation Committee: Helen Zimba reported Evaluation Committee met on 4.25.23. Quorum was met. Jasmine Sanders, Office of Support, reviewed the latest version of the RWHAP Part A recipient expenditure report provided by the AA.

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

F. Approval of the RWPC Agenda for May 10, 2023: John Dornheim motioned for the approval of the agenda. Lionel Hillard seconded the motion. The motion passed unanimously.

G. New Business: N/A

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

The candidate interviewed in 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.

I. Adjournment: Lionel Hillard made a motion to adjourn. James Kleitches seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:31 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, June 14, 2023, @ 2:00 PM.

Will be held via TELE-Conference

Dallas County Health and Human Services Building