

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: July 31, 2024

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting

**Wednesday, August 7, 2024, 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 RWPC Office of Support at gblackmonjohnson@dallascounty.org, on or before **Tuesday, August 6, 2024**. 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
Vacant- 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
Nariah Webster, Senior Monitor - Fiscal
Melody Lee, Fiscal
Marlen Rivera, Fiscal
Tyreece Stephens, Fiscal
Vacant, RWPC Coordinator
Jasmine Sanders, RWPC Planner
Kofi Bissah, ADAP Liaison
Building Security

**2377 N. Stemmons Freeway, Suite 200, Dallas, Texas 75207
214 819-1857 Telephone**

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, August 7, 2024 - 2:00 p.m.
Executive Committee Meeting

- I. Call to Order Helen Zimba, RWPC Chair or John Dornheim/Naomi Green, RWPC Vice-Chair
- II. Certification of Quorum Helen Zimba, RWPC Chair or John Dornheim/Naomi Green, RWPC Vice-Chair
- III. Introductions/Announcements Helen Zimba, RWPC Chair or John Dornheim/Naomi Green, RWPC Vice-Chair
- IV. [Approve the July 3, 2024, Meeting Minutes](#) [Action Item](#)
- V. Administrative Agency Report Sonya Hughes, AA Representative
- AA Updates/2024-2025 Allocation/Expenditures
 - CQM Updates
- VI. [Ryan White Planning Council Budget Draft Review and Approval](#) [Discussion/Action Item](#)
- VII. Committee Reports:
- A. Planning & Priorities Committee Helen Zimba, RWPC Chair or John Dornheim, RWPC Vice-Chair
- B. Needs Assessment Committee (DNM) Lionel Hillard, Chair or John Dornheim, Vice-Chair
- C. Allocations Committee Corey Strickland, Chair or Naomi Green, Vice-Chair
- [Recommendations for review and approval to forward to the RWPC:](#)
- [Review & Approve FY 23-24 Actual Carryover Allocation](#) [Action Item](#)
 - [Review & Approve FY 23-24 Final State Services Reallocation](#) [Action Item](#)
 - [Review & Approve FY 24-25 Full Awards \(Actual\) Budget](#) [Action Item](#)
 - [Review & Approve FY 2024 \(Full\) Award Endorsement Letter](#) [Action Item](#)
- D. Evaluation Committee Helen Zimba, RWPC Chair or John Dornheim, RWPC Vice-Chair
- [Review and Approve the Assessment of the Administrative Agency Mechanism](#) [Action Item](#)
- E. Consumer Council Committee Donna Wilson, Chair
- VIII. [Approve the Ryan White Planning Council 8.14.24 Agenda](#) [Action Item](#)
- IX. New Business
- X. Executive Session (**CLOSED**)
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 (1) candidate: Charlot Mai
- XI. Adjournment Helen Zimba, RWPC Chair or John Dornheim/Naomi Green, RWPC Vice-Chair

Until Further Notice

Will be held Virtually

NEXT SCHEDULED MEETING

Wednesday, September 4, 2024, 2:00 PM

EXECUTIVE COMMITTEE MEETING
July 3, 2024

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

MEMBERS PRESENT

Naomi Green John Dornheim	Corey Strickland	Donna Wilson Sonya Hughes, AD
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MEMBERS ABSENT

Helen Zimba		Lionel Hillard
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RWPC STAFF PRESENT

Glenda Blackmon-Johnson, RWPC Manager		Jasmine Sanders, RWPC Planner
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GRANTS MANAGEMENT STAFF

Nariah Webster, AA Melody Lee, AA	Tyreece Stephens Marlen Rivera, AA	Justin Henry, AA Oscar Salinas, AA Kevin Chadwin Davis, AA
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OTHERS PRESENT

Kristin Woods-Parkland	Joni Wysocki, AIN/AHF	Traswell Livingston, ASD T`Andria Tucker, Parkland
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- I. **Call to Order:** John Dornheim, RWPC Vice Chair, called the meeting to order at 2:00 p.m.
- II. **Certification of Quorum:** Quorum was established by John Dornheim, RWPC Vice Chair, and certified by Glenda Blackmon Johnson, Office of Support.
- III. **Introductions/Announcements:**
 - Naomi Green announced that she and the Trans Allied Community will be hosting a Dallas Trans Unity Pride event September 20-22. Events will be on Cedar Springs Beats on the Streets and Learning opportunities at the Crown Plaza; TS Madison will be the official host for the event. Vendors and Sponsors should reach out to Naomi Green at naomigreen241@yahoo.com 616-633-3687 Naomi Green.
- IV. **Approval of June 5, 2024, Meeting Minutes:** Corey Strickland, Allocations Chair, motioned to approve the minutes. Naomi Green, Allocations Vice Chair, seconded the motion. The motion passed unanimously.
- V. **Administrative Agency Report:**
 - a. Administrative Agency Report – Sonya Hughes, AD announced that a Consumer Session is planned for E2I Cares App. Tentative launch July 26, 2024; incentives will be provided for participation; the next phase will be trying out the app to obtain feedback before the launch. She requested to be added to the next meeting agenda to discuss the initiative further.
 - b. She announced HRSA’s expungement program letter released June 6, 2024, regarding housing security deposits. Funds can be used to pay a security deposit and applicable policies must be in place.
 - c. HRSA released the Part A Notice of Opportunity Funding Opportunity (NOFO), the full application will be due in October this year. Nariah Webster will take on the Fiscal tasks going forward.
 - d. The Dallas EMA received the full FY 2024-2025 Award; Contract have gone out to Sub-recipients.

Administrative Agency Fiscal Report:

Nariah Webster, AA, provided the following expenditure report:

Fiscal Updates 7.3.24

1. Expenditure Report: Award Amount: HRSA & DSHS.

Part A Formula, Supplemental, MAI, - 03/2024 thru 02/2025 (4 months of Expenses).

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$20,950,392.00	\$3,366,372.92	16%	\$17,584,019.08	84%

DSHS Part B- 04/2024 thru 03/2025 (3 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$3,899,385	\$370,819.31	10%	\$3,528,565.69	90%

DSHS State Services – 09/01/2023 thru 08/31/2024 (10 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$2,804,335.00	\$2,190,434.01	78%	\$613,900.99	22%

Analysis over 3 year of Awards Part A, Part B, and State Services

DCHHS - GRANTS DIVISION
Analysis for Part A Award

Grant Name	Years					
	2022-2023		2023-2024		2024-2025	
Part A Award						
Awarded Allocation Change	\$ 20,227,484.00	7%	\$ 20,971,419.00	4%	\$ 21,309,805.00	2%
Expended	\$ 19,779,583.00	97.79%	\$ 20,612,006.00	98.29%	\$ -	0.00%
Remaining Balance	\$ 447,901.00	2.21%	\$ 359,413.00	1.71%	\$ -	0.00%

2nd Award Est. Carryover

DCHHS - GRANTS DIVISION
Analysis for Part B Award

Grant Name	Years					
	2022-2023		2023-2024		2024-2025	
Part B Award						
Awarded Allocation Change	\$ 5,258,715.00	-1%	\$ 4,287,250.00	-18%	\$ 3,899,385.00	-9%
Expended	\$ 5,023,135.19	95.52%	\$ 4,197,478.48	97.91%	\$ -	0.00%
Remaining Balance	\$ 235,579.81	4.48%	\$ 89,771.52	2.09%	\$ -	0.00%

DCHHS - GRANTS DIVISION
Analysis for State Services

Grant Name	Years					
	2022-2023		2023-2024		2024-2025	
STATE SERVICES						
Awarded Allocation Change	\$ 1,457,610.00	-5%	\$ 2,804,335.00	92%	\$ 2,575,709.00	-8%
Expended	\$ 1,455,560.80	99.86%	\$ 2,190,434.01	78.11%	\$ -	0.00%
Remaining Balance	\$ 2,049.20	0.14%	\$ 613,900.99	21.89%	\$ -	0.00%

FY-2025 Executive Committee Budget

The Grants Management Fiscal Unit will be sending an email notification within the next week submitting the 2025 budget summary template to the Executive Committee to negotiate the upcoming fiscal year budget.

The Grants Management Division is requesting to include this 2025 NCC Budget Summary template document in the August 2024, Executive Committee meeting discussion to provide the negotiated budget to the Grants Management Division.

Supplier Portal for Oracle Fusion – Temporarily Down An email notification went out to sub-recipients on December 18, 2023, the Supplier Portal for Oracle Fusion temporarily down and being reviewed by the Auditor’s Office with a possible reopen by the end of May 2024. The GMD-Fiscal Unit has offered to provide assistance for reimbursement reconciliation of invoice billings.

How do suppliers get to the supplier portal?
The supplier portal is currently down for maintenance. The supplier needs to contact AP to update their address, bank account, and/or contact info. However, remittance details have recently been added so that each supplier will know what invoices they've been paid for. Once the Supplier Portal is fully functional again, a Broadcast will be sent out to county employees.

The NOFO has been released and the Fiscal Team is working on 2025 budget summary template so that the committee can make budget recommendations. She has requested that the committee discuss the recommendation at the next meeting, August 2024.

Executive Committee Meeting 7.3.2024.

The Portal for Fusion is still down, and the team will work with anyone in need of reimbursement.

Administrative Agency Clinical Quality Management Report:

CQM: Kevin Chadwin Davis, CQM, reported that the work currently underway stakeholder experience evaluation for RW providers. The Survey of 50 questions includes 4 domains: stigma, culture of care and wellbeing, leisure ship. The hope is engaging stigma collaboration with NMAC, results anticipated around September. information shows 11,000 clients received services in 2023; 50% of clients received medical care. 25% of clients utilized mental health services.

VI. Committee Reports:

a. **Allocations Committee** – Allocations met on June 24, 2024. Quorum was established. The AA provided an extensive Final Expenditure Report for FY 23-24 Part A Formula, Supplemental, MAI, and Part B Formula.

b. **Planning and Priorities Committee** – The Committee met on June 20, 2024. Quorum was established. The committee received the results of the FY 2025 Core Medical and Support Category Rankings and approved to forward the FY 2025 Core Medical and Support Category Rankings to the RW Planning Council for the final approval and reviewed selected categories of the Standards of Care. *The motion from committee called for a 2nd. Corey Strickland, Allocations Chair 2nd the motion, the motion passed unanimously.*

FY 2025 Priority Setting Process Ballot

Core Medical Services - Parts A, B, State Services	Rank 1 - 13
Service Category	FY 2025 Rank
Outpatient/Ambulatory Health Services	1
AIDS Pharmaceutical Assistance	2
Medical Case Management	3
Mental Health Services	3(t)
AIDS Drug Assistance Program	5
Health Insurance and Cost Sharing Assistance	6
Oral Health Care	7
Early Intervention Services	8
Substance Abuse	9
Home and Community-Based Health Care	10
Home Health Care	11
Medical Nutrition Therapy	12
Hospice Care	13

Support Services - Parts A, B, State Services	Rank 1 - 12
Service Category	FY 2025 Rank
Non-Medical Case Management	1
Housing	2
Food Bank/Home-Delivered Meals	3
Medical Transportation	4
Emergency Financial Assistance	5
Outreach- Lost to Care	6
Referral for Health Care and Support Services	7
Health Education/Risk Reduction	8
Linguistic Services	9
Respite Care+	10
Other Professional Services (Legal Services)	11
Child Care Services	12

FY 2025 Priority Setting Process Ballot

Minority AIDS Initiative (MAI)

	Rank 1 -5
Core Medical Services	FY 2025 Rank
Outpatient/Ambulatory Health Services	1
AIDS Pharmaceutical Assistance	2
Medical Case Management	3
Oral Health Care	4
Substance Abuse	5
	Rank 1 - 3
Support Services	FY 2025 Rank
Non-Medical Case Management	1
Medical Transportation	2
Food Bank	3

- c. **Evaluation Committee** – The Committee met on June 25, 2024. Quorum was established. The JSI Consultant Group provided a comprehensive overview of activities that the committee could conduct to contribute to the Integrated Plan. The committee opted to use the template to collect data. The group will develop a list of Data to be collected.
- d. **Needs Assessment Committee** – Did not meet in June 2024.
- e. **CC Committee** – The Committee met on June 27, 2024; conducted planning for HIV and Aging Forum on July 16, 2024; and other tentative forums.

VII. **New Business:** *Approval of the RWPC Agenda for July 10, 2024: Naomi Green, Allocations Vice Chair motioned to approve the agenda. Corey Strickland, Allocations Chair, seconded the motion. The motion passed unanimously.*

VIII. **Adjournment:** John Dornheim, RWPC Vice Chair, called for motion to adjourn. Corey Strickland, Allocations Chair, seconded the motion. The meeting was adjourned at 3:20 PM.

Submitted by:

Glenda Blackmon Johnson
Office of Support

_____ Date

Draft Certified by:

Glenda Blackmon Johnson
Glenda Blackmon Johnson, RWPC Manager

_____ Date

Final Approval by:

Helen Zimba, RWPC Chair
John Dornheim RWPC Vice-Chair
Naomi Green, RWPC Vice-Chair

_____ Date

Due to COVID-19
Until Further Notice
NEXT SCHEDULED MEETING
Wednesday, August 7, 2024, @ 2:00 p.m.
Will be held via TELE-Conference
 Dallas County Health and Human Services

RYAN WHITE PLANNING COUNCIL OF THE DALLAS AREA

The RWPC envisions a seamless, flexible, and efficient healthcare system dedicated to the wellness and empowerment of Persons Living with HIV/AIDS (PLWHA) in North Texas. The RWPC of the Dallas Area is a collaborative partnership of consumers, volunteers, and providers entrusted with the planning and coordination of healthcare services on behalf of PLWHA in North Texas.

AGENDA

Wednesday, August 14, 2024
9:00 a.m.

- I. Call to Order Helen Zimba, RWPC Chair or John Dornheim/Naomi Green, RWPC Vice-Chair
- II. Certification of Quorum Helen Zimba, RWPC Chair or John Dornheim/Naomi Green, RWPC Vice-Chair
- III. Introduction/Announcements Helen Zimba, RWPC Chair or John Dornheim/Naomi Green, RWPC Vice-Chair
- IV. **Approval of the July 10, 2024, Minutes** **Action Item**
- V. **Review and approve Allocation & Evaluation Committee Recommendations to the RWPC** **Action Item**
- ✚ FY 23-24 Actual Carryover Allocation -*Allocation Committee*
 - ✚ FY 23-24 Final State Services Reallocation- *Allocation Committee*
 - ✚ FY 24-25 Full Awards (Actual) Budget- *Allocation Committee*
 - ✚ FY 2024 (Full) Award Endorsement Letter- *Allocation Committee*
 - ✚ FY 2023 Assessment/Evaluation of the Administrative Agency Mechanism-*Evaluation Committee*
 - ✚ Ryan White Planning Council FY 25-26 Budget-*Executive Committee*
- VI. Subrecipient Spotlight Presentation Feature: **Resource Center** Del Wilson, RCD Representative
- VII. Administrative Agency Report Sonya Hughes, AA Representative
- AA Updates
 - CQM Updates
- VIII. Presentation: **Reshaping the Narrative of Sex Work and HIV Care Through a Human Rights Lens** Bree Rowe & Kevin Chadwin Davis, AA Representative
- IX. Committee Meeting Update:
- a. Executive Committee Helen Zimba, RWPC Chair or John Dornheim, RWPC Vice-Chair
 - b. Planning and Priorities Committee Helen Zimba, RWPC Chair or John Dornheim, RWPC Vice-Chair
 - c. Needs Assessment Committee Lionel Hillard, Chair, or John Dornheim, Vice-Chair
 - d. Allocations Committee Corey Strickland, Chair or Naomi Green, Vice-Chair
 - e. Evaluation Committee Helen Zimba, RWPC Chair or John Dornheim, RWPC Vice-Chair
 - f. Consumer Council Committee Donna Wilson, Chair
- X. New Business
- XI. Adjournment Helen Zimba, RWPC Chair or John Dornheim/Naomi Green, RWPC Vice-Chair