

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: November 21, 2024

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting
Wednesday, December 4, 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, December 3, 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
Nariah Webster- 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
Vacant, RWPC Planner
Kofi Bissah, ADAP Liaison

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, December 4, 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 November 6, 2024, Meeting Minutes | Action Item |
| V. Administrative Agency Report | Sonya Hughes, AA Representative |
| <ul style="list-style-type: none">• AA Updates/2024-2025 Allocation/Expenditures• CQM Updates | |
| VI. Committee Reports: | |
| A. Planning & Priorities Committee DNM | Helen Zimba, RWPC Chair or John Dornheim, RWPC Vice Chair |
| B. Needs Assessment Committee DNEQ | 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: | |
| FY 2024 Part A Formula, Supplemental, MAI, Part B State Services Dallas and Sherman Reallocation | |
| Recommendations Action Item | |
| D. Evaluation Committee - DNM | Helen Zimba, RWPC Chair or John Dornheim, RWPC Vice-Chair |
| E. Consumer Council Committee DNM | Donna Wilson, Chair |
| VII. Approve the Ryan White Planning Council 12.11.24 Agenda | Action Item |
| VIII. New Business – State’s Request to the Council for a Donation – | |
| Discuss & Refer Response Recommendation to the RWPC | Discussion/Action Item |
| IX. 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 Candidate Interview</i> | |
| X. Adjournment | Helen Zimba, RWPC Chair or John Dornheim/Naomi Green, RWPC Vice-Chair |

NEXT SCHEDULED MEETING

[Will be held Virtually](#)

[Until Further Notice](#)

[Wednesday, January, 2024, 2:00 PM](#)

EXECUTIVE COMMITTEE MEETING November 6, 2024		
<i>Charge: Ensures the orderly and integrated progression of work of the Ryan White Planning Council Committees. Plans future activities.</i>		
MEMBERS PRESENT		
Helen Zimba, Chair John Dornheim, Vice Chair	Naomi Green, Vice Chair	Donna Wilson, CCC Chair Lionel Hillard, NA Chair
MEMBERS ABSENT		
Corey Strickland, AC Chair		
RWPC STAFF PRESENT		
Glenda Blackmon-Johnson, RWPC Manager		
GRANTS MANAGEMENT STAFF		
Sonya Hughes, Nariah Webster, AA	Tyreece Stephens, AA Melody Lee, AA	Justin Henry, AA
OTHERS PRESENT		
Kristin Woods- PHHS Traswell Livingston, ASD Karla Obasi, EHE	Devondyana Venugopal, Callie Clinic Lauren Hollis, RCA Nomi Imon	Charlot Mai, Blaq LINQ T'Andria Tucker, Parkland

- I. **Call to Order:** John Dornheim, RWPC Chair, opened the meeting at 2:15 pm with announcements and housekeeping rules for the GoToMeeting platform; and called the meeting to order at 2:25 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 the HBCU Initiative is still open and looking for 25 Black Ladies, in Public Health, to participate with an alternative Spring Break/training at Texas Southern where they will get to create a program surrounding sexual health to engage students their own campuses. Please reach out to her for more information at ngreen@bliph.org or call 616-633-3687.
- IV. **Approve October 2, 2024, Meeting Minutes:** John Dornheim, RWPC Vice Chair called for a motion to approve the minutes. Helen Zimba, Chair, made a motion to approve the minutes and Donna Wilson, CCC Chair seconded the motion. The motion passed with 2 abstentions.
- V. **Administrative Agency Report:**
 - a. Sonya Hughes, AA announced the Ryan White Request for Proposal, (RFP) and 524 EHE funding posted for bid and the submission deadline is 11/14/2024 at 2:00 pm., 2:01 submissions will be rejected. She reported that the AA met with all Health Insurance Assistance funded providers to discuss challenges and to get a better understanding of processing in preparation for the DSHS rollout in response to the deficit in 2025.
 - b. Justin Henry, AA announced that the invitation has been sent out for the quarterly technical assistance is scheduled for November 15, 2024, at 10:00 am focusing on Referral for Healthcare system, and the centralized eligibility module. The AA has forwarded the DSHS notification for

the Substance Abuse Outpatient Service category reviews due by November 15, 2024. Emergency Financial Assistance has been completed and on the DSHS website at [Substance Abuse Services \(Residential\) | Texas DSHS](#) Category has been finalized.

- c. Nariah Webster, Fiscal Program provided an update regarding Expenditures and the 3- year Grant Award Analysis.

Fiscal Updates 11.6.24

1. Expenditure Report: Fiscal Updates

1. Expenditure Report:

Award Amount: HRSA & DSHS.

Part A Formula, Supplemental, MAI, - 03/2024 thru 02/2025 (8 months of Expenses).

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$21,309,543.00	\$9,117,043.68	43%	\$12,192,499.32	57%

DSHS Part B– 04/2024 thru 03/2025 (7 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$3,899,385	\$1,112,623.18	29%	\$2,786,761.82	71%

DSHS State Services – 09/01/2024 thru 08/31/2025 (1 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$2,804,335.00	153,531.97	6%	\$2,422,177.03	94%

Planning Council Budget for FY 24-25 03/2024 thru 02/2025 (8 months of Expenses).

TOTAL BUDGET	EXPENSE	%	BALANCE	%
\$460,742	\$123,534.18	27%	\$337,207.82	73%

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

DCHHS - GRANTS DIVISION

Analysis for Part A Award

Grant Name	Years					
Part A Award	2022-2023		2023-2024		2024-2025	
Awarded Allocation Change	\$20,227,484.00	7%	\$20,971,419.00	4%	\$21,309,543.00	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%

DCHHS - GRANTS DIVISION

Analysis for Part B Award

Grant Name	Years					
Part B Award	2022-2023		2023-2024		2024-2025	
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%

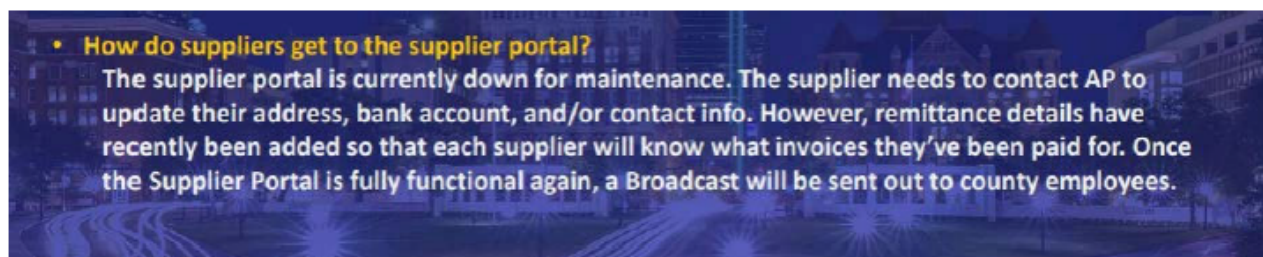
DCHHS - GRANTS DIVISION

Analysis for State Services

Grant Name	Years					
STATE SERVICES	2022-2023		2023-2024		2024-2025	
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%

Supplier Portal for Oracle Fusion – Work in Progress

Recently Dallas County has announced that the Supplier Portal is now back up and working for Suppliers to be able to access. They implemented a new security feature called Octa in which all suppliers will now have to create an account in Octa and login in first to get access to the supplier portal. The implementation of this new process is still ongoing and AP is continuing to work with Suppliers to be added in the new system.



VI. Committee Reports:

- Planning & Priorities Committee:** The Committee met on October 16, 2024. Quorum was established. The Committee concluded its review and voted to approve and forward the FY 2025 Standards of Care to the Ryan White Planning Council with added verbiage recommendations for Housing and Emergency

Financial services which allow Housing funds to be used to pay security deposits for renters. The committee's next meeting is scheduled for November 20, 2024. ***The motion came from committee, John Dornheim, RWPC vice chair called for a second to approve the FY 2025 standards of Care, Lionel seconded the motion, the motion passed.***

- b. **Needs Assessment Committee:** The committee met on October 15, 2024. The committee discussed extensively and established baseline criterion for the FY 2025 Comprehensive Status Neutral Needs Assessment Project. Members were presented with new information, the State awarded \$60,000 dollars additional funding for the project. The Matrix containing information about priority populations; inventive amounts, survey question content; the number of participants needed for the project and the total budget allocated to the project were updated to reflect the changes. ***Lionel Hillard, Needs Assessment Chair called for a motion to add the matrix as a voting item and forward the Needs Assessment Matrix to the RWPC for approval for the FY 2025 Needs Assessment Project, Donna Wilson, CCC Chair second the motion. The motion passed.***

FY 2025 Need Assessment Matrix - Needs Assessment Committee Updated 10/15/2024

Ryan White Planning Council's FY 2025 Need Assessment Budget Recommendation- \$137,700 Approved - Update 10/15/2024					
Priority Population		\$ Amount (Incentive for Participation)		Question Content	
FY 2025 Needs Assessment Committee's Preference for Individuals Living with HIV	FY 2025 EHE Needs Assessment	FY 2025 Needs Assessment Committee's Preference	FY 2025 Needs Assessment	FY 2025 Needs Assessment	FY 2025 Needs Assessment
<ul style="list-style-type: none"> ❖ Black Women ❖ Black Men ❖ Hispanic/Latinx Men ❖ Hispanic/Latinx women ❖ Transgender Men and Women ❖ White Men ❖ White Women ❖ 18-30 living with HIV/AIDS ❖ 13-17 - Youth at risk of contracting HIV/AIDS ❖ Older Adults (66+) ❖ Asian Americans ❖ Diaspora ❖ Incarcerated Population ❖ Deaf/Blind Population 		<p>\$50.00 per participant</p> <p>\$100.00 per Key Informant -- \$1,300 for 13</p>		<p>Key Questions:</p> <p>Questions centered on quality of life, questions on older adults and geriatric care.</p> <p>HIV Stigma - STATE</p> <p>Retention in Care - STATE</p> <p>Viral Suppression - STATE</p> <p>Focus Group Questions:</p> <p>PLWHA or affected by HIV/AIDS</p> <p>Questions centered on changes in prevention and care, access, and gauging overall concern.</p>	To be determined via collaboration
<p>Other: COLLABORATION PROJECT WITH EHE PROGRAM</p> <p>***All criterion presented in this Matrix is subject to Our HRSA Project Officer's Review and Approval.</p>					
<p>FY 2025 Needs Assessment/Support Documents</p> <ul style="list-style-type: none"> ❖ Reports included. - Draft report for review and feedback - Final report that incorporated feedback - Presentation of findings and facilitated discussion for feedback - Final report - Executive summary ❖ Spanish interpreter provided ❖ Interview protocol script for formality & consistency ❖ Schedule of tasks highlighting the approximate dates of task completion 		<p>FY 2025 Needs Assessment</p> <p>10/15/2024</p> <p>EMA FY 2023 Data Total: 27,869</p> <p>4% Sample size -1,115 Participants -- (Collaboratively =1,676)</p> <ul style="list-style-type: none"> ▪ Incentive Gift Card Amount \$50.00 Cost of incentives: \$56,968.00 <p>10/2/24 State's Additional \$60,000 to the Needs Assessment Project</p>			

- c. **Allocations Committee:** The committee did not meet.
- d. **Evaluation Committee:** The committee did not meet.
- e. **Consumer Council Committee:** The committee met on October 24, 2024. The committee discussed the forum planning for the November 21, 2024, Social Security 101 Forum.

VII. **Approve the Ryan White Planning Council 11.13.2024 Agenda:** John Dornheim, RWPC Vice Chair, called for a motion to approve the Ryan White Planning Council 11.13.24 Agenda, John Dornheim, RWPC Vice Chair made the motion to approve, and Donna Wilson, CCC Chair seconded the motion. The motion passed unanimously.

VIII. **New Business:** The executive committee shared the email sent to the Chair and Vice Chairs from the State Representatives asking for a donation to the THMP fund from the Planning Council. Members discussed the reported deficit due to a reduction in rebate funding. The members agreed to forward the email correspondence from the State and the 3-Year Analysis and Expenditure Report to all the Planning Council Members. Executive Members had several comments and questions about tracking Executive Committee Meeting 11.6.24.

expenditures and more

IX. **Executive Session:** The candidate did not show up for the interview.

X. **Adjournment:** John Dornheim, RWPC Vice Chair, called for motion to adjourn. Donna Wilson, CCC Chair made the motion to adjourn. Lionel Hillard, Needs Assessment Chair second the motion. The meeting was adjourned at 3:15 PM.

Submitted by:

Glenda Blackmon Johnson 11.6.24

Office of Support

Date

Draft Certified by:

Glenda Blackmon Johnson 11.6.24

Glenda Blackmon Johnson, RWPC Manager

Date

Final Approval by:

Helen Zimba, RWPC Chair

John Dornheim RWPC Vice-Chair

Naomi Green, RWPC Vice-Chair

Date

Until Further Notice

NEXT SCHEDULED MEETING

Wednesday, December 4, 2024, @ 2:00 p.m.

Will be held via Virtual Platform

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, December 11, 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. Approve the November 13, 2024, Meeting Minutes | Action Item |
| V. Review and approve Recommendations | Action Item |
| • FY 2024 Part A Formula, Supplemental, MAI, Part B State Services Dallas and Sherman Reallocation Recommendations | |
| VI. RWPC Response [For/Against] Donation to the State's Health Insurance Program | Action Item |
| VII. Subrecipient Spotlight Presentation Feature: HOPWA | Julia Chavarria, HOPWA Representative |
| VIII. Administrative Agency Report | Sonya Hughes, AA Representative |
| • AA Updates | |
| • CQM Updates | |
| IX. Committee Meeting Update: | |
| a. Executive Committee | Helen Zimba, RWPC Chair or John Dornheim, RWPC Vice-Chair |
| b. Planning and Priorities Committee DNM | Helen Zimba, RWPC Chair or John Dornheim, RWPC Vice-Chair |
| c. Needs Assessment Committee DNEQ | Lionel Hillard, Chair, or John Dornheim, Vice-Chair |
| d. Allocations Committee | Corey Strickland, Chair or Naomi Green, Vice-Chair |
| e. Evaluation Committee DNM | 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 |