

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

Memorandum

To: Members, Executive Committee

From: RWPC Office of Support

Date: August 28, 2024

Re: RWPC - Executive Committee Meeting Announcement

Please note that there will be an:

Executive Committee Meeting

**Wednesday, September 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, September 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
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

**1300 W. Mockingbird Lane, Suite 400, Dallas, Texas 75247
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, September 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 August 7, 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 | 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 to forward FY 2024 Part A/Part B Reallocations to RWPC | Action Item |
| Review & approve to forward FY 2025 Part A/MAI Allocations to RWPC | Action Item |
| D. Evaluation Committee | Helen Zimba, RWPC Chair or John Dornheim, RWPC Vice-Chair |
| E. Consumer Council Committee | Donna Wilson, Chair |
| VII. Approve the Ryan White Planning Council 9.11.24 Agenda | Action Item |
| VIII. New Business | |
| 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
Interviews (1) candidate: Charlot Mai</i> | |
| X. Adjournment | Helen Zimba, RWPC Chair or John Dornheim/Naomi Green, RWPC Vice-Chair |

Until Further Notice

Will be held Virtually

NEXT SCHEDULED MEETING

Wednesday, October 2, 2024, 2:00 PM

EXECUTIVE COMMITTEE MEETING

August 7, 2024

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

MEMBERS PRESENT

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

Corey Strickland, AC Chair
Lionel Hillard, NA Chair

Donna Wilson, CCC Chair
Sonya Hughes, AD

MEMBERS ABSENT

RWPC STAFF PRESENT

Glenda Blackmon-Johnson, RWPC Manager

Jasmine Sanders, RWPC Planner

GRANTS MANAGEMENT STAFF

Sonya Hughes, AD
Nariah Webster, AA
Melody Lee, AA

Marlen Rivera, AA
Cabrina Regal, SC
Kofi Bissah

Justin Henry, AA
Oscar Salinas, AA
Kevin Chadwin Davis, AA

OTHERS PRESENT

Crystal Curtis, PHHS
Kristin Woods- PHHS
T'Andria Tucker, Parkland
Jonathan Gute, PHHS

Joni Wysocki, AIN/AHF
Miranda Grant, EHE
Annie Williams, HOPWA
Karla Obasi, EHE

Traswell Livingston, ASD
Shariyun H. LC
Charlot Mai

- I. **Call to Order:** Helen Zimba, RWPC Chair, called the meeting to order at 2:10 p.m.
- II. **Certification of Quorum:** Quorum was established by Helen Zimba, RWPC Chair, and certified by Glenda Blackmon Johnson, Office of Support.
- III. **Introductions/Announcements:** N/A
- IV. **Approval of July 3, 2024, Meeting Minutes:** John Dornheim RWPC Vice Chair motioned to approve the minutes. Corey Strickland, Allocations Chair, seconded the motion. The motion passed unanimously.
- V. **Administrative Agency Report:**
 - a. Sonya Hughes, AD announced that the HRSA Correction Action Plan has been closed out and resolved all the Findings. And that HOPWA Short Term Rental assistance is available for Consumer referral.
 - b. Nariah Webster, Fiscal Program Monitor provided an update regarding Expenditures.

Fiscal Updates 8.7.24

1. Expenditure Report: Fiscal Updates

1. Expenditure Report:

Award Amount: HRSA & DSHS.

Part A Formula, Supplemental, MAI, - 03/2024 thru 02/2025 (5 months of Expenses).

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$21,309,543.00	\$4,746,704.70	22%	\$16,562,838.30	78%

DSHS Part B- 04/2024 thru 03/2025 (4 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$3,899,385	\$562,112.22	15%	\$3,327,272.78	85%

DSHS State Services - 09/01/2023 thru 08/31/2024 (11 months of Expenses)

TOTAL AWARD	EXPENSE	%	BALANCE	%
\$2,804,335.00	2,369,566.62	84%	\$434,768.38	16%

FY 2023 -2024 Approved Carryover Funds

*We received the NOA for Part A Formula and MAI Carryover Funds FY 2023 -2024

AWARD	Amount
Formula	\$328,609.00
MAI	\$30,542.00
Total Award	\$359,151.00

Analysis over 3 year 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

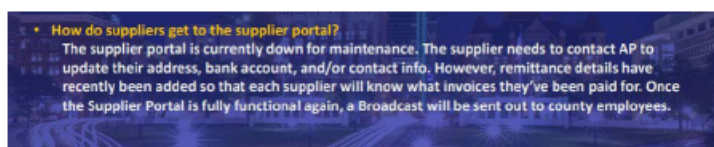
Grant Name	Years					
Part B Award	2022-2023		2023-2024		2024-2025	
Awarded Allocation Change	\$ 5,258,715.00	-1%	\$ 4,287,250.00	-18%	\$ 3,899,385.00	-9%
Expended	\$ 5,023,135.19	95.52%	\$ 4,197,478.48	97.91%	\$ -	0.00%
Remaining Balance	\$ 235,579.81	4.48%	\$ 89,771.52	2.09%	\$ -	0.00%

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 – Temporarily Down



c. Oscar Salinas announced Clinical Quality Management updates....Cabenuva has been approved for the LPAP Formulary; AA will send out a memo with administrative guidance; Rapid Start Institute provided Technical Assistance and the AA will continue to work with the Group.

d. Justin Henry Program Manager announced that the State has requested feedback for service standards from the Dallas EMA regarding the Local Pharmaceutical Assistance Program and Medical Case Management for recommendation consideration.

- VI. **Ryan White Planning Council Budget Draft Review and Approval:** Nariah Webster, AA Fiscal Monitor stated that on 7/30/2024, the AA's Fiscal Team sent an email notice to the executive committee and the RWPC members stating that the AA was in receipt of the Notice of Funding Opportunity, along with the RWPC Budget and a video recording for technical assistance to assist to complete the budget summary. The due date is August 30, 2024. Nariah proceed to show the **INSTRUCTIONS TO COMPLETE THE Line-Item BUDGET; YEARLY ANALYSIS OF THE PROPOSED BUDGET IN COMPARISON TO ACTUAL EXPENDITURES; 25-26 SUMMARY TAB TO BE COMPLETED FOR THE NEW RWPC BUDGET**; She covered extensive information noted in the RWPC budget. **Other discussion topics:** Add a couple of additional slots to sponsor individuals to participate with the Conferences; Members should give a presentation after attending the Conference to share what they learned; Compensating individuals for participation; Incentivizing individuals who are not paid to do this work; reimbursement for food, some people do not have the money to pay and be reimbursed two months later couple with the interest on the credit cards. *Naomi Green presented a concern about the program entities that do not have expansive budgets to provide services and wait on reimbursement; she inquired about the possibility of those entities receiving assistance in advance because many of the organization that do the work are not funded by Ryan White.* Nariah presented a historical preview of the FY 2024 RWPC Budget with a Column designated for FY 2025 which members used to discuss and mock-up change recommendations. All object class items were reflected on the template. The members conducted a discussion and opted to increase funds at 5% for all object class items shown in the budget for the Fiscal Year 2025. The committee opted to allocate funds for the FY 2025 Comprehensive Needs Assessment package. *Lionel Hillard made a motion to accept the 5% increase proposed for each of the object class item with the \$77,000 for FY 2025 Comprehensive Needs Assessment. John Dornheim second the motion. The committee discussed continuation of its collaboration with the EHE for the FY 2025 Needs Assessment. The motion passed.*

VII. Committee Reports:

- a. **Planning & Priorities Committee:** The Committee met on July 17, 2024; established quorum. The Committee reviewed and approved the previous month's meeting minutes. The members reviewed the Oral Health, Mental Health Services and Health Insurance Assistance categories for change recommendations.
- b. **Needs Assessment Committee:** The committee met on July 16, 2024; and established a quorum. Lionel discussed the focus groups established so far needs assessment activities; the committee decided that they may not have a meeting every month but every other month. In between those months will set up a sub-committee to review the needs assessment and questionnaire focus groups, and tally results so that a report can be brought to the Planning Council by the end of the year. The committee will not meet this month. Activities will be ongoing survey translation; collaborative activities with Abounding Prosperity and the Free Lux organization and upcoming assessment activities; the members discussed meeting each month or scaling back to every other month.
- c. **Allocations Committee:** The committee met on July 22, 2024; a quorum was established. The committee conducted its discussion and review of the Agenda Items slated for approvals: Previous month meeting minutes; FY 23-24 Actual Carryover Allocation; FY 23-24 Final State Services Reallocation; FY 24-25 Full Awards (Actual) Budget; FY 2024 (Full) Award Endorsement Letter. The committee received announcements; administrative agency representative discussed each of the aforementioned items. The committee approved and forwarded the action items. *Naomi Green, Allocation committee vice chair presented the motion out of committee to approve and forward the Committee's Recommendations to the RWPC for the final approval, Donna second the motion. There were two abstentions. The motion passed.*
- d. **Evaluation Committee:** The committee met on July 23, 2024; established quorum. The members received an overview of the Data collection template with the data listing details. Members discussed data that could potentially be tracked and reported for the committee's report on the Integrated planning efforts. Members optioned to forward the template to JSI, invite JSI back to the committee meeting in September to provide input and to share additional options with the members regarding the options for projects to support the Integrated Plan. The committee voted to approve and forward the Evaluation/Assessment of the Administrative Mechanism. *Helen Zimba, Chair called for a motion to approve and forward the Committee's Recommendation to forward the Evaluation/Assessment of the Administrative Mechanism to the RWPC for final approval. Lionel Hillard made the motion and Naomi Green second the motion. The motion passed.*
- e. **Consumer Council Committee:** The committee met on July 25, 2024; did not establish quorum -Committee will not meet in August due to participation with the Ryan White Conference. The members discussed plans for forums for September and October 2024. Members presented questions. Members presented announcements. Members identified subject matter and coordination of a community forum: Civic Health and HIV September 2024 and U=U in October 2024. Members received standing committee reports from the liaisons.

VIII. Approve the Ryan White Planning Council 8.14.2024 Agenda. Helen Zimba, RWPC Chair, called for a motion to approve the Ryan White Planning Council 8.14.2024 Agenda, John Dornheim made the motion to approve, and Lionel Hillard seconded the motion. The motion passed unanimously.

IX. **New Business:**

- X. **Executive Session:** The committee interviewed and assigned Charlot Mai to the Consumer Council and to the needs assessment committee and referred his application to the Judge for consideration to appoint him to the RWPC.
- XI. **Adjournment:** John Dornheim, RWPC Vice Chair, called for motion to adjourn. Lionel Hillard, Needs Assessment Chair, seconded the motion. The meeting was adjourned at 4:30 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

Until Further Notice

NEXT SCHEDULED MEETING

Wednesday, August 7, 2024, @ 2:00 p.m.

Will be held via Virtual Platform

Dallas County Health and Human Services