

Ryan White Planning Council of the Dallas Area  
Office of Support

Memorandum

To: Members and Liaisons, Planning and Priorities  
Committee

From: RWPC Support Staff

Date: January 14, 2021

Re: Meeting Announcement

---

Please note that there will be a:

Planning and Priorities Committee Meeting  
**Wednesday, January 20, 2021 9:00 a.m.**  
Via the Go-to Meetings Virtual Platform  
Dallas, Texas 75207

Attached, please find the meeting packet for your review.

Members if you are unable to attend this meeting, please notify the RWPC Office of Support at (214) 819-1857 or (gblackmonjohnson@dallascounty.org), on or before Tuesday, January 19, 2021. Otherwise, we look forward to seeing you at the next meeting.

cc: Philip Huang, MD, MPH Director  
Dallas County Judge's Office  
Sonya M. Hughes, Assistant Director  
Justin M. Henry, Grants Manager-Programmatic  
Wanda Scott, Grants Manager-Fiscal  
Glenda Blackmon-Johnson, RWPC Manager  
Oscar Salinas, Quality Assurance Administrator  
Carla Jackson, Program Monitor  
David Kim, Program Monitor  
Regina Waits, Health Advisor  
Angi Jones, Quality Assurance Advisor  
Vacant, RWPC Health Planner  
Andrea Cokes, RWPC Office of Support  
Kofi Bissah  
Building Security

# PLANNING AND PRIORITIES COMMITTEE

*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, January 20, 2021

9:00 a.m.

- |       |   |   |
|-------|---|---|
| I.    | Call to Order   | John Dornheim Chair or, Auntjuan Wiley Vice Chair |
| II.   | Certification of Quorum   | John Dornheim Chair or, Auntjuan Wiley Vice Chair |
| III.  | Introductions/Announcements   | John Dornheim Chair or, Auntjuan Wiley Vice Chair |
| IV.   | Approve the meeting minutes for November 18, 2020                             | <b>Action Item</b>                                |
| V.    | Office of Support Report  | Discussion Item                                   |
|       | • Committee Representation/Reflectiveness                                     |   |
| VI.   | Review of the How Best to Meet the Need Recommendation                        | Discussion Item                                   |
|       | • Core Medical and Support Service Categories – Food bank                     |   |
| VII.  | Priority Service Setting and Service Category Ranking - Presentation/Training |   |
| VIII. | New Business  |   |
| IX.   | Adjournment   | John Dornheim Chair or, Auntjuan Wiley Vice Chair |

**Due to COVID-19**

**Until Further Notice**

**NEXT SCHEDULED MEETING**

**Wednesday, February 17, 2021 9:00 AM**

**Will be held via TELE-CONFERENCE**

Dallas County Health and Human Services  
2377 N. Stemmons Freeway, Dallas, TX 75207

# PLANNING AND PRIORITIES (P&P) COMMITTEE

## November 18, 2020 Meeting Minutes

**Charge:** To oversee the development and implementation of a process to identify needs and barriers, keep the assessment of needs current, and develop a comprehensive plan to implement the priority goals of the Planning Council.

### COUNCIL MEMBERS PRESENT

Robert Lynn, Chair	Korey Willis	Lori Davidson
Laticcia Riggins	Venton C. Hill-Jones	John Dornheim
Donna Wilson	Robert McGee II	Helen Zimba
Korey Willis	Woldu Amenshoa	

### COUNCIL MEMBERS ABSENT

### RWPC STAFF PRESENT

Glenda Blackmon Johnson, RWPC MGR      Claudy Jean-Pierre, RWPC Staff

### GRANTS MANAGEMENT STAFF PRESENT

David Kim, Program Monitor      Justin Henry, Grants Manager

### OTHERS PRESENT

Joni Wysocki, AIN Inc.	Kellie Norcott, PHHS	Miranda Grant, AIN, Inc.
Oscar Salinas, CQM	Mark Edgell	Julia Chavarria, HOPWA
Regina Waits, CQM	Kofi Bissah	Louis Mereno

- I. **Call to Order:** Robert Lynn, Planning & Priorities Chair, call the meeting to order at 9:00 a.m.
- II. **Certification of Quorum:** Quorum was established by Robert Lynn and certified by Glenda Blackmon Johnson, RWPC Manager.
- III. **Introductions/Announcements:**
  - Robert Lynn announced that the office of support would conduct a 3-5 minute mini training regarding the “RWPC Bylaws and Roberts Rules for a Motion” after the presentation of the Introductions and Announcements.
  - Donna Wilson announced the AFIYA Center will host a virtual Black Women’s Rise Up March, November 20, 2020 from 2-5 pm.
  - Claudy conducted a power-point presentation: RWPC Bylaws/Robert’s Rules of Order – the primary focus was the relevance and importance of motion for the committee’s work and how to make a motion. He referenced the Bylaws, Introduction of a Motion; Amend a Motion and Request Information. He provided an overview of the engagement process of the chair and committee members regarding the motion. The members offered comments and rendered additional tips regarding process of the committee’s process to make a motion.
- IV. **Approval of the October 21, 2020 Minutes:** Helen Zimba made a motion to approve the minutes. Lori Davidson seconded. The motion passed.
- V. **Office of Support Report:** the Office of Support reported the following regarding the Planning and Priorities Representation and Reflectiveness: **Planning & Priorities (P&P)** (15 seats): 10 members (5 seats vacant). The 1<sup>st</sup> group impacted by the HIV epidemic with the highest numbers is Blacks at 9,262 or 42% representation; the P&P committee membership consists of 10 people of whom 7 are Black with representation at 70.00% reflectiveness. The 2<sup>nd</sup> group impacted by the HIV epidemic with the highest numbers is White at 6,530 or 30% representation; The P&P committee membership consists of 10 people of whom 2 are White with representation at 20.00% reflectiveness.

The 3rd group impacted by the HIV epidemic with the next highest numbers are Latinx/Hispanic at 5,083 or 23% representation; The P&P committee membership consists of 10 people of whom 1 are Latino/Hispanic with representation at 10.00% reflectiveness.

The office of support urged those who are interested to be a member of the committee to submit their RWPC membership application and a resume to the office of support.

VI. **Review of the How Best to Meet the Need Recommendation:** Claudy reminded the committee of the categories that were reviewed at the last meeting. Robert Lynn, Chair opened the discussion regarding the How best to meet the need guidance embedded in the Standards of Care document:

1. **Substance Abuse –Edit-**
  - PPE should be available for all clients visiting the facility
  - make sure that we have a workforce that is sensitive to the clients (transgender)
  - education about COVID-19
  - to use tele-health and tele-medicine whenever possible.
2. **Child Care Services – Edit**
  - PPE should be available for all clients visiting the facility
  - make sure that we have a workforce that is sensitive to the clients (transgender)
  - COVID-19 education
  - Appointments be conducted via tele-health/virtual where applicable
  - Appointments be conducted via tele-health/virtual where applicable
3. **Housing (Congregate) –**
  - PPE should be available for all clients visiting the facility
  - education about COVID-19
  - adhere to CDC social distancing guidelines
  - protocol for screening, testing, and quarantine for individuals who test positive for COVID-19 and any other pandemic airborne pathogen as defined by the CDC.
  - appointments be conducted via tele-health/virtual where applicable
  - created a PPE Wellness Station near entrances, lobbies for masks, hand sanitized and temperature check

VII. **New Business:** Robert Lynn acknowledged the members and articulated that it has been a privilege to chair the committee over the last year. He acknowledged that the committee has gotten a lot done; also that the member established quorum each month; further he recalled that the committee successfully completed the ranking of the categories; and has moved on to the recommendation for the How Best To Meet the Need update; concluded to say that it has been a full year. He reminded members that there will be no meeting in December and thanked and extended a happy holiday's salutation to everyone. Members thanked him for his leadership. He announced that the next meeting will take place on January 20, 2021.

VIII. **Adjournment:** Robert Lynn called for a motion to adjourn. Helen Zimba made the motion, Lori Davidson second the motion. The meeting was adjourned at 10:05.

*Submitted by:*

\_\_\_\_\_  
Glenda Blackmon Johnson, RWPC Manager

\_\_\_\_\_  
Date

*Draft Certified by:*

\_\_\_\_\_  
Justin M. Henry, RWPC Health Planner

\_\_\_\_\_  
Date

*Final Approval by:*

\_\_\_\_\_  
**Robert Lynn, Chair**  
**Vacant, Vice Chair**

\_\_\_\_\_  
**Date**

**Due to COVID-19**  
**Until Further Notice**

**NEXT SCHEDULED MEETING**

**Wednesday, January 20, 2021, 9:00 a.m.**

**Will be held via TELE-CONFERENCE**

Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX