

**ALLOCATIONS COMMITTEE**

April 23, 2018 Minutes

Charge: Develop recommendations for distribution of funds among priority goals using all available information regarding community and agency needs, current funding for HIV services, and trend data; develop recommendations for service category allocations. Recommendations for service category allocations will include how best to meet each established priority.

**MEMBERS PRESENT**

Lionel Hillard, Vice Chair  
Debbe Velasquez  
Yolanda Jones, Chair

Buffie Bogue  
James Wright

Phillip Scheldt  
Kelly Richter

**MEMBERS ABSENT**

James Kleitches

Reymundo Anthony

**RWPC STAFF  
PRESENT**

Annie Sawyer-Williams, RWPC  
Coordinator

Justin M. Henry, RWPC  
Health Planner

Glenda Blackmon-Johnson,  
RWPC Program Manager

**ADMINISTRATIVE AGENCY PRESENT**

Kima S.E. Letcher, Program Manager

Wanda Scott, Program Monitor

**OTHERS PRESENT**

Karin Petties, Prism Health NTX

Dwight Harry, ASD

- I. Call to Order:** Lionel Hillard, Allocations Vice Chair, called the meeting to order at 5:15 PM.
- II. Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Health Planner, and certified by Lionel Hillard.
- III. Introductions/Announcements:**
- a. Annie Sawyer-Williams announced the Consumer Council Committee will host a forum *Aging Gracefully with Health Challenges* on May 9, 2018 at the Prism Health North Texas at the Oak Cliff Clinic from 2PM-4PM.
- IV. Approval of March 26, 2018 Minutes:** *Phillip Scheldt motioned to accept the minutes as written. Buffie Bogue seconded the motion. Motion passed one abstention.*
- V. Part A/MAI/Part B/State Services Expenditure Reports:** Kima S.E. Letcher reported the Administrative Agency (AA) has completed FY 2018 State Services, Rebate, and AIDS Drugs Assistance Program (ADAP) contracts. Additionally, they completed the Part B grant. An initial and partial Notice of Grant Award (NGA) has been received for the FY 2018-2019 for Part A & MAI grants.

Currently, the FY 2017 Part A/MAI grants are in the 12<sup>th</sup> month of the billing cycle so the expended year to date (YTD) percentage per service category should be around 100.00% to be on target. As of 03/31/18, Part A has expended 86.04% of funds. MAI has expended 95.13% of funds.

The Department of State Health Services (DSHS) Ryan White Part B grants are in the 12<sup>th</sup> month of the billing cycle. The expended YTD percentage per service category should be around 100.00% to be on target. As of 03/31/18, Part B has expended 94.47% of funds.

The DSHS grants are in the 7<sup>th</sup> month of the 12 month contract billing cycle; the expended YTD% per service category should be around 58.33% to be on target.

State Services, Rebate & ADAP: As of 03/31/2018, 35.20% funds have been expended.

**MOTION:** *Debbe Velasquez motioned to change the order of the agenda to move New Business. Phillip Scheldt seconded the motion. Motion passed unanimously.*

**VI. Approve FY 2018 Part A/MAI Contingency Allocations:** The committee agreed to keep the same allocations that were produced last year. Please refer to the 9/18/2017 minutes for more detail.

**VII. New Business (Core Medical Services Waiver Allocations FY 2018-2019)** Ms. Blackmon-Johnson explained the Core Medical Services Waiver Allocations for FY 2018-2019 has to be approved and gave an overview of last year's discussion regarding the waiver. The basis for applying for this waiver was to allow for more funds to be given to the Emergency Financial Assistance (EFA) service category, because the Local Pharmaceutical AIDS Program (LPAP) funding could no longer be used as emergency funds to pay for medication. DSHS stated that it was allowable to allocate funding to the EFA service category using LPAP Standards of Care. However, this would require forming a LPAP Advisory Board to approve additional funding for clients who cannot afford their medication. She referenced the FY 2018 Contingency Plan and the Uniform Standard of Waiver of Core Medical Services Requirement for Grantees Under Parts, A, B, and C Policy Clarification Number 13-07. She explained whenever there's a need for a core medical service waiver, it has to be applied for each year. She gave the committee the option of approving the Core Medical Service Waiver. Mr. Hillard questioned that if the LPAP advisory board is not being formed, what is being done at this time with those clients? Ms. Blackmon-Johnson stated that from her experience with the providers that receive funding, they are currently using the Medicaid Formulary. Ms. Blackmon-Johnson referenced data that the committee can use in their decision making. She also noted that a later date, a town hall meeting will need to be held to invite other members and community guests for their input. After discussions regarding the process and allocations from last year, the committee agreed to keep the contingency plan allocation percentages that were decided last year and use them as the core medical waiver allocation percentages for FY2018

**Motion:** *Phillip Scheldt motioned to approve the Core Medical Service Waiver Allocations for FY 2018-2019. James Wright seconded the motion. The motion passed unanimously.*

The committee had a brief discussion regarding the LPAP Advisory Board. Mrs. Sawyer-Williams stated that Ms. Smith-Clay mentioned the AA has plans to utilize Fort Worth's advisory board until Dallas County can form their own.

The committee discussed the basis for the percentages and the contingency plan that was approved for 2018. After discussion, the committee agreed to keep the original plan. Ms. Blackmon-Johnson gave a background of what is required for submitting the waiver.

**Requirements:** *Timeframe to apply, must submit through EHB portal, specified grant year, must be signed by the Chief Elected Official or the Project Officer, evidence of public process, signed letter from the RWPC chair, and a narrative up to 10 pages.*

**Motion:** *Phillip Scheldt motioned to approve the 75/25% Allocations for FY 2018-2019. Debbe Velasquez seconded the motion. The motion passed unanimously.*

Mr. Hillard noted the agenda item #7 will be moved to July. Since the grant application should be received in June, the timeline for the FY2019 allocation process will have to be moved up. Next month, Mr. Henry will give an overview of the FY 2018-2019 Resource Allocation Guide.

Members received the data packet that was presented at the RWPC retreat.

VIII. **Adjournment:** *Buffie Bogue motioned to adjourn. Phillip Scheldt seconded the motion. The motion passed unanimously.*

IX. The meeting was adjourned at 6:24 PM.

Submitted by:

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Annie Sawyer-Williams, RWPC Coordinator

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Date

Draft Certified by:

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Justin M. Henry, RWPC Health Planner

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Date

Final Approval by:

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Yolanda Jones, Chairperson  
Lionel Hillard, Vice Chair

\_\_\_\_\_  
Date

NEXT SCHEDULED MEETING

Monday, May 21, 2018 Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207