

**ALLOCATIONS COMMITTEE**

July 30, 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  
Yolanda Jones, Chair

Buffie Bogue  
James Wright

Kelly Richter  
James Kleitches

**MEMBERS ABSENT**

Phillip Scheldt

Debbe Velasquez

**RWPC STAFF  
PRESENT**

Glenda Blackmon-Johnson,  
RWPC Program Manager

Justin M. Henry, RWPC  
Health Planner

**ADMINISTRATIVE AGENCY PRESENT**

Sylvia Otero, Financial Analyst

**OTHERS PRESENT**

Miranda Cox, HSNT  
Dwight Harry, ASD

Tina Kelly, HSNT

Skylar Lange, AIN

**I. Call to Order:** Yolanda Jones, Allocations Chair, called the meeting to order at 5:26 PM.

**II. Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Health Planner, and certified by Yolanda Jones.

**III. Introductions/Announcements:** N/A.

**IV. Approval of May 21, 2018 Minutes:** *Lionel Hillard motioned to accept the minutes as written. James Wright seconded the motion. Motion passed unanimously.*

**V. Part A/MAI/Part B/State Services Expenditure Reports:** Sylvia Otero, Financial Analyst, with the Administrative Agency gave an overview of the FY 2017 & 2018 expenditures.

- The Administrative Agency (AA) has completed closed the 2017-2018 Part A Formula, Part A Supplemental, and Part A Carryover Grant Expenditure Report. Of a total award of \$14,803,373, **96.73%** was expended or \$14,319,354.
- The AA has received the first and second MAI award for 2018-2019. The award equals 41,180,231.
- The AA has closed the 2017-2018 Part B Formula Grant Expenditure Report. Of a total award of \$3,346,450, **99.4%** was expended or \$3,326,387.
- The AA has received the Part B Formula (PBF) and Part B Supplemental (PBS) Awards for 2018-2019 and has been allocated. The award amount for PBF and PBS equals \$3,286,594.
- State Services and State Rebate/ADAP 2017-2018 awards are open and the AA is processing

reimbursement requests from the service providers.

The AA is working on applications for the State Health Services Grants for 2018-2019.

Part A 2018 Expenditure Report: Grant Year March 1, 2018-February 28, 2019

Currently, the FY 2018 Part A/MAI grants are in the 4<sup>th</sup> month of the billing cycle so the expended year to date (YTD) percentage per service category should be around 33.33% to be on target. As of 06/30/18, Part A has expended 15.76% of funds. MAI has expended 2.8% of funds.

Part B Formula 2019 Expenditure Report- Grant Year April 1, 2018- March 31, 2019

The Department of State Health Services (DSHS) Ryan White Part B grants are in the 3<sup>rd</sup> month of the billing cycle. The expended YTD percentage per service category should be around 25% to be on target. As of 06/30/18, Part B has expended 4.68% of funds.

Part B Supplemental 2019 Expenditure Report: Grant Year April 1, 2018- March 31, 2019

The DSHS grants are in the 3<sup>rd</sup> month of the 3 month contract billing cycle; the expended YTD% per service category should be around 25% to be on target.

State Services 2018 Expenditures Report: Grant Year September 1, 2017 –August 31, 2018

Currently, award is in the 10<sup>th</sup> month of the billing cycle. The expended YTD percentages per service category should be around 83.33% to be on target. As of 06/30/2018, State Services, Rebate & ADAP has expended 84.18% of funds.

**VI. FY 2019 Allocations Plan Guide:** Mr. Henry reviewed the content of the FY2019 Part A & MAI/Part B Allocations Planning Guide.

As a reminder, the planning guide includes:

- Background of the Dallas Planning Area (DPA)
- HIV/AIDS Epidemiologic Data
- CY 2014-2017 Unduplicated Client Utilization Data
- 2016 Comprehensive Needs Assessment Information
- FY 2016-2019 Service Category Priority Rankings
- Core Medical Service Category Dashboards
- Support Service Category Dashboards

The committee agreed to review the planning guide and hold a separate meeting to vote on the FY2019 Allocations Plan. Mr. Hillard noted the recommendations will have to go to Executive and RWPC before next month to be included in the Grant Application. Ms. Blackmon-Johnson stated the committee also needs to think about the 75/25 waiver. She stated the committee will have to review the service categories and base on the data decide what will the 75/25 allocations landscape would look like.

Ms. Blackmon-Johnson gave the committee the background of the 75/25 waiver including the requirements from the Health Resources and Services Administration (HRSA). She noted the RWPC will have to apply for the 75/25 Core Medical Service Waiver every year to justify for funding as needed.

The committee has a lengthy discussion regarding the 75/25 Contingency Core Medical Service Waiver, the allocations for AIDS Pharmaceutical Assistance and Emergency Financial Assistance (EFA) service category and how funding was directed for the service categories. The committee suggested asking the AA for training or clarification on the two service

categories.

Ms. Blackmon-Johnson gave a brief overview of the AIDS Drugs Assistance Program (ADAP) regarding medication payments.

A guest commented her agency was told that special permission needed to be given to agencies to utilize the EFA service category. Ms. Blackmon-Johnson stated when Texas Department of State Health Services (DSHS) posed the mandate on the service categories agencies should have been notified by the AA and clarification given. She also noted the standards explain how the funding should be use. The guest continued to explain the miscommunication of how the funding was supposed to be spent between the AA and DSHS. Ms. Blackmon-Johnson explained in order for the RWPC to set the percentages waiver needs to be in place, which stipulate less than 75% can go into Core Medical and more than 25% can go into Supportive Services.

Request to the AA:

- What are the guidelines between ADAP and EFA?

Ms. Blackmon-Johnson stated there needs to be a *Local Pharmacy Assistance Program (LPAP)* committee that is not established. The committee would set up the formulary to alert the council on what is on the formulary and how much can be spent. They would give approval(s) for what is on the formulary. A member questioned the timeline of the LPAP committee. Ms. Blackmon-Johnson stated a special committee has been appointed by the Judge and they agreed to have a LPAP committee within the Dallas EMA. She stated letters have gone out to the different individuals who are being recruited for the committee.

**VII. How to Read Dashboard Presentation:** Mr. Henry gave an overview of How to Read Dashboard. This includes information such as name of service category, latest service category priority ranking, and historical priority rankings. It is divided within the Core Medical 2019 Priority Ranking and Support Service 2019 Priority Ranking. Where applicable all of the funding sources were included: Part A, MAI, Part B and State Services. The committee discussed and reviewed the service categories and the dashboards line per line.

**VIII. New Business:** N/A

**IX. Adjournment:** *Quorum was not present.*

Submitted by:

\_\_\_\_\_  
Annie Sawyer-Williams, RWPC Coordinator

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Date

Draft Certified by:

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Justin M. Henry, RWPC Health Planner

\_\_\_\_\_  
Date

Final Approval by:

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Yolanda Jones, Chairperson  
Lionel Hillard, Vice Chair

\_\_\_\_\_  
Date

NEXT SCHEDULED MEETING

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