

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

Memorandum

To: Members, Allocations Committee

From: RWPC Support Staff

Date: Thursday, September 24, 2020

Re: Meeting Announcement

Please note that there will be an:

Allocations Committee Meeting

Friday, October 2, 2020 at 5:15 PM

Please join from your computer, tablet or smartphone.

[Teleconference/gotomeeting.com](https://www.gotomeeting.com)

Dallas, Texas 75207

Attached please find meeting materials, agenda and the prior meeting minutes for your review. If you are unable to attend, please notify the RWPC Office of Support at (214) 819-1840 on or before Thursday, October 1, 2020. Otherwise, we look forward to seeing you at the next meeting.

Cc: Philip P. Huang, MD, MPH, Director
Dallas County Judge's Office
Sonya M. Hughes, Assistant Director
Grants Management Officer - Vacant
Wanda Scott, Grant Manager
Glenda Blackmon-Johnson, RWPC Manager
Oscar Salinas, Quality Assurance Administrator
Carla Jackson, Program Monitor
Wanda Scott, Program Monitor
David Kym, Program Monitor
Angela Jones, Quality Assurance Advisor
Regina Waits, Health Advisor
Justin Henry, RWPC Health Planner
RWPC Coordinator- Vacant
Building Security

**2377 N. Stemmons Freeway, Suite 200, Dallas, Texas, 75207
(214) 819-1840 telephone; (214) 819-6023 facsimile**

ALLOCATIONS 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

Re-Allocations Meeting - October 2, 2020

5:15 PM

- | | | |
|--|--|-----------------|
| I. Call to Order | Kelly Richter or James Wright or John Dornheim or Auntjuan Wiley | |
| II. Certification of Quorum | Kelly Richter or James Wright or John Dornheim or Auntjuan Wiley | |
| III. Introductions/Announcements | Kelly Richter or James Wright or John Dornheim or Auntjuan Wiley | |
| IV. Approval of the August 24, 2020 Minutes | | Action Item |
| V. Office of Support Report | | Discussion Item |
| • RWPC Membership Representation and Reflectiveness | | |
| VI. FY 2020 Re-Allocation Recommendations | | Action Item |
| VII. FY 2020 Part A/MAI/Part B/State Expenditure Reports | | Discussion Item |
| VIII. New Business | | |
| IX. Adjournment | Kelly Richter or James Wright or John Dornheim or Auntjuan Wiley | |

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

NEXT SCHEDULED MEETING

Monday, October 26, 2020 4:00 PM

Will be held via TELE-CONFERENCE

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

ALLOCATIONS COMMITTEE

August 24, 2020 PRSA Meeting 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

James Wright, Vice Chair
Naomi Green

Lionel Hillard
James Kleitches

Buffie Bogue

MEMBERS ABSENT

Kelly Richter, Chair

Phillip Scheldt

Jacobi Hunter-Wright

RWPC STAFF PRESENT

Glenda Blackmon-Johnson,
RWPC Program Manager

Justin M. Henry,
RWPC Planner

Grants Management Staff Present

Wanda Scott, Grants Manager
Mohammed Husain, Program Monitor

Sonya Hughes, Assistant Director
Nevin Epen, Grants Analyst

David Kim, Program Monitor
Sylvia Otero, CPA

OTHERS PRESENT

Dwight Harry, ASD
Karin Petties, Prism Health
Jonathan Bingham, CDC

Shelby Cefoldo, HSNT
Melissa Fulgham
Louise Weston-Ferrill, HSNT

Kellie Norcott, PHHS
Miranda Grant, AIN
John Dornheim, RWPC Chair

- I. **Call to Order:** James Wright, Allocations Vice Chair, called the meeting to order at 4:04 p.m.
- II. **Certification of Quorum:** Quorum was established by James Wright, Allocations Vice Chair and certified by Glenda Blackmon-Johnson, RWPC Manager.
- III. **Introductions/Announcements:**
- IV. **Approval of the July 27, 2020 Minutes:** *Lionel Hillard motioned to approve the Allocations Committee minutes. Buffie Bogue seconded the motion. The motion passed unanimously.*
- V. **Office of Support:** RWPC manager reported on the Allocations Committee membership totals 7 members; there is no change with the committee members no change with the RWPC membership reflectiveness; 24 of the 33 seats are filled; with 50% non-aligned.
- VI. **Part A/MAI/Part B/State Services Expenditure Reports:** Sylvia Otero, Senior Fiscal Monitor, on behalf of the Administrative Agency presented and explained "All Grants Expenditure Report" for the month ended July 31, 2020, based on the partial awards. She indicated that the agencies are still billing on the partial awards and contracts for the full award are being executed and received. Ms. Otero explained that the next update on the expenditures for all grants will reflect the full award amount by category of service.

Next, Ms. Otero presented and explained the "Allocation Projections and Actual Awards" worksheet, which provided an analysis of the amounts expended and unexpended for all the service categories. The worksheet computed the percentages of the unexpended amounts as related to the total amount of funds received from Part A Formula, Part A Supplemental, MAI, Part B Formula, State Services, and State Services Rebate for the grants that ended in 2020.

The worksheet showed Medical Case Management and Local AIDS Pharmaceutical as the highest unexpended categories in the Core Services group. In the Support Services group, the categories Referral for Healthcare, Case Management, and Housing had the highest unexpended amounts. The Allocations Committee asked if there were any reasons for the amounts not being expended. Ms. Otero explained that for Medical Case Management the requirements were very strict as to the qualifications of the individuals providing the service. For all other categories, the unexpected epidemic impacted usage through the difficulties in contacting and meeting patients.

For the Sherman-Denison allocations, the highest unexpended amount was in Outpatient Medical Care in the Core Services group, and Outreach Lost to Care in the Support Services Group. Both were caused by the unexpected epidemic.

The Allocations Committee also asked why Child Care Services was not showing usage when it had been in the past. Wanda Scott, Grants Manager explained that the guidelines for childcare services had been changed to allow for only for child care when the family member was getting Ryan White related or medical services. Child care while the family member was at work was no longer allowed, hence the decrease in the category.

Ms. Otero concluded her presentation by bringing to the attention of the Allocation Committee members the requirement to maintain the 75% Core services and 25% Support services when effecting allocations.

The Allocations Committee members asked as to their responsibility related to allocations for Part B Formula, State Services, and State Rebate. The RWPC Manager explained that such allocation was the responsibility of the Administrative Agency and that the Allocations Committee's responsibility was in an advisory capacity. The final determination rested with the Administrative Agency.

Members made a request for the financial reports to document justification for any unexpended funds across funding streams the AA agreed to incorporate the details notations of details that impact funding.

VII. **Recommendation to Endorse:** Lionel Hillard motioned to forward the Recommendation to Endorse the FY 20-21 Part A/MAI/Part B/State Services Rebate Allocations based on the Actual Award as written to the Executive committee to forward for planning council approval. Buffie Bogue seconded the motion. One abstention. The motion passed.

VIII. **FY 2021 Priority Service Resource Allocation Recommendations:** Justin Henry, RWPC Planner provided a brief overview of the quick data sheet. A narrative for each service category to which funds were allocated during the program year. The categories were separated into core medical and support services. Two new categories were added AIDS Drug Assistance Program (ADAP) and referral for healthcare services. The document contains Needs assessment data, client utilization data and population data. Next, he provided an overview of the Percent Allocation Worksheet which contained the expenditure reports for FY 2018-FY 2020. The columns reflected core medical services, support service; also reflected with the Part A funding streams. Under each funding stream the columns reflected ***Projected Percentages, Actual Percentages, Variance*** and the ***Percent expended FY 2020 Year to Date***. The worksheet was color coded in red, green and yellow. The values in green means=positive the projected percentage is greater than the actual percentage (committee may have over allocated funds. The values in red=*negative* this means that the projected percentage is less than the actual percentage or under allocation. This occurrence is reflected in the outpatient/ambulatory, oral health and aids pharmaceutical assistance categories. The members engaged in discussion to obtain and enhance their understanding of the Allocation percentages and methodologies implored for allocations. Additionally, Justin presented the worksheet, a modified document based on last year's template and the worksheet provided in the AA's Report. The worksheet has columns with the FY 20-21 rank of each category, the name of each category; the Part A projected dollar amount with the percentage conversions from the projected total of the FY 20-21 award. The committee prepared two columns with the actual FY 2020 dollar allocations; in the next column reflected the dollars multiplied by the percentage conversions for each category which yielded a slightly increased dollar amount. There by leaving two figures for each category- the actual FY 2020 allocation and a baseline allocation projection. The committee discussed a myriad of issues and trends and technological improvements that impacted service access and delivery for each category to determine the allocation projection. This methodology was used for the core medical and support services for each funding stream: Part A (Formula/Supplemental); MAI/Part B/ State Services and Rebate. All throughout the allocations process and for adherence the 75% for core medical and 25% for support was kept forefront in discussion.

The Allocations Committee agreed for the alignment of the recommendation for Part B, State Services, and State Rebate to be the same for Part A and MAI. The use of the methodology would align also. The RWPC Manager brought to the committee's attention that State Services and State Rebate had "Referral for Healthcare" in the service categories, which were not funded through Part A or Part B. The RWPC Manager explained this created an issue when the agencies provided referrals and were not able to be reimbursed unless they had State Services or State Rebate. The Allocations Committee decided to fund the category in Part A. The Allocations Committee's recommendation for Part B was to align with Part A, such that all the grants would be uniform. The allocation

committee made the following recommendations to the Executive committee to forward to the RWPC for final approval:

- Lionel made a motion to accept the allocation percentage recommendation for **Part A** as presented on the **FY 2021 Resource Allocations Spreadsheet** with a caveat that AA has discretion to allocate funds up to $\pm 7\%$ any amount above the 7% must come back to the committee for reallocations; and to maintain 75% of funds to core medical and 25 % to support services. Buffie Bogue seconded the motion. The motion passed unanimously.
- Lionel made a motion to accept the allocation percentage recommendation for **MAI** as shown on the **FY 2021 Resource Allocations Spreadsheet** with a caveat that AA has discretion to allocate funds up to $\pm 7\%$ any amount above the 7% must come back to the committee for reallocation; and to maintain 75% of funds to core medical and 25 % to support services. Buffie Bogue seconded the motion. The motion passed unanimously.
- Lionel made a motion to accept the allocation percentage recommendation for **Part B** as shown on the **FY 2021 Resource Allocations Spreadsheet** with a caveat that AA has discretion to allocate funds up to $\pm 7\%$ any amount above the 7% must come back to the committee for reallocation; and to maintain 75% of funds to core medical and 25 % to support services. James Kleitches seconded the motion. The motion passed unanimously.
- Lionel made a motion to accept the allocation percentage recommendation for **State Services/Rebate** as shown on the **FY 2021 Resource Allocations Spreadsheet** with a caveat that AA has discretion to allocate funds up to $\pm 7\%$ any amount above the 7% must come back to the committee for reallocation; and to maintain 75% of funds to core medical and 25 % to support services. James Kleitches seconded the motion. The motion passed unanimously.

IX. **New Business:**

- X. **Adjournment:** *Lionel Hillard motioned to adjourn. Buffie Bogue seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 8:55 p.m.

Submitted by:

Glenda Blackmon Johnson, RWPC Manager

Date

Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

Kelly Richter, Chairperson
James Wright, Vice Chair

Date

Due to COVID-19
NEXT SCHEDULED MEETING
Monday, September 28, 2020 at 4:00 pm
Will be held via TELE-CONFERENCE
Dallas County Health and Human Services Building