

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

Memorandum

To: Members, Allocations Committee
From: RWPC Support Staff
Date: Tuesday, March 18, 2020
Re: Meeting Announcement

Please note that there will be an:

Allocations Committee Meeting
Monday, March 23, 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 Friday, March 20, 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
Vacant, Grants Management Officer
Vacant, 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
Annie Sawyer-Williams, RWPC Coordinator
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

Monday, March 23, 2020

5:15 PM

- | | | |
|-------|---|-------------------------------|
| I. | Call to Order | Kelly Richter or James Wright |
| II. | Certification of Quorum | Kelly Richter or James Wright |
| III. | Introductions/Announcements | Kelly Richter or James Wright |
| IV. | Approval of the February 24, 2019 Minutes | Action Item |
| V. | Office of Support Report | Discussion Item |
| | <ul style="list-style-type: none">• RWPC Membership Representation and Reflectiveness• FY 2020-2021 Work Plan• Training - https://www.youtube.com/watch?v=fSznVBd37Uo | |
| VI. | Part A/MAI/Part B/State Services Expenditure Reports | Discussion Item |
| VII. | New Business | |
| VIII. | Adjournment | Kelly Richter or James Wright |

NEXT SCHEDULED MEETING

April 27, 2020 @ 5:15pm

Please join from your computer, tablet or smartphone.

<https://www.youtube.com/watch?v=95dRdnMMgbQ>

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

ALLOCATIONS COMMITTEE

February 24, 2020 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

Kelly Richter, Chair
Jacobi Hunter-Wright

Lionel Hillard

James Kleitches

MEMBERS ABSENT

Buffie Bogue

Phillip Scheldt

James Wright, Vice Chair

**RWPC STAFF
PRESENT**

Glenda Blackmon-Johnson,
RWPC Program Manager

Justin M. Henry
RWPC Planner

Annie Sawyer-Williams
RWPC Coordinator

Sonya Hughes, Director

Wanda Scott, Program Monitor

OTHERS PRESENT

Dwight Harry, ASD

Jonnita Brown, Guest

Joni Wysocki, AIN

- I. **Call to Order:** Kelly Richter, Allocations Chair, called the meeting to order at 5:20 p.m.
- II. **Certification of Quorum:** Quorum was established by Annie Sawyer-Williams, RWPC Coordinator, and certified by Kelly Richter.
- III. **Introductions/Announcements:** N/A.
- IV. **Approval of the October 14, 2019 Minutes:** *James Kleitches motioned to accept the Allocations Committee minutes. Jacobi Hunter-Wright seconded the motion. The motion passed with one abstention.*
- V. **Office of Support:** Glenda Blackmon-Johnson presented the members with materials from the RWPC Leadership/Committee Members training. Annie Sawyer-Williams reported the RWPC membership reflectiveness is at 24 members and the Allocations Committee reflectiveness is at 6 members. She explained the office of support will also be tracking the committee's meeting cancellations.
- VI. **Part A/MAI/Part B/State Services Expenditure Reports:** Wanda Scott, on behalf of the Administrative Agency, gave the programmatic update of the documents provided.

Programmatic Update – Overview

- The Administrative Agency has completed the Allocations for FY 2019-2020 Part A Formula, Part A Supplemental, awards, and Part B Formula.
- The Administrative Agency has allocated State Services and State Rebate – Referral for Health Care funds.
- The Administrative Agency is currently working on the new RFP.

Part A 2019 Expenditure Report:

- Currently, the FY 2019 Part A grant is in the 11th month of the contact, so the expended YTD% per service category should be close to (91.67%) to be on target.
- Per preliminary expenditure information up to 1/31/2020, 86.56% has been expended.

Part A 2019 Supplemental Expenditure Report:

- Currently, the FY 2019 Part A Supplemental grant is in the 11th month of the contract, so the expended YTD% per service category should be close to (91.67%) to be on target.
- Per preliminary expenditure information up to 1/31/2020, 76.02% has been expended.

MAI 2019 Expenditure Report:

- Currently, the FY 2019 MAI grant is in the 11th month of the contract, so the expended YTD% per service category should be close to (91.67%) to be on target.
- Pre preliminary expenditure information up to 1/31/2020, 87.84% has been expended.

Part B 2020 Expenditure Report:

- Currently, the award is in the 10th month of the contract, so the expended YTD% should be close to (83.33%) to be on target.
- Pre preliminary expenditure information up to 1/31/2020, 55.16% has been expended.

Part B Supplemental 2020 Expenditure Report:

- Currently, award is in the 10th month of the contract, so the expended YTD% per service category should be close to (83.33%) to be on target.
- Pre preliminary expenditure information up to 1/31/2020, 77.81% has been expended.

State Services 2020 Expenditure Report:

- Currently, the award is in the 5th month of the contract, so the expended YTD% per service category should be close to (41.67%) to be on target.
- Pre preliminary expenditure information up to 1/31/2020, 19.71% has been expended.

State Rebate and ADAP 2020 Expenditure Report:

Currently, the award is in the 5th month of a 7 month contract extension, so the expended YTD% per service category should be close to (71.43%) to be on target.

Per preliminary expenditure information up to 1/31/2020, 39.68% has been expended.

The AA submitted a request to the agencies regarding expenditures that was not being utilized in certain service categories in Part A Formula and Supplemental. The Part A formula reallocation of \$317,274 went to outpatient ambulatory, an adjustment in Administrative budget of \$220,000 from childcare and respite care that wasn't able to be utilized. The Part A supplemental a reallocation of \$237,125 went to outpatient ambulatory adjustment in insurance assistance, childcare and respite childcare.

VII. **New Business:** Sonya Hughes announced Geralyn Richard is no longer with the Administrative Agency Grants Department.

VIII. **Adjournment:** *Lionel Hillard motioned to adjourn. James Kleitches seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 5:32 p.m.

Submitted by:

Annie Sawyer-Williams, RWPC Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

Kelly Richter, Chairperson
James Wright, Vice Chair

Date

NEXT SCHEDULED MEETING

March 25, 2020 Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207