

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

Memorandum

To: Members, Allocations Committee
From: RWPC Support Staff
Date: Wednesday, April 22, 2020
Re: Meeting Announcement

Please note that there will be an:

Allocations Committee Meeting
Monday, April 27, 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, April 24, 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
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
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, April 27, 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 March 23, 2020 Minutes | Action Item |
| V. | Office of Support Report | Discussion Item |
| | <ul style="list-style-type: none">• RWPC Membership Representation and Reflectiveness | |
| VI. | Part A/MAI/Part B/State Services Expenditure Reports | Discussion Item |
| VII. | New COVID-19 CARES Act Grant | Discussion Item |
| | <ul style="list-style-type: none">• NOA-Line 18• HAB All Grants Presentation Final-Pages 6-15 | |
| VIII. | New COVID-19 CARES Act Grant | Action Item |
| IX. | New Business | |
| X. | Adjournment | Kelly Richter or James Wright |

NEXT SCHEDULED MEETING

May 25, 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		
March 23, 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 Buffie Bogue	Lionel Hillard James Wright, Vice Chair	James Kleitches
MEMBERS ABSENT		
Jacobi Hunter-Wright	Phillip Scheldt	
RWPC STAFF PRESENT		
Glenda Blackmon-Johnson, RWPC Program Manager	Justin M. Henry RWPC Planner	Annie Sawyer-Williams RWPC Coordinator
Wanda Scott, Program Monitor		
OTHERS PRESENT		
Karin Petties, PHNT	Pam Barnes, HSNT	

- I. **Call to Order:** Kelly Richter, Allocations Chair, called the meeting to order at 5:22 p.m.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Planner, and certified by Kelly Richter.
- III. **Introductions/Announcements:**
 - a. Justin M. Henry announced there is an official shelter in place mandate for Dallas County that goes in effect starting at 11:59 pm and to potentially last until April 3.
 - b. He reported Legacy’s Grace Project and AIDS Walk South Dallas has been postpone until further notice.
 - c. The final version of the 2019 Comprehensive Needs Assessment report is completed and will be forward to members and interested parties.
 - d. Karin Petties announced Prism Health North Texas clinics are open, they are seeing STI walk ins, and checking on clients via telephone,
 - e. Justin M. Henry announced for more information on what is going in Dallas County on COVID-19 view the Dallas County website information will be continuously updated.
 - f. Kelly Richter announced she will be providing samples to everyone that need them. A letter from Gilead went out outlining the response and some changes to advancing access. There has been a request regarding a product Gilead has in clinical trails to treat COVID-19; all request for compassionate access may be sent to Coronavirus.response@gilead.com.
 - g. Lionel Hillard announced the Resource Center is closed for hot meals and food pantry is closed through Friday, March 20th. Beginning Monday, March 23th, hot meals and the food pantry will be package to go until further notice.
 - h. Kelly Richter announced Richardson ISD are serving breakfast and lunch to students.
- IV. **Approval of the February 27, 2020 Minutes:** *Lionel Hillard motioned to accept the Allocations Committee minutes. James Wright seconded the motion. The motion passed unanimously.*
- V. **Office of Support:** Annie Sawyer-Williams reported on the Allocations Committee membership reflectiveness is currently at 6 members and the RWPC membership reflectiveness is currently at 24 members.

Glenda Blackmon-Johnson reviewed the work plan objectives for the Allocations Committee. She encouraged members to go to the CHATT Planning website and review the Priority and Allocations trainings.

Wanda Scott gave an update on behalf of the Administrative Agency. The AA do not for see recipients not being able process MFR's. There will be away to process the MFR's so reimbursement will continues.

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 is currently working on the new Request for Proposal (RFP).
- Letters have been sent to the agencies asking if they will be able to use all or most of the allocated for Part B Formula and Part B Supplemental.
- The Administrative Agency has requested a carry forward for Part A Formula of approximately \$300,000.

Part A 2019-2020 Expenditure Report:

- Currently, the FY 2019 Part A grant is in the 12th month of the contract, so the expended YTD% per service category should be close to (100.00%) to be on target.
- Per preliminary expenditure information up to 2/29/2020, 89.45% has been expended.

Part A 2019 Supplemental Expenditure Report:

- Currently, the FY 2019 Part A Supplemental grant is in the 12th month of the contract, so the expended YTD% per service category should be close to (100.00%) to be on target.
- Per preliminary expenditure information up to 2/29/2020, 78.28% has been expended.

MAI 2019 Expenditure Report:

- Currently, the FY 2019 MAI grant is in the 12th month of the contract, so the expended YTD% per service category should be close to (100.00%) to be on target.
- Pre preliminary expenditure information up to 2/29/2020, 95.34% has been expended.

Part B 2020 Expenditure Report:

- Currently, the award is in the 11th month of the contract, so the expended YTD% should be close to (91.76%) to be on target.
- Pre preliminary expenditure information up to 2/29/2020, 60.54% has been expended.

Part B Supplemental 2020 Expenditure Report:

- Currently, award is in the 11th month of the contract, so the expended YTD% per service category should be close to (91.66%) to be on target.
- Pre preliminary expenditure information up to 2/29/2020, 80.73% has been expended.

State Services 2020 Expenditure Report:

- Currently, the award is in the 6th month of the contract, so the expended YTD% per service category should be close to (50.00%) to be on target.
- Pre preliminary expenditure information up to 2/29/2020, 24.591% has been expended.

State Rebate and ADAP 2020 Expenditure Report:

Currently, the award is in the 6th month of a 7 month contract extension, so the expended YTD% per service category should be close to (85.71%) to be on target.

Per preliminary expenditure information up to 2/29/2020, 52.15% has been expended.

Due to the partial award the AA will allocate: Part A Formula - \$3,043,594.75, MAI - \$249,973.00, Part B - \$814,476.00 and State Services –Rebate - \$190,308.00.

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

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

The meeting was adjourned at 6:13 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

April 27, 2020 Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207