

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

Memorandum

To: Members, Allocations Committee  
From: RWPC Support Staff  
Date: Wednesday, June 17, 2020  
Re: Meeting Announcement

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Please note that there will be an:

Allocations Committee Meeting

**Monday, June 22, 2020 at 4:00 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, June 19, 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, June 22, 2020

4:00 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.   | <b>Approval of the May 18, 2020 Minutes</b>          | <b>Action Item</b>            |
| V.    | Office of Support Report                             | Discussion Item               |
|       | • RWPC Membership Representation and Reflectiveness  |                               |
| VI.   | Part A/MAI/Part B/State Services Expenditure Reports | Discussion Item               |
| VII.  | New Business   |                               |
| VIII. | Adjournment  | Kelly Richter or James Wright |

**Due to COVID-19**

**Until Further Notice**

NEXT SCHEDULED MEETING

Monday, July 28, 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**

May 18, 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  
James Kleitches

Lionel Hillard

James Wright, Vice Chair

**MEMBERS ABSENT**

Jacobi Hunter-Wright  
Naomi Green

Phillip Scheldt  
Buffie Bogue

**RWPC STAFF  
PRESENT**

Glenda Blackmon-Johnson,  
RWPC Program Manager

Justin M. Henry  
RWPC Planner

Annie Sawyer-Williams  
RWPC Coordinator

Wanda Scott, Program Monitor

Sylvia Otero, Grants Analyst

**OTHERS PRESENT**

Louise Weston-Ferrill, HSNT  
Shelby C., HSNT

Pam Barnes, HSNT

Tina Kelly,

- I. **Call to Order:** Kelly Richter, Allocations Chair, called the meeting to order at 4:06 p.m.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Planner, and certified by Kelly Richter.
- III. **Introductions/Announcements:** N/A.
- IV. **Approval of the April 27, 2020 Minutes:** *Lionel Hillard motioned to accept the Allocations Committee minutes. James W seconded the motion. The motion passed with one abstention.*
- V. **Office of Support:** Annie Sawyer-Williams reported on the Allocations Committee membership reflectiveness is currently at 7 members and the RWPC membership reflectiveness is currently at 24 members and 50% of non-aligned members.

Justin Henry reported he has been working on the Priority Setting and Resource Allocations (PSRA) Guide. He invited members of the Allocations Committee to the Planning & Priorities committee meeting on Wednesday, May 20<sup>th</sup> to receive an overview of the data for the Core Medical Services categories. The committee discussed data changing in the future due to the COVID-19 virus.

- VI. **Part A/MAI/Part B/State Services Expenditure Reports:** Sylvia Otero, on behalf of the Grant Managements, gave the programmatic update of the documents provided.

**Programmatic Update – Overview**

- The Administrative Agency is currently working on the new Request for Proposal (RFP) and a partial award has been issued to the agencies.
- The partial award is intended to cover the reimbursement requests of the agencies until the final contract is awarded.

A question was asked in the grant expenditure report from April 23<sup>rd</sup> the FY 19 Part A carryover showed that there was \$266,078.58 expended in Oral Health. However, this figure was not included in the update in this expenditure report. Is there a reason this expenditure was excluded from the most current expenditure report? Mrs. Otero stated the carryover did not show up in the updated expenditure report; she will research and report

back to the committee.

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 4:29 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

June 22, 2020 Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207