

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

Memorandum

To: Members, Allocations Committee  
From: RWPC Support Staff  
Date: Thursday, August 20, 2020  
Re: Meeting Announcement

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Please note that there will be an:

Allocations Committee Meeting  
**Monday, August 24, 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 Monday, August 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  
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

Monday, August 24, 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 July 27, 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 Resource Allocation Process  | Discussion Item               |
| VII. <b>Recommendation to Endorse FY 2021 Part A/MAI/Part B/ State Services Allocations Based on Actual Award</b> | <b>Action Item</b>            |
| VIII. <b>FY 2021 Priority Service Resource Allocation Recommendations</b>   | <b>Action Item</b>            |
| IX. New Business  |                               |
| X. Adjournment  | Kelly Richter or James Wright |

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

NEXT SCHEDULED MEETING

**Monday, September 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**

July 27, 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  
Naomi Green

Lionel Hillard

James Wright, Vice Chair

**MEMBERS ABSENT**

Jacobi Hunter-Wright  
Buffie Bogue

Phillip Scheldt

James Kleitches

**RWPC STAFF  
PRESENT**

Glenda Blackmon-Johnson,  
RWPC Program Manager

Justin M. Henry,  
RWPC Planner

Wanda Scott, Grants Manager  
Mohammed Husain, Program Monitor

Sonya Hughes, Assistant Director

David Kim, Program Monitor

**OTHERS PRESENT**

Dwight Harry, ASD  
Karin Petties, Prism Health

Pam Barnes, HSNT

Kellie Norcott, PHHS

- I. **Call to Order:** Kelly Richter, Allocations Chair, called the meeting to order at 4:03 p.m.
- II. **Certification of Quorum:** Quorum was established by Kelly Richter, Chair and certified by Glenda Blackmon-Johnson, RWPC Manager.
- III. **Introductions/Announcements:** 2020 National Ryan White Conference on HIV Care & Treatment will be held virtually this year August 11, 2020 through August 14, 2020. Registration closes on July 31, 2020.
- IV. **Approval of the May 18, 2020 Minutes:** *James Wright motioned to accept the Allocations Committee minutes. Lionel Hillard seconded the motion. The motion passed unanimously.*
- V. **Office of Support:** RWPC manager reported on the Allocations Committee membership totals 7 members and there is no change with the RWPC membership reflectiveness; there are 24 members with 50% of non-aligned.
- VI. **Part A/MAI/Part B/State Services Expenditure Reports:** Wanda Scott, Grants Manager, on behalf of the Administrative Agency presented the report for the FY 20-21 allocations and expenditures based on the Actual Award. The report detailed programmatic allocations and expenditures for 20-21 Part A/MAI/Part B/State Services partial & full awards. Programmatic Spreadsheet reflected partial award allocations and expenditure percentage:
  - Part A Formula - 4<sup>th</sup> month 2020 partial award allocation = \$3,043,592.75 **expenditure YTD \$2,374,989.71 = 78.03 percent.**
  - MAI - 4<sup>th</sup> month 2020 partial award allocation = \$249,973.00 **expenditure YTD 226,353.78 = 90.55 percent.**
  - Part B Formula - 4<sup>th</sup> month 2020 partial award allocation = \$974,232; **expenditure YTD 258,862.49 = (26.57 percent).**
  - State Rebate and ADAP - 4<sup>th</sup> month 2020 partial award allocation = \$360,586; **expenditure YTD = 72,815.42 (20.14 percent)**  
✦ *She noted that any unexpended funds for 2020 partial award will rollover to the 2020 full award.*
  - State Rebate and ADAP - FY 2019 allocation = 1,582,154.00 **expenditure YTD 976,699.35 =61.73 percent** (ends 8/31/2020)
  - State Services - FY 2019-2020 allocation = 1,587,035.00 = **100.00 percent.**

She explained how the 2020 actual award allocations aligned with the PC's 2020 Allocations during the 2019 Program year; highlighted the scheduled date (August for commissioner's court approval. Further, she pointed out distinctions regarding core medical and support services.

The RWPC Manager reviewed and discussed the FY 2019 PRSA Allocation projection for FY 2020-2021. Also, to remind members as it pertain the expenditure data available and used to make the FY 2020 allocation projection. Wanda continued to report the **Fiscal Update Overview** for the FY 2020 actual award:

- Part A Formula and Part A Supplemental 2020 actual award = \$14,497,843 with Service Category Priority Rank and allocation percentages.
- MAI - 2020 actual award = \$1,324,246 with Service Category Priority Rank and allocation percentages.
- Part B Formula - 2020 actual award = \$3,190,358 with Service Category Priority Rank and allocation percentages.
- State Rebate and ADAP - 2020 actual award = \$1,156,671 with Service Category Priority Rank and allocation percentages.
- Part A COVID-19 2020 actual award = \$970,865  
 ✦ *She noted that part B and State Rebate the full award was received however the Project Officer requested special provision because the Request for Proposal and contracts that were not executed, partial awards were allocated for continuity of services. Allocation updates will be reported in August 2020*

The final spreadsheet presented reflected the PC’s projection vs the actual award and the variance which indicated that the actual award was lower than the PC’s approve projection. The committee discussed the allocation method details; dollars verses percentages; added steps in the process, the benefit and value impact. The committee discussed the reflection of program income on the reports; tracking, utilization, HRSA policy guidance; presenting information regarding service categories that generate program income.

A Sub-recipient Guest presented concerns regarding excessive funding in some categories and insufficient funding in other categories; concerns about financial impact to the organizational operations with its current allocations; concerns about a reallocation for resolve. The chair acknowledged the concern and rebuffed conversation engagement; deferred to the administrative agency as the concerns were beyond the scope of the committee’s charge.

- VII. **Recommendation to Endorse:** Recommendation to Endorse FY 20-21 Part A/MAI/Part B/State Services Rebate Allocations based on the Actual Award. Lionel motioned to accept the recommendation as written. James Wright seconded the motion. The motion passed.
- VIII. **New Business:** None
- IX. **Adjournment:** *James Wright motioned to adjourn. Lionel Hillard seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 5:05 p.m.

Submitted by:

Glenda Blackmon Johnson, RWPC Manager	Date
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Certified by:

Justin M. Henry, RWPC Health Planner	Date
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Final Approval by:

Kelly Richter, Chairperson James Wright, Vice Chair	Date
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