

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

Memorandum

To: Members, Allocations Committee

From: RWPC Support Staff

Date: Monday, May 16, 2022

Re: Allocations Committee Meeting Announcement

Please note that there will be an:
Allocations Committee Meeting

Monday, May 23, 2022, 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. Members, if you are unable to attend, please notify Logane Brazile, RWPC Office of Support Logane.Brazile@dallascounty.org on or before noon on Friday, May 20, 2022. Otherwise, we look forward to seeing you at the next meeting.

Please view Ryan White 101 on our social media Like Share Subscribe:

<https://www.facebook.com/Ryan-White-Planning-Council-of-the-Dallas-Planning-Area-702096959854808/>

Cc: Philip P. Huang, MD, MPH, Director
Dallas County Judge's Office
Sonya M. Hughes, Assistant Director
Justin Henry, Grants Manager - Programmatic
Wanda Scott, Grant Manager - Fiscal
Glenda Blackmon-Johnson, RWPC Office of Support
Oscar Salinas, Quality Assurance Administrator
Carla Jackson, Program Monitor
Wanda Scott, Program Monitor
David Kim, Program Monitor
Jocelyn Rodriguez, Program Monitor
Angela Jones, Quality Assurance Advisor
Regina Waits, Health Advisor
Logane Brazile, RWPC Coordinator
Jasmine Sanders, RWPC Planner
Kofi Bissah, ADAP Liaison
Building Security

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

ALLOCATIONS COMMITTEE

*It is our vision to promote the improvement of health and quality of life for all clients
Oto address the evolving needs of the HIV/AIDS community.*

AGENDA

Allocations Meeting

May 23, 2022

5:15 PM

- | | |
|--|---|
| I. Call to Order | James Kleitches, RWPC Chair or Naomi Green, RWPC Vice-Chair |
| II. Certification of Quorum | James Kleitches, RWPC Chair or Naomi Green, RWPC Vice-Chair |
| III. Introductions/Announcements | James Kleitches, RWPC Chair or Naomi Green, RWPC Vice-Chair |
| IV. Approval of the April 25, 2022, Meeting Minutes | Action Item |
| V. HRSA/ DSHS FY 2021-22 Ryan White Grants Final Expenditure Reports | Discussion Item |
| - Part A Formula | |
| - Part A Supplemental | |
| - PA MAI | |
| - PA Carryover | |
| - Part B Formula | |
| - State Rebate | |
| - State Services | |
| VI. New Business | |
| VII. Adjournment | James Kleitches, RWPC Chair or Naomi Green, RWPC Vice-Chair |

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

NEXT SCHEDULED MEETING

Monday, June 27, 2022, 5:15 PM

Will be held via TELE-CONFERENCE

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

ALLOCATIONS COMMITTEE
April 25, 2022, Allocation 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

Buffie Bouge
Kelly Richter

Naomi Green, **Vice-Chair**
James Kleitches, **Chair**

MEMBERS ABSENT

Corey Strickland
James Wright

RWPC STAFF PRESENT

Logane Brazile
RWPC Office of Support

Jasmine Sanders
RWPC Office of Support

GRANTS STAFF MANAGEMENT PRESENT

Wanda Scott, GM
Barbara Kakembo, PM

Jocelyn Rodriguez, AA
Sonya Hughes, AA

Nariah Webster, SFM

OTHERS PRESENT

Kristin Athey, HRSA
Crystal Curtis, PHHS

Joni Wysocki, AHF/AIN

- I. **Call to Order:** James Kleitches, Chair, opened the meeting at 5:15 p.m. and called the meeting to order at 5:19 p.m.
- II. **Certification of Quorum:** Quorum was established by James Kleitches, Chair, and certified by Logane Brazile, RWPC Office of Support.
- III. **Introductions/Announcements:** None.
- IV. **Approval of the March 28, 2022, Meeting Minutes:** Naomi Green, Vice-Chair, motioned to approve the Allocations Committee meeting minutes. Kelly Richter seconded the motion. The motion passed unanimously.
- V. **Justification for Carryover Q&A:** Kristin Athey, HRSA Project Officer, explained questions and concerns regarding the justification for the carryover process. She highlighted the importance of getting started on the justification and creating an action plan for utilizing unspent Part A Formula and MAI funds from FY 2021-22 earlier for expedited processing.
The timeline and specific dates regarding the Notice of Award (NOA) process were detailed.
Concerns regarding gender-affirming care were addressed, stating that many RWHAP ADAP's provide access to gender-affirming hormone therapy. However, Texas ADAP may not be included.
- VI. **Training FY 2023 PSRA Process/Resource Allocation Projections:** Jasmine Sanders, RWPC Planner, provided the committee with a training presentation reviewing the following as they pertain to the FY 2023 Priority Ranking Process:
 - *The importance of funding prioritization*
 - *Development of directives*
 - *Definition of resource allocation*
 - *HRSA/HAB expectations for priority setting FY 2023*
 - *HRSA/HAB expectations for resource allocation FY 2023*
 - *Resource allocation steps 1-4*
 - *Resource allocation steps 5-10*
 - *Preparation material*
 - *Comprehensive Needs Assessment*
 - *Expenditure data*The Supplemental Allocations Guide was then reviewed, discussing the following topics:
 - *Data Sources*

- *Priority Setting Process*
- *Conflict of Interest Policy*
- *Definition of Resource Allocation*
- *HRSA/HAB Expectations for Resource Allocation FY 2023*
- *Resource Allocation Steps*
- *Allocations Projections and Actual Awards FY 2020-2021*
- *Expenditure Data Definition*
- *Expenditure Data FY 2019-2020, FY 2021-2022*
- *Summary Report by Service Category FY 2019-2020 Part A Formula*
- *The Committees Allocation for the Programs Current Year FY 2022*

The fund allocation template was introduced to the committee in preparation for FY 2023 budget allocations. Budget predictions will be made within the next few months.

VII. **New Business:** None.

VIII. **Adjournment:** Buffie Bouge made a motion to approve the Allocations Committee minutes. Kelly Richter seconded the motion. The motion passed unanimously. The meeting was adjourned at 5:58 p.m.

Drafted by:

Logane Brazile, RWPC Office of Support

Date

Certified by:

Jasmine Sanders, RWPC Office of Support

Date

Final Approval by:

James Kleitches, Allocations Chair
Naomi Green, Allocations Vice-Chair

Date

Due to COVID-19
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Dallas County Health and Human Services Building