

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

Memorandum

To: Members, Allocations Committee

From: RWPC Support Staff

Date: January 16, 2024

Re: Allocations Committee Meeting Announcement

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Please note that there will be an:

Allocations Committee Meeting

**Monday, January 22, 2024, 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](mailto:Logane.Brazile@dallascounty.org) on or before noon on Friday, January 19, 2024. 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.dallascounty.org/departments/rwpc/>

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  
Melody Lee, Fiscal  
Tyreece Stephens, Fiscal  
Marlen Rivera, Fiscal  
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  
to address the evolving needs of the HIV/AIDS community.*

## AGENDA

Allocations Meeting

January 22, 2024

5:15 PM

- |  |   |
|--|---|
| I. Call to Order   | Corey Strickland, Chair or RWPC Chair/ Vice-Chair |
| II. Certification of Quorum  | Corey Strickland, Chair or RWPC Chair/ Vice-Chair |
| III. Introductions/Announcements   | Corey Strickland, Chair or RWPC Chair/ Vice-Chair |
| IV. <b>Approval of the November 13, 2023, Meeting Minutes</b>  | <b>Action Item</b>                                |
| V. Office of Support Report  | Office of Support                                 |
| VI. <b>Approval of the FY 2023-24 Part A Formula, Supplemental, MAI<br/>and Part B 2<sup>nd</sup> Reallocation</b> | <b>Action Item</b>                                |
| FY2023-2024 Part A Formula, Supplemental, MAI and Part B 2 <sup>nd</sup> Reallocation<br>Supporting Justification  | Discussion Item                                   |
| FY2023-2024 Part A Formula, Supplemental, MAI and Part B<br>2 <sup>nd</sup> Reallocation Excel Document            | Discussion Item                                   |
| VII. New Business  |   |
| VIII. Adjournment  | Corey Strickland, Chair or RWPC Chair/ Vice-Chair |

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

**NEXT SCHEDULED MEETING**

***Monday, February 26, 2024, 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**  
**November 13, 2023, Allocation Meeting Minutes**

*Charge: Develop recommendations for distributing 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  
Naomi Green

**John Dornheim, RWPC Vice-Chair\***  
James Wright

Auntjuan Wiley

**MEMBERS ABSENT**

Kelly Salinas  
Corey Strickland

Pro Brewer

Wade Hyde

**RWPC STAFF PRESENT**

Logane Brazile  
RWPC Office of Support

Jasmine Sanders  
RWPC Office of Support

Glenda Blackmon-Johnson,  
RWPC Office of Support

**GRANTS STAFF MANAGEMENT PRESENT**

Wanda Scott, AA  
D'Angelo Doctor, CQM  
Melody Lee, AA

Justin Henry, AA  
Marlen Rivera, AA

Sonya Hughes, AA  
Nariah Webster, AA

**OTHERS PRESENT**

Neiman  
Joni Wysocki, AIN/AHF

Seth Bell, HSNT  
Thomas Baxley

Crystal Curtis, PHHS

- I. **Call to Order:** Naomi Green, Vice-Chair, opened the meeting stating the meeting housekeeping rules at 5:18 PM and called the meeting to order at 5:18 PM.
- II. **Certification of Quorum:** Quorum was established by Naomi Green, Vice-Chair, and certified by Logane Brazile, RWPC Office of Support.
- III. **Introductions/Announcements:** Glenda Blackmon-Johnson, Office of Support, announced leadership applications are due to the Office of Support as soon as possible. Current Planning Council members are eligible to apply for FY 2024 leadership positions (Chair/Co-Chair).  
Naomi Green, Allocations Vice-Chair, announced the Black Ladies in Public Health program. A program designed to educate and prepare women attending HBCUs about HIV prevention and care.
- IV. **Approval of the October 30, 2023, Meeting Minutes:** John Dornheim, RWPC Vice-Chair, motioned to approve the Allocations Committee meeting minutes. Auntjuan Wiley seconded the motion. The motion passed.
- V. **Office of Support Report:**  
Allocation Committee (15 seats): 8 members (*7 seats open*)  
The 1st group impacted with the highest numbers is Blacks at 8,405 or 40.22% representation.  
Allocations membership consists of 8 people of whom 5 are Black, representing 62% reflectiveness.  
The 2nd group impacted with the next highest numbers is Latinx/Hispanic at 5,738 or 27.46% representation.  
Allocations membership consists of 8 people of whom 0 are Latino/Hispanic with representation at 0% reflectiveness.  
The 3rd group impacted with the next highest numbers is White at 5,560 or 26.60% representation.  
Allocations membership consists of 8 people of whom 3 are White, representing 38% reflectiveness.  
Planning Council (33 seats): 28 members seated – 5 seats vacant  
\*RWPC Reflectiveness 32% Non-Aligned Consumers (HRSA requires 33% Non-Aligned Consumers)  
Vacant Mandatory Seat Categories:
  - Members of a Federally recognized Indian tribe as represented in the population

# VI. Approval of the FY 2023-24 Estimated Unobligated Report:

Health Resources & Services Administration (HRSA), HIV/AIDS Bureau (HAB), Division of Metropolitan HIV/AIDS Program Ryan White HIV/AIDS Program Part A Estimated Unobligated Balance Report and Estimated Carryover Request					
Instructions: This form provides a suggested format for reporting projected unobligated balances. Section I contains sources of award amounts that are projected to be unobligated at the end of the budget period, Section II includes Reasons for Projected Unobligated Amounts, Section III includes required signatures confirming Projected Unobligated Amounts, Section IV includes the required signature if a Formula UOB penalty waiver is being requested for FY 2023. See the "Instructions" tab for additional detail.					Date: November 9, 2023
Recipient Name: Dallas County Health and Human Services					
<b>Section I: Projected Unobligated Balances (UOB) Reported by Recipient</b>					
Fiscal Year and Source of Funds	Award Amount	Projected Expenditures	Projected UOB Amount	Projected UOB %	Projected Carryover Amount
FY 2023 Part A Formula Funds	\$12,602,639.00	\$12,131,868.26	\$470,770.74	3.74%	
FY 2022 Part A Formula Carryover Funds to FY 2023	\$394,717.00	\$394,717.00	\$0.00	0.00%	
FY 2023 Part A Supplemental Funds	\$6,359,551.00	\$6,359,551.00	\$0.00	0.00%	
Part A Subtotal	\$19,356,907.00	\$18,886,136.26	\$470,770.74		\$0.00
FY 2023 MAI Formula Funds	\$1,602,278.00	\$1,587,278.00	\$15,000.00	0.94%	
FY 2022 MAI Carryover Funds to FY 2023	\$12,234.00	\$12,234.00	\$0.00	0.00%	
MAI Subtotal	\$1,614,512.00	\$1,599,512.00	\$15,000.00		\$0.00
TOTAL PART A GRANT	\$20,971,419.00	\$20,485,648.26	\$485,770.74		\$0.00
<b>FORMULA UOB PENALTY WAIVER</b>					
If your projected FY 2023 Part A Formula UOB Amount is greater than 5%, are you requesting a Formula UOB penalty waiver due to the impact of the COVID-19 pandemic for FY 2023? (select option from drop-down list in B22)					
No					
<b>Section II: Reasons for Projected UOB Amounts</b>					
Part A Source of Funds	Projected UOB Amount	Reason(s) for Projected UOB Amounts (Note: if you are requesting a Formula UOB penalty waiver, based on your projected FY 2023 Part A Formula UOB being greater than 5%, include a brief explanation of how the COVID-19 pandemic impacted ability to expend funds)			
Part A Formula: Administration	\$350,695.39	eight month vacancies in the Grants Management Division			
Part A Formula: Quality Management	\$120,074.36	eight month vacancies in the Grants Management Division and unable to use conferences, travel, and mileage due to travel restrictions.			
List Core Medical Services Below by UOB Amount (insert rows as appropriate):					
List Support Services Below by UOB Amount (insert rows as appropriate):					
Overall Total Part A Formula Projected UOB Amount (Services, Admin, CQM)	\$470,769.75				
Supplemental Source of Funds (not available for carryover)	Projected UOB Amount	Reason(s) for Projected UOB Amounts			
Supplemental: Administration					
Supplemental: Quality Management					
List Core Medical Services Below by UOB Amount (insert rows as appropriate):					
List Support Services Below by UOB Amount (insert rows as appropriate):					
Overall Total Supplemental Projected UOB Amount (Services, Admin, CQM)	\$0.00				
MAI Source of Funds	Projected UOB Amount	Reason(s) for Projected UOB Amounts			
MAI: Administration	\$2,413.38	eight month vacancies in the Grants Management Division			
MAI: Quality Management	\$12,586.62	eight month vacancies in the Grants Management Division and unable to use conferences, travel, and mileage due to travel restrictions.			
List Core Medical Services Below by UOB Amount (insert rows as appropriate):					
List Support Services Below by UOB Amount (insert rows as appropriate):					
Overall Total MAI Projected UOB Amount (Services, Admin, CQM)	\$15,000.00				
Unexpended Prior Year Carryover Projected UOB (Please describe in detail the reason(s) prior year Carryover funds identified in Section I are projected to be unobligated); Part A Carryover funds was expended completely for FY2022.					
Use of Projected Carryover Amount (please include a description of the purpose you intend to expend projected carryover funds): Last Year's Recommendation for FY 22-23: The Dallas EMA plan to use the carryover resources for Outpatient Ambulatory Health Services to provide services to clients that is limited in accessing care during this time of post pandemic with inflation rates impacting cost of living. The increase need for medication and access to quality care will allow retained and new clients to access the OAHs services.					
<b>Section III: Confirmation of Projected UOB Amounts</b>					
The signature below confirms the projected UOB amounts reported above are the best estimates for anticipated unobligated funds at the end of the budget period.					
Recipient Project/Program Director Name:					Date:
Recipient Project/Program Director Signature:					Date:
Planning Council/Body Chair/Co-chair Name(s):					Date:
Planning Council/Body Chair/Co-chair Signature(s):					Date:
<b>Section IV: FY 2023 Formula UOB Waiver Requested (Due to COVID-19, project FY 2023 Part A Formula UOB will be greater than 5%)</b>					
Authorizing Official Name (required only if a FY 2023 Formula UOB penalty waiver is requested):					Date:
Authorizing Official Signature (required only if a FY 2023 Formula UOB penalty waiver is requested):					Date:

	FY 2023- RW DALLAS EMA SERVICE CATEGORY	FY 2023 (PART A) FORMULA Carryover Funding Recommendations 11/13/2023
	Core Medical Services	
1	AIDS Drug Assistance Program	
2	AIDS Pharm. Asst.	
3	Early Intervention Services	
4	Health Ins. Prem.& Cost Sharing Asst.	
5	Home and Comm. Based Health Care	
6	Home Healthcare	
7	Hospice Care	
8	Medical Case Management	
9	Medical Nutrition Therapy	
10	Mental Health	
11	Oral Health Care	
12	Outpatient/Ambulatory Health Service	\$ 485,770.74
13	Substance Abuse	
14	Child Care	
15	Emergency Financial Asst.	
	Support Services	
16	Food Bank/Home Delivered Meals	
17	Health Edu./Risk Reduction	
18	Housing	
19	Linguistic Services	
20	Medical Transportation	
21	Non-Medical Case Management	
22	Other Prof. Srvs Legal	
23	Outreach Lost to Care	
24	Referral for Healthcare	
25	Respite Care **	
	GRAND TOTAL	\$ 485,770.74

Auntjuan Wiley motioned to approve the unobligated funds from Part A/MAI go to Outpatient Ambulatory Services in the amount of \$485,770.74. Buffie Bouge seconded the motion. The motion passed unanimously.

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

VIII. **Adjournment:** Naomi Green, Vice-Chair, motioned to adjourn. Auntjuan Wiley seconded the motion. The meeting was adjourned at 6:10 PM.

Drafted by:

Logane Brazile, RWPC Office of Support

Date

Certified by:

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Glenda Blackmon-Johnson, RWPC Office of Support

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Date

Final Approval by:

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Naomi Green, Allocations Vice-Chair  
Helen Zimba, RWPC Chair  
John Dornheim, RWPC Vice-Chair

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Date

**Due to COVID-19**  
**NEXT SCHEDULED MEETING**  
**Monday, December 25, 2023, at 5:15 PM.**  
**Will be held via TELE-CONFERENCE**  
**Dallas County Health and Human Services Building**