

ALLOCATIONS COMMITTEE

February 25, 2013

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

Lionel Hillard, Chair	Jim Howze	James Kleitches
Robert Compton	David Saenz, Vice Chair	Patrick Brown
Emily Marks	Robbie Hollis	

MEMBERS ABSENT

Odus Oglesby	Joey Avila
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RWPC STAFF PRESENT

Felton Stevens, Jr., RWPC Manager	Crystal Flores, RWPC Planner	Jennifer Kendrick, RWPC Coordinator
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OTHERS PRESENT

Karin Petties, Assistant Director of RW Grant Compliance	Aurelio Rodriguez, Grants management Officer
Gregg Gunter, RWPC Chair	Ben Martinez, RWPC Co-Chair
Jennifer Hurn, RCD	Ted Stanfield, PHHS
	Osiris Wade, BW

I. Call to Order: Chair Lionel Hillard called the meeting to order at 5:03PM

II. Certification of Quorum: Quorum was established and certified by Chair Lionel Hillard

III. Introductions/Announcements:

- (a) Jennifer Kendrick introduced Emily Marks and Robbie Hollis as two new members of the Allocations committee. She also introduced Osiris Wade who is waiting for approval to join the allocations committee. Gregg Gunter thanked everyone for attending the meeting.
- (b) Ben Martinez reminded everyone that Advocacy day is March 4, 2013. He stated that a bus will be provided for individuals that were interested in traveling to Austin to participate in advocacy with the TX HIV/AIDS Coalition.

IV. Approval of July 23, 2012 minutes: *Jim Howze moved to accept the minutes with the modified changes. David Saenz seconded the motion. The motion passed unanimously.*

V. Administrative Agency Report: Aurelio stated that the Administrative Agency is preparing for the close of the Part A/MAI grant cycle. Aurelio stated that the Administrative Agency does not have a complete FY 2012 Part A/MAI Expenditure report because the cycle has not yet closed and the funded agencies hadn't reported all of their billable units. Aurelio then provided the committee with the 2011 Part A/MAI Expenditure report as an example of what to expect. The committee discussed the Part A/MAI Carryover causes and preventative measures. Aurelio then asked the committee if there was anything that the AA could do to simplify the allocations/reallocation process. The committee stated that they would like to see the RFI form updated to give a more in depth explanation as to what agencies are requesting across the board and specifically.

VI. Future Training Opportunities for Members: The Committee discussed and created the following list of Possible trainings:

1. Ryan White Acronyms Training
2. How to read a spread sheet (Line item)
3. Allocations in response to the New Health Care reform
4. EMA Counties/ Organizational Structure/How service categories are funded
5. How the Comprehensive Plan impacts the Allocations process
6. How the Needs Assessment impacts the Allocations process

The committee also discussed technologically advanced options of presenting the trainings.

VII. Adjournment: The meeting was adjourned at 6:14pm

Submitted by:

Jennifer Kendrick, RWPC Coordinator

Date

Draft Certified by:

Felton Stevens, Jr., RWPC Manager

Date

Final Approval by:

Lionel Hillard, Chairperson
David Saenz, Vice Chairperson

Date

NEXT SCHEDULED MEETING
Monday, March 25, 2013 5:00 p.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX