

ALLOCATIONS COMMITTEE January 27, 2014 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		
Odus Oglesby	Robert Compton, Vice Chair	Lionel Hillard, Chair
James Kleitches	CJ Okonkwo	Emily Marks
MEMBERS ABSENT		
Joey Avila (Medical Leave)	Robbie Hollis	Jim Howze
RWPC STAFF PRESENT		
Crystal Flores, RWPC Manager		Alexis Hunter, Coordinator
OTHERS PRESENT		
Jennifer Hurn, RCD	Sylvia Moreno, PHH	John Carlo, AIDS Arms
Sujata Raniakre Bhnam, PHH	Pam Barnes, HSNT	Norma Piel-Brown, PHH
Ben Martinez, PC VC	Lynn Smith-Clay, Grants Management	

I. Call to Order: Chair Lionel Hillard called the meeting to order at 5:17 PM

II. Certification of Quorum: Quorum was established and certified by Chair Lionel Hillard. Chair Lionel Hillard addressed phone etiquette. He then asked if everyone would adjust phone sound settings to down or off. The Chair asked if there were any announcements to be shared.

III. Introductions/Announcements:

- a) Crystal Flores, RWPC Manager announced Alexis Hunter as the new RWPC Coordinator and announced that the RWPC will be welcoming the RWPC Planner on Monday.
- b) Ben Martinez introduced the 2014 leadership team for the Allocations Committee, Lionel Hillard, Chair and Robert Compton, Vice Chair.
- c) Ben Martinez announced an Open House at Parkland that will include HIV Testing, and is asking the Consumer Council Committee to participate on February 13, 2014 from 4:00 P.M.-7:30 P.M. A flyer will be distributed soon.

IV. Approval of January 2, 2014 minutes: *James Kleitches moved to accept the minutes as written. Emily Marks seconded the motion. No discussion. The motion passed unanimously.*

V. FY 2013 Ryan White Part A/MAI Reallocation Update: Crystal Flores, RWPC Manager announced the update from what was discussed and voted on earlier in the month regarding the reallocation. The Part A Reallocation that was approved by the committee on January 2, 2014 was forwarded on to the Planning Council and was passed on January 15, 2014. On January 16, 2014, the Administrative Agency’s Fiscal Department sent a RFP request to the providers, and the providers were given a week deadline of January 21, 2014. The Internal Review Committee (IRC) reviewed all the RFI’s and RFP’s and decisions were made regarding the service categories reallocation amongst the providers. The Administrative Agency is requesting that the providers submit their amended budget by January 28, 2014. Once this occurs, the contracts will be briefed and court ordered by February 11, 2014. There was no need to reallocate MAI as suggested by the finance department.

VI. FY 2013 Ryan White Part A/ MAI Unexpended Re-Allocation: Action Item Crystal Flores read the background and recommendation created by the Committee verbatim and verbally outlined the caution of

returning funds back to HRSA. Therefore, it is highly encouraged for the Administrative Agencies to work with their state ADAP and funnel unexpended funds over to them. John Carlo, Aids Arms mentioned that it is important to remember that DSHS is indeed tracking funds, but those funds could have the potential to return to the Dallas area regardless. Crystal referred to a state contract to clarify that a balance sheet is sent to the AA tabulating the clients those funds aid. Ben Martinez, Planning Council Vice Chair questioned the reallocation of funds to agencies that need the finances. Crystal referred to the Allocations committee recommendation to clarify any confusion, and stated that the recommendation is made every year historically to allow the AA to send funds to specific service categories. Since the committee just recently did an End of Year Reallocation not even a month ago with only approximately two months left in the Part A grant period (March 1, 2013-February 28, 2014), this recommendation would primarily allow the AA to funnel whatever leftover/unspent funds into the state ADAP program. Lynn Smith-Clay, Grants Management spoke briefly to clarify any confusion and expressed the importance of the Allocations Committee, the Program Monitors, and the providers to determine ways to allocate within the best/ appropriate time frame while remaining compliant to the policy process. It was reiterated that although this particular recommendation is made every year, more specific guidelines may be made next year. *James Kleitches moved to accept the Allocations Committee Original Recommendation that recommends that the Administrative Agency have discretion to utilize future unexpended FY 2013 Part A funds up to the amount of \$1,000,000 and FY 2013 MAI funds up to the amount of \$500,000 among any of the medical core services and under non-core services, case management only. Emily Marks seconded the motion. No discussion. The motion passed unanimously.*

VII. FY 2014 Part B/State Services Update: Crystal Flores, RWPC Manager stated that the FY begins on September 1st and back billing is taking place. She updated on the process. A discussion was formed regarding possible delays.

VIII. Adjournment: The meeting was adjourned at 6:25 P.M.

Submitted by:

Alexis Hunter, Coordinator

Date

Draft Certified by:

Crystal Flores, RWPC Manager

Date

Final Approval by:

Lionel Hillard, Chairperson
Robert Compton, Vice Chair

Date

NEXT SCHEDULED MEETING
Monday, February 24, 2014 5:00 p.m.
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX