

ALLOCATIONS COMMITTEE

February 26, 2018 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, Vice Chair
Yolanda Jones, Chair
James Kleitches

Buffie Bogue
Debbe Velasquez

Phillip Scheldt
Kelly Richter

MEMBERS ABSENT

James Wright

Reymundo Anthony

**RWPC STAFF
PRESENT**

Annie Sawyer-Williams, RWPC
Coordinator

Justin M. Henry, RWPC
Health Planner

ADMINISTRATIVE AGENCY PRESENT

Glenda Blackmon-Johnson,
Program Monitor

Wanda Scott,
Program Monitor

Kima S.E. Letcher,
Program Manager

OTHERS PRESENT

Edgar Carmona, AIN

- I. **Call to Order:** Lionel Hillard, Allocations Vice Chair, called the meeting to order at 5:15 PM.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, RWPC Health Planner, and certified by Yolanda Jones.
- III. **Introductions/Announcements:**
 - a. Yolanda Jones announced UT Southwestern and Dallas Family Access Network (DFAN) or implementing their Peer to Peer training program which teaches positive individuals methods of incorporating other positive peers into the healthcare system. The training will be held March 5-9, 2018.
- IV. **Approval of December 18, 2017 Minutes:** *Phillip Scheldt motioned to accept the minutes as written. Kelly Richter seconded the motion. Motion passed unanimously.*
- V. **Part A/MAI/Part B/State Services Expenditure Reports:** Kima S.E. Letcher reported the Administrative Agency (AA) has completed FY 2018 State Services, Rebate and AIDS Drugs Assistance Program (ADAP) contracts as well as reallocations of Part A and MAI Grants. A proportion of the FY 2018-2019 Notice of Grant Award (NGA) for Part A & MAI has been received in the amount of \$3.6 million.

Currently, the FY 2017 Part A/MAI grants are in the 11th month of the billing cycle so the expended year to date (YTD) percentage per service category should be around 91.67% to be on target. As of 01/31/18, Part A has expended 76.60% of funds. MAI has expended 94.79% of funds.

The Department of State Health Services (DSHS) Ryan White Part B grants are in the 10th month of the billing cycle. The expended YTD percentage per service category should be around 83.33% to be on target. As of 01/31/18, Part B has expended 72.30% of funds.

The DSHS grants are in the 5th month of the contract and the billing cycle; the expended YTD % per

service category should be around 41.67% to be on target.

As of 01/31/2018 State Services, Rebate & ADAP funds have expended 20.06% of funds.

A question was posed regarding the low amount of the Part A expenditures. Ms. Letcher noted some of the sub-recipients have not submitted their Monthly Financial Report (MFR). Upon receiving this statement, the AA can have a better idea of what has been expended.

Mr. Henry gave the committee a comparison from last year's expenditures. Another question was posed: *Will there be a great amount of funds unexpended for this fiscal year?* Ms. Letcher noted the AA is not anticipating having a great amount of funds unexpended.

The committee had a brief discussion regarding past expenditures and the slow response to submitting the MFR statements. Ms. Johnson-Blackmon gave an overview of the reimbursement and the reallocations process.

A question was posed to the AA: *What are the processes that slow down the expenditures and reimbursement rates?*

VI. Notice of Grant Award (NGA): Mr. Henry noted some changes regarding updates in Ryan White HIV/AIDS Program Part A Funding.

The Ryan White HIV/AIDS Part A Program has been operating under a series of continuing resolutions (CRs) that funds the U.S. government. Under the CRs, only a prorated amount of grant funding has been made available for the Part A program. Without a full-year appropriation, HRSA is not able to fully fund the fiscal year 2018 awards.

HRSA will issue a funding memo to all 52 Part A jurisdictions with a partial award based on the FY17 Part A formula and Minority AIDS Initiative award levels. This partial award will be made by February 1, 2018 for the new budget period start date of March 1, 2018. The partial formula award will be 31.5% of the FY17 formula award and the Minority AIDS Initiative award will be 20.6% of the FY17 Minority AIDS Initiative award. Given the HAB DMHAP approach to budget submission and review for the FY18 award year, this partial notice of funding award will indicate the review/approval of your full year proposed budget and any applicable program terms/resubmission requirements. HRSA will issue further FY 2018 notice of funding awards as soon as additional funds become available.

VII. New Business: Ms. Johnson-Blackmon distributed a refresher flyer to the committee covering the National HIV/AIDS Strategy (NHAS) goals, key populations, development, and the responsibility of the committee.

Mr. Henry announced part two of the Community HIV/AIDS Technical Assistance and Training (CHATT) on *Building Strong Planning Councils/Planning Bodies will be particularly beneficial to new members, Planning Council support staff, and recipient staff.*

Building Strong Planning Councils/Planning Bodies Part I: Roles and Responsibilities (February 21, 2018) and Building Strong Planning Councils/Planning Bodies Part II: Tools and Strategies for Building and Maintaining Strong Relationships (February 28, 2018).

He and Ms. Johnson-Blackmon attended the Part A & B meeting in Austin, TX and was made aware of a few upcoming trainings. The RWPC meeting has been moved to March 21st, due to the Project Officer (Frances Hodge) will be conducting a site visit from March 19th – 23rd.

Wanda Scott announced the Department of State Health Services (DSHS) will also be conducting a site visit.

VIII. Adjournment: *Yolanda Jones motioned to adjourn. Kelly Richter seconded the motion. The motion passed unanimously.*

IX. The meeting was adjourned at 6:08 PM.

Submitted by:

Annie Sawyer-Williams, RWPC Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

Yolanda Jones, Chairperson
Lionel Hillard, Vice Chair

Date

NEXT SCHEDULED MEETING

Monday, March 26, 2018 Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX