

## Houston Area HIV Services Ryan White Planning Council

Office of Support

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<http://rwpchouston.org>

### Memorandum

To: Members, Priority and Allocations Committee:  
Bobby Cruz, Co-Chair                      Allen Murray  
Peta-gay Ledbetter, Co-Chair              Paul Richards  
Ronnie Galley                                  Megan Rowe  
Roxane May                                      Bruce Turner  
Josh Mica                                         Allen Murray

Copy: Crystal R. Starr                              Sha'Terra Johnson  
Diane Beck                                        Carin Martin  
Mackenzie Hudson                              Rodney Goodie  
Glenn Urbach                                      Ann Robison  
Mauricia Chatman                                Johnetta Evans-Thomas  
Tiffany Shepherd

From: Tori Williams

Date: Wednesday, March 15, 2023

Re: Meeting Announcements

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I apologize for canceling the March Priority and Allocations Committee. I did not realize that The Resource Group must reallocate some unobligated funds before the last day in April, therefore you will need to meet to reallocate the funds. Meeting details are as follows:

### **Priority and Allocations Committee Meeting 12 noon, Thursday, March 23, 2023**

**Click the following link to join the Zoom meeting:**

<https://us02web.zoom.us/j/89374713843?pwd=UDBqbitGUk14d081eDRUSCtBdGltdz09>

Meeting ID: 893 7471 3843                      Passcode: 339238

Or call: 346 248 7799

**In person option (must rsvp)**

Office of Support Conference Room, 2223 W. Loop South, Suite 240, Houston, Texas 77027

Please RSVP to Rod, even if you cannot attend. We appreciate your valuable time and look forward to seeing you next week.

# Houston Area HIV Services Ryan White Planning Council

## Priority & Allocations Committee Meeting

12 noon, Thursday, March 23, 2023

Please note that this is a virtual meeting. To join the Zoom meeting, click on the following link:

<https://us02web.zoom.us/j/89374713843?pwd=UDBqbitGUk14d081eDRUSCtBdGltdz09>

Meeting ID: 893 7471 3843

Passcode: 339238

Or, use your telephone and dial in: 346 248 7799

## AGENDA

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- |  |   |
|--|---|
| <p>I. Call to Order</p> <p>A. Moment of Reflection</p> <p>B. Adoption of the Agenda</p> <p>C. Approval of the Minutes</p>  | <p>Bobby Cruz and<br/>Peta-gay Ledbetter,<br/>Co-Chairs</p> |
| <p>II. Public Comment and Announcements</p> <p>(NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV status. <b><u>When signing in, guests are not required to provide their correct or complete names.</u></b> All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: “I am a person living with HIV”, before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization. If you work for an organization, but are representing your self, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to a member of the staff who would be happy to read the comments on behalf of the individual at this point in the meeting. All information from the public must be provided in this portion of the meeting.)</p> |   |
| <p>III. New Business</p> <p>A. Reallocate \$113,315 in Ryan White Part B funds – see attached Memo</p>   | <p>Sha’Terra Johnson</p>                                    |
| <p>IV. Reports from the Administrative Agencies</p> <p>A. Updates from Ryan White Grant Administration</p> <p>B. Updates from The Resource Group</p>   | <p>Glenn Urbach<br/>Sha’Terra Johnson</p>                   |
| <p>V. Announcements</p>  |   |
| <p>VI. Adjourn</p> <ul style="list-style-type: none"> <li>• Optional: Meet with the Committee Mentor</li> </ul>  | <p>Peta-gay Ledbetter</p>                                   |

# Houston Area HIV Services Ryan White Planning Council

## Priority & Allocations Committee Meeting

12:00 p.m., Thursday, February 23, 2023

Meeting Location: Zoom Teleconference

### MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Bobby Cruz, Co-Chair	Roxane May, excused	<i>The Resource Group</i>
Peta-gay Ledbetter, Co-Chair	Josh Mica	Tiffany Shepherd
Ronnie Galley		Sha'Terra Johnson
Allen Murray		
Paul Richards	OTHERS PRESENT	<i>Ryan White Grant Admin</i>
Megan Rowe	Crystal Starr, RWPC Chair	Glenn Urbach
Randy Startz	Charles Henley, Consultant	Mauricia Chatman
Bruce Turner		
		<i>Office of Support</i>
		Diane Beck
		Mackenzie Hudson

See the attached chart at the end of the minutes for individual voting information.

**Call to Order:** Bobby Cruz, Co-Chair, called the meeting to order at 12:05 p.m. and asked for a moment of reflection.

**Adoption of the Agenda:** **Motion #1:** *it was moved and seconded (Murray, Ledbetter) to approve the agenda. Motion carried.*

**Approval of the Minutes:** **Motion #2:** *it was moved and seconded (Ledbetter, Galley) to approve the October 27, 2022 minutes. Motion carried.* Abstentions: Galley, Rowe, Startz.

**Public Comment and Announcements:** None.

**Committee Orientation:** Beck reviewed the attached documents: End of Year Petty Cash Procedures Texas Open Meetings Act Training, Conflict of Interest Policy, 2023 Critical Timeline, and the Committee Meeting Schedule.

**Determine the FY 2023 Policy on Allocating Unspent Funds:** **Motion #3:** *it was moved and seconded (Ledbetter, Turner) to approve the attached Policy for Addressing Unobligated and Carryover Funds as presented. Motion carried.*

**Determine the FY 2024 Principles and Criteria:** Motion #4: it was moved and seconded (Ledbetter, Turner) to approve the attached Principles and Criteria as presented. **Motion carried.**

**Determine the FY 2024 Priority Setting Process:** Motion #5: it was moved and seconded (Ledbetter, Galley) to approve the attached Priority Setting Process as presented. **Motion carried.** Abstention: Rowe.

**Elect a Committee Vice Chair:** Ledbetter nominated Turner who graciously accepted to be the committee's vice chair.

**Updates from the Administrative Agencies**

**Part A/MAI:** Urbach said that the Houston EMA has received a partial FY2023 grant award for Part A and EHE and anticipate the full award in April/May; contracts were approved this week All carryover amendments to contracts have been processed. He said a new contract was awarded for rural primary care.

Henley presented training on How to Read Part A/MAI Reports.

**Part B and State Services:** Johnson presented training on How to Read TRG Reports. Starting next month, TRG would like to submit the Health Insurance Assistance Service Utilization Report quarterly.

See attached reports: FY22-23 Part B Procurement Report dated 02/07/23, FY22-23 Part B Service Utilization Report dated 02/08/23, FY22-23 State Services Procurement Report dated 02/07/23, FY22-23 State Services Service Utilization Report dated 02/07/23, and Health Insurance Assistance Service Utilization Report dated 02/06/23. Johnson said she will clarify the date range for the HIA report for next month.

**Announcements:** Members are encouraged to attend the Joint Committee Meeting with the Quality Improvement and Affected Community Committees on Tuesday, March 14, 2023. The purpose of that meeting is to review the criterion used to select and justify the FY 2024 service categories.

**Adjournment:** Motion: it was moved and seconded (Ledbetter, Rowe) to adjourn the meeting at 1:45 p.m. **Motion Carried.**

Submitted by:

Approved by:

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Tori Williams, Director

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Date

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Committee Chair

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Date

Scribe: Beck

C = chaired the meeting; JA = just arrived; LM = left meeting

**2023 Priority & Allocations Committee Voting Record for 02/23/23**

	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 FY23 Unspent funds Carried				Motion #4 FY24 Principles & Criteria Carried				Motion #5 FY24 Priority Setting Process Carried			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
MEMBERS																				
Bobby Cruz, Co-Chair				C				C				C				C				C
Peta-gay Ledbetter, Co-Chair		X				X				X				X				X		
Ronnie Galley		X						X		X				X				X		
Roxane May	X				X				X				X				X			
Josh Mica	X				X				X				X				X			
Allen Murray		X				X				X				X				X		
Paul Richards		X				X				X				X				X		
Megan Rowe		X						X		X				X						X
Randy Startz		X						X		X				X				X		
Bruce Turner		X				X				X				X				X		

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# The Houston Regional HIV/AIDS Resource Group, Inc.

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## Memorandum

To: RWPC- Priorities and Allocations Committee

From: Tiffany Shepherd TS

CC: ShaTerra Johnson

TOPIC: Increase Funding Scenario

Effective January 17, 2023, the provider funded for Home and Community-Based Health Services decided to discontinue providing the service based on underutilization, thus leaving an unallocated amount in RW Part B in the amount of \$113,315. Currently the only services funded under RW Part B are Oral Healthcare Services and Health Insurance Assistance. The Resource Group would like to recommend applying the Part B/State Services increase funding scenario which states to allocate the “first \$200,000 to be divided evenly between Oral Health-General Oral Health and Oral Health -Prosthodontics”.

Available Funding Amount: \$113,315

Contract Effective Date: 04/01/2023

### **Recommendations:**

Agency 1: Total \$56,657.50/ Oral Health-General Oral Health \$28,328.75and Oral Health - Prosthodontics \$28,328.75

Agency 2: Total \$56,657.50/ Oral Health-General Oral Health \$28,328.75and Oral Health - Prosthodontics \$28,328.75

**The Houston Regional HIV/AIDS Resource Group, Inc.**  
**FY 2122 Ryan White Part B**  
**Procurement Report**  
**April 1, 2022 - March 31, 2023**



Reflects spending through January 2023

Spending Target: 83%

Revised 3/6/23

Priority	Service Category	Original Allocation per RWPC	% of Grant Award	Amendment*	Contractual Amount	Amendment	Contractual Amount	Date of Original Procurement	Expended YTD	Percent YTD
4	Oral Health Service	\$1,658,878	48%	\$0	\$1,658,878	\$0	\$1,658,878	4/1/2022	\$1,280,346	77%
4	Oral Health Service -Prosthodontics	\$560,000	16%	\$0	\$560,000	\$0	\$560,000	4/1/2022	\$565,510	101%
5	Health Insurance Premiums and Cost Sharing (1)	\$1,107,702	32%	\$0	\$1,107,702	\$0	\$1,107,702	4/1/2022	\$1,046,609	94%
9	Home and Community Based Health Services (2)	\$113,315	3%	\$0	\$113,315	\$0	\$113,315	4/1/2022	\$58,960	52%
		\$0	0%	\$0	\$0					
<b>Total Houston HSDA</b>		3,439,895	100%	0	3,439,895	\$0	\$3,439,895		2,951,425	86%

Note: Spending variances of 10% of target will be addressed:

- (1) HIP- Funded by Part A, B and State Services/. Provider spends grant funds by ending dates Part A -2/28; B-3/31;SS-8/31.
- (2) Service has ended and funds will be reallocated in HSDA 16

\*Note TRG reallocated funds to avoid lapse in funds including reallocated funds from rural HSDAs.

**The Houston Regional HIV/AIDS Resource Group, Inc.**  
**FY 2223 DSHS State Services**  
**Procurement Report**  
**September 1, 2022 - August 31, 2023**



Chart reflects spending through January 2023

Spending Target: 42%

Revised 3/6/2023

Priority	Service Category	Original Allocation per RWPC	% of Grant Award	Amendments per RWPC	Contractual Amount	Amendment	Contractual Amount	Date of Original Procurement	Expended YTD	Percent YTD
5	Health Insurance Premiums and Cost Sharing (1)	\$864,506	47%	\$0	\$864,506	\$0	\$864,506	9/1/2022	\$508,879	59%
6	Mental Health Services (2)	\$300,000	16%	\$0	\$300,000	\$0	\$300,000	9/1/2022	\$39,931	13%
11	Hospice (3)	\$259,832	14%	\$0	\$259,832	\$0	\$259,832	9/1/2022	\$150,700	58%
13	Non Medical Case Management (4)	\$350,000	19%	\$0	\$350,000	\$0	\$350,000	9/1/2022	\$61,061	17%
16	Linguistic Services (5)	\$68,000	4%	\$0	\$68,000	\$0	\$68,000	9/1/2022	\$20,183	30%
<b>Total Houston HSDA</b>		<b>1,842,338</b>	<b>100%</b>	<b>\$0</b>	<b>\$1,842,338</b>	<b>\$0</b>	<b>\$1,842,338</b>		<b>780,754</b>	<b>42%</b>

Note Currently working with an agency to contract EIS services

- (1) HIP- Funded by Part A, B and State Services. Provider spends grant funds by ending dates Part A -2/28; B-3/31;SS-8/31
- (2) Has had lower then expected service demand
- (3) Service utilization is increasing. If it continues to increase we should look at reallocating funds
- (4) One months behind in reporting
- (5) Service utilization is slightly behind



# Houston Ryan White Health Insurance Assistance Service Utilization Report



Period Reported:

09/01/2022-1/31/2023

Revised:

3/7/2023

Request by Type	Assisted			NOT Assisted		
	Number of Requests (UOS)	Dollar Amount of Requests	Number of Clients (UDC)	Number of Requests (UOS)	Dollar Amount of Requests	Number of Clients (UDC)
Medical Co-Payment	281	\$26,305.18	148	0	\$0.00	0
Medical Deductible	110	\$115,101.40	101	0	\$0.00	0
Medical Premium	3033	\$1,026,674.82	804	0	\$0.00	0
Pharmacy Co-Payment	11522	\$715,787.17	1243	0	\$0.00	0
APTC Tax Liability	0	\$0.00	0	0	\$0.00	0
Out of Network Out of Pocket	0	\$0.00	0	0	\$0.00	0
ACA Premium Subsidy Repayment	10	\$995.87	9	NA	NA	NA
Totals:	14956	\$1,882,872.70	2305	0	\$0.00	

Comments: This report represents services provided under all grants.