

**METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING
(Conference Call)
Fulton County Health & Human Services Building
137 Peachtree Street. S. W.
Atlanta, Georgia 30303**

August 13, 2015
8:45 a.m.

APPROVED

AGENDA

| | |
|--|---------------------------|
| Opening Remarks | Dazon Dixon Diallo, Chair |
| Adoption of the Agenda | |
| Approval of July 9, 2015 Minutes | |
| Grantee Update | Jeff Cheek, Director |
| Planning Council Budget – <i>Action Item</i> | Grantee |
| Memorandum of Understanding – <i>Action Item</i> | Dazon Dixon Diallo |
| Annual Assessment of the Administrative Mechanism – <i>Action Item</i> | Ruby Hardy |
| Committee Updates | |
| Review of Planning Council Agenda | |
| Adjournment | |

**METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING
EXECUTIVE COMMITTEE
(CONFERENCE CALL)
FULTON COUNTY HEALTH & HUMAN SERVICES BUILDING
137 PEACHTREE STREET.S.W.
ATLANTA, GA 30303
(Corrections/Additions)**

AUGUST 13, 2015

APPROVED

Committee Members

**Dazon Dixon Diallo, Chair
Trevor Pearson, 1st Vice Chair
Ken Lazarus, 2nd Vice Chair
Jeanette Nu'Man
Katherine Lovell
Larry Lehman
James Lark
Jeff Graham
Timothy Young**

The Executive Committee was called to order at 8:50 AM by Chair, Dazon Dixon-Diallo.

Dazon opened the meeting by thanking all who allowed her to Chair the Planning Council for 13 years.

A motion was made and seconded to accept the revised agenda by adding the following items:

- **Planning Council chair recommendations**
- **Announcement regarding news from Fulton County Health Department.**

The motion carried.

Jeff Graham informed the Executive Committee, Dr. Patrice Harris, Director of the Fulton County Department of Health & Wellness is retiring. The Committee will be informed as more information is released.

Grantee Update: Jeff Cheek – The Grantee submitted the FY14 year-end closeout report to HRSA. The FY15 Condition of Award (Implementation Plan) is due August 30th.

Recommendations for Planning Council Chair: Dazon Dixon-Diallo – The Executive Committee was informed of three (3) candidates that are interested in chairing the Planning Council. The 1st Vice-chair of the Planning Council Trevor Pearson, & 2nd Vice-chair Ken Lazarus submitted letters of interest. Ms. Jewel Martin is another candidate who is familiar with Ryan White Planning Council operations. Ms. Martin is new to Atlanta. She has long history of working with Ryan White Part A and HOPWA as a Grantee and she also has a background in nursing and has served as a Planning Council Chair in the past. **The Committee by consensus will recommend current Planning Council 1st and 2nd Vice-Chairs to Fulton County Chairman John Eaves, as PC Chair candidates based on their familiarity with the Atlanta EMA.**

Planning Council Budget - Action Item: Dazon provided historical information regarding the Planning Council budget. **A motion was made and seconded to adopt the revised FY15 Planning Council budget. The motion carried.**

Memorandum of Understanding: Action Item – Jeff Cheek – The Planning Council and the Grantee have developed a Memorandum of Understanding that revised and memorializes the roles/duties of both parties. The revisions were as follows:

- Page 4; #5 (Planning Council Grievance)
- Page 6; #1: Provide guidance on federal rules and regulations
 - #2: Collaborate with the Director along with Assistant Director
 - #4: Collaboration with Funded Agencies
 - #5: Additional Members
 - #6: Collaboration with Committee Chairs
 - #7: Remove the word Conjunction
 - #9: Remove “Assist” replace with “Support”
 - #18: Remove “Assist” replace with “collaborate”

(See Attachment)

A motion was made by Jeff Graham and seconded by Katherine Lovell to accept the MOU as presented. The motion carried.

Committee Updates:

Assessment Committee: Jeannette Nu'Man – The Assessment Committee is monitoring the Patient Navigation program by collecting data from the 1st year initiative. The Committee will not meet this month. The Committee will have a work session at the next meeting in September to develop partnerships and to develop plans for addressing health disparities in the seven (7) zip codes.

Comprehensive Planning Committee: Katherine Lovell – HRSA and CDC have issued a joint guidance regarding submission of an Integrated HIV Prevention and Care Plan, which the Chair sent to Committee members prior to the July meeting. Representatives from the Part A grantee, the Planning Council, Fulton & DeKalb Jurisdictional Prevention Planning Group, and the Georgia Department of Public Health are meeting and planning the integrated planning process.

Members brought forth their concerns about this Committees limited participation in determining goals/objectives, noting the lack of some funded agencies participating even though attendance is required. It was suggested that the lack of attendance issue be addressed with the grantee/project officers (meeting attendance is shared with the grantee via meeting minutes). A member also suggested funded agencies have regular alternates available to take their place in meetings when they are unable to attend, and to look into using alternatives to face-to-face meetings such as conference calls, Skype, and/or GoToMeeting.

Evaluation Committee: Quincy Jackson - The Ryan White HIV/AIDS Treatment Extension Act of 2009 legislation mandates an Annual Administrative Assessment for each Eligible Metropolitan Area (EMA). The Evaluation Committee of the Planning Council is charged with assessing the *“efficiency and effectiveness of the administrative*

mechanisms for rapidly disbursing CARE Act funds to the areas of greatest need within the eligible metropolitan area” During this evaluation period the EMA's application for FY14 was received electronically by HRSA prior to the deadline. The Award amount for FY14 was \$22,285,910.00 with \$13,765,356.00 allocated to Formula, \$6,421,008.00 to Supplemental, and \$2,099,546 to Minority AIDS Initiative (MAI). The Grantee met all HRSA deadlines for the submission of FY14 reporting requirements. The Atlanta EMAs RFP for FY2014 funding included the Priority Categories and funding amounts as approved by the Planning Council. The Grantee widely advertised the FY2014 RFP Including FY2014 Planning Council Directives:

| FY2014 PLANNING COUNCIL DIRECTIVES | |
|---|---|
| AIDS Pharmaceutical Assistance | Any unallocated dollars remaining in this category during the Outside Review Process may be moved to the Primary Care category for Primary Care medications. |
| Mental Health/Substance Abuse | Due to the inter-relationship between MH and SA, funds may be moved between categories, IF all approved services have been funded at some level under the Priority Category. Example: if all initiative under MH have been at least partially funded, remaining MH funds may be moved to fund SA initiatives. |
| Support Services | Individual SS categories must be funded at a level no less than 50%; if funding remains above 50% and Outside Review Committee did not approve additional applicants/services; then funding may be moved to other SS categories. |

Due to requirements for agency confidentiality, all responses were aggregated for presentation. The results of the FY2014 Administrative Assessment revealed no remarkable deficiencies. There were two areas of concern identified by the Evaluation Committee. The Grantee was informed of the results and expressed challenges associated with hiring a database manager with CareWare experience. The Grantee is currently in the process of filling the database manager position and is expected to be filled within 30-60 days. This should address agency concerns in association with CareWare.

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| QUESTION | SCORING | |
|--|-------------------------------|---|
| Q4 The Grantee provided our agency with a clear explanation of the reporting requirements included in the contract (i.e., client-level data collections [CAREWare], expenditure reports, quarterly reports, etc.). | 7.14% Met None | 1 |
| | 7.14% Met Some | 1 |
| | 21.43% Met Most | 3 |
| | 64.29% Met All or Exceeded | 9 |
| Q5 The Grantee provided timely technical assistance to our agency for day-to-day completion of invoices, client-level data collection [CAREWare], expenditure reports, quarterly reports, etc.). | 14.29% Met None | 2 |
| | 7.14% Met Some | 1 |
| | 35.71% Met Most | 5 |
| | 42.86% Met All or Exceeded | 6 |

A motion was made by Jeanette Nu'Man and seconded by Katherine Lovell to accept the 2014-2015 Administrative Assessment. The motion carried.

Housing Committee: James Lark - The Housing Committee held the 2015 "Housing Fair" at the Loudermilk Center on July 24th. The event was successful with more than 300 in attendance. The next Committee meeting will be held after the seating of the new Planning Council.

Membership Committee: No Report.

Public Policy: Jeff Graham - The Public Policy Committee hosted an Advocacy Training for Consumers. Only three (3) individuals attended. The Committee will host congressional training sessions for Consumers. Congress is issuing mandatory budget cuts to HIV programs. Action Alerts are forth coming.

Priorities Committee: Timothy Young - No Report.

Quality Management Committee: Trevor Pearson - The Quality Management Committee met in July and updated Nutritional Standards and Indicators. The next Quality Management Committee meeting will be held on Thursday, September 3rd at Grady IDP from 10:00 AM - 12:00PM.

The Executive Committee reviewed and adopted the revised August 20th Planning Council agenda by removing the Budget Revision from the agenda. The motion carried.

The meeting adjourned at 11:30 a.m.

Meeting Date: August 13, 2015

Approval Date: September 17, 2015

Attested By:

{Ken Lazarus – Electronic Signature}

Ken Lazarus, Planning Council Chair



Sandra Vincent, Secretary

