

**METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING**

Conference Call

**FULTON COUNTY HEALTH & HUMAN SERVICES BUILDING
137 PEACHTREE STREET, S.W.
ATLANTA, GA 30303**

November 13, 2014

Member Participating

**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
Nicole Roebuck
Terry Stidom**

The Executive Committee meeting was called to order at 8:50 AM by, 1st Vice Chair, Trevor Pearson.

Adoption of agenda.

Planning Council Update: Sandra Vincent – Provided an update of the Planning Council Budget (County Manager, Ryan White Fun 461 Planning Council – H412).

Grantee Update: Jeff Cheek – The Grantee has released the 2015 Request for Proposal. TA sessions will be held on Monday, November 17th from 1:00 PM – 5:00 PM for currently funded applicants and Tuesday, November 18th from 9:00 AM -5:00 PM for new applicants. Both TA sessions will be held at Fulton County Health & Human Services Building, 1st floor conference room located at 137 Peachtree Street S.W. The deadline to submit applications is Friday, December 19th. Purchase Order modifications has been made to reflect carryover funding and agencies should be receiving their updated contracts soon. Agencies will be notified of approved budget revision.

Priorities Committee: Action Items – Tim Young – The Priorities Committee met on Friday, November 7th at the Grantee's Office to discuss FY14 and FY15 Rankings and Allocations. The Grantee's Office submitted FY14 Priority Category Rankings and Allocations to HRSA. HRSA indicated that changes needed to take place to “disaggregate” (break-out) some of our services to better correspond with HRSA's priority category definitions. These were technical changes – meaning they would not alter the type of service that is funded or the amount. This change is at the request of HRSA and is to be included in the Grantee's Progress Report which was due to HRSA by Friday, October 31, 2014. HRSA approved the Grantee's office extension request through Wednesday, November 26, 2014.

FY14 Priority Service Category Changes:

FY14 Service Categories to agree with HRSA requirements by renaming Core Medical Services “Primary Care” to “Outpatient/Ambulatory Health Services”; “Substance Abuse” to “Substance Abuse Services – outpatient”; “Case Management” to “Medical Case Management”; and to Establish Core Medical Service Category of “Medical Nutrition Therapy”; Support Services category of “Case Management-non-Medical”; Emergency Financial Assistance subcategories of “EFA 1: Medications” and “EFA 2: Utility Payments”; and Establish Housing subcategory of “H 1- Short-term or Emergency Housing”.

FY14 Allocation Changes:

To disaggregate FY14 Service Categories to agree with HRSA requirements by reallocating \$21,467 from Emergency Financial Assistance to Emergency Financial Assistance subcategory EFA 2: Utility Payments; \$1,062,654 from “AIDS Pharmaceutical Assistance (local)” to “Emergency Financial Assistance” subcategory “EFA 1: Medications to support the provision of medications to eligible individuals”; \$12,540 from “Substance Abuse Services-outpatient” to “Housing” subcategory H1; \$162,100 from “Medical Case Management” to “Case Management (non-Medical)”; \$221,912 from “Outpatient/Ambulatory Health Services” to “Case Management (non-Medical)”; \$133,846 from “Outpatient/Ambulatory Health Services” to “Medical Nutrition Therapy”; \$10,364 from “Food Bank/Home-Delivered Meals” to “Medical Nutrition Therapy”.

FY14 RANKINGS:

FY14 Priority Rankings to support Service Category revisions and disaggregation:

- #1. Outpatient/Ambulatory Health Services
- #2. Oral Health Services
- #3. AIDS Pharmaceutical Assistance -ADAP
- #4. Medical Case Management
- #5. Mental Health Services
- #6. Substance Abuse Services – outpatient
- #7. Health Insurance Premium Support
- #8. Medical Nutrition Therapy
- #9. Support Services
- #9a. Emergency Financial Assistance
 - EFA 1: Medications
 - EFA 2: Utility Payments
- #9b. Food Bank/Home Delivered Meals
- #9c. Case Management (non-Medical)
- #9d. Psychosocial Support
- #9e. Medical Transportation
- #9f. Legal Services
- #9g. Linguistics Services
- #9h. Childcare

- #10. Housing
 - H 1: Short-term or Emergency Housing to support SA Clients
- #11. Quality Management
- #12. Early Intervention Services
- #13. Home Health
- #14. Hospice
- #15. Planning Council Support

FY15 Priority Service Category Changes:

To revise FY15 Service Categories to agree with HRSA requirements by renaming Core Medical Service of “Primary Care” to “Outpatient/Ambulatory Health Services”; “Substance Abuse” to “Substance Abuse Services – outpatient”; “Case Management” to “Medical Case Management”; Establish Core Medical Service of “Medical Nutrition Therapy”; Support Services category of “Case Management-non-Medical”; Emergency Financial Assistance subcategories of EFA 1: Medication and EFA 2: Utility Payments; Housing subcategory of H 1: Short-term or Emergency Housing to support “treatment beds” to support clients in a “Substance Abuse Services – outpatient” program.

FY15 Allocation Changes:

To disaggregate FY15 Service Categories to agree with HRSA requirements by reallocating \$21,467 from Emergency Financial Assistance to Emergency Financial Assistance; subcategory EFA 2: Utility Payments; \$1,062,654 from “AIDS Pharmaceutical Assistance (local)” to “Emergency Financial Assistance”; subcategory EFA 1: Medications to support the provision of medications to eligible individuals; \$12,540 from “Substance Abuse Services-outpatient” to “Housing” subcategory H1; \$162,100 from “Medical Case Management” to “Case Management (non-Medical)”; \$221,912 from “Outpatient/Ambulatory Health Services” to “Case Management (non-Medical)”; \$133,846 from “Outpatient/Ambulatory Health Services” to “Medical Nutrition Therapy”; and \$10,364 from “Food Bank/Home-Delivered Meals” to “Medical Nutrition Therapy”.

FY15 RANKINGS:

To establish FY15 Priority Rankings to support Service Category revisions and disaggregation:

- #1. Outpatient/Ambulatory Health Services
- #2. Oral Health Services
- #3. AIDS Pharmaceutical Assistance - ADAP
- #4. Medical Case Management
- #5. Mental Health Services
- #6. Substance Abuse Services – outpatient
- #7. Health Insurance Premium Support
- #8. Medical Nutrition Therapy
- #9. Support Services
- #9a. Emergency Financial Assistance

- EAF 1: Medications
- EAF 2: Utility Payments
- #9b. Food Bank/Home Delivered Meals
- #9c. Case Management (non-Medical)
- #9d. Psychosocial Support
- #9e. Medical Transportation
- #9f. Legal Services
- #9g. Linguistics Services
- #9h. Childcare
- #10. Housing
 - H 1: Short-term or Emergency Housing to support SA Clients
- #11. Quality Management
- #12. Early Intervention Services
- #13. Home Health
- #14. Hospice
- #15. Planning Council Support

A motion was made by Katherine Lovell and seconded by Terry Stidom to accept the following Priorities Committee recommendations:

- **To revise FY14 Service Categories**
- **To disaggregate FY14 Service Categories**
- **To adjust FY14 Adjustment of Priority Ranking**
- **To Revise FY15 Service Categories**
- **To disaggregate FY15 Service Categories**
- **To adjust FY15 Priority Ranking**

The motion carried Yes: 7 No: 0

Budget Revision(s): Action Items - Ulicia Bolton - Multiple agencies requested to move funds across priority categories. The budget revisions request totaled \$332,905.04. Net changes per priority category are Outpatient/Ambulatory Health Services (**Primary Care**) with a decrease of (\$39,186.00); Oral Health increase of \$54,210.66; Medical Case Management with a decrease of (\$50,002.26) Mental Health decrease of (\$35,040.00); Mental Health Services increase of \$3,484.00; Substance Abuse Services – Outpatient (**Substance Abuse**) decrease of (\$24,184.00); Medical Nutrition Therapy increase of \$15,734.00; Support Services –EFA1Medications (**Stop Gap**) decrease of (\$124,743.78) Support Services – EFA1 Medications (**Stop Gap**) increase of \$129,442.60;Support Services Linguistic Assistance decrease of (\$6,000); Support Services Linguistic Assistance increase of \$1,550.00; Support Services – EFA2 –Utilities (**Emergency Financial Assistance**) decrease (\$1,000.00); Support Services Food decrease(\$961.00); Support Services – Transportation decrease (\$1,677.00). The requests are due

to the contract period being 10 months. Many of the agencies provided a mid-year projection and notified the Grantee's Office of funds that would be expended and requested to move funds around.

A motion was by Terry Stidom and seconded by Katherine Lovell and carried to approve the budget revision as presented.

Council Procedures Committee- Action Item: By-Law Amendment

By-Laws: Action Item – Larry Lehman

The Council Procedures Committee presented final recommendations for By-Law amendment. Council Procedures Chair Larry Lehman provided an overview of the amendment process which included a final thirty day comment review. Comments were received from Planning Council members Katherine Lovell, Cheryl Courtney-Evans, Tracie Graham, Terry Stidom, and Alecia MacFarland. Comments were reviewed and voted upon on Wednesday, November 12th at 3:00 p.m. The following revisions were put forth as recommendations in addition to previously reviewed modifications:

1. Article V. Committees, Section 1: List out "A. Executive Committee"
2. Pages 14 and 15: Format changes
3. Page 15: Change from "Membership Committee" to "The Membership Committee" for consistency
4. Article V. Committees, F (i): Under "nomination process" change from "and" to "an" nomination process.
5. Article V. Committees SECTION 5. Quorum – for uniformity change Section "B" to read "the presence of three (3) shall constitute a quorum for all other committees"
6. Modify justification in the entire document to eliminate excess spacing.
7. Correct the ambiguity in the Co-Chair vrs. Vice-Chair terminology.
8. Article V. Committees, Section 2 will include the following language: *"Each Committee Chair to the greatest extent possible will be filled by a Ryan White Part A Consumer or PLWHA. The Chair of the Planning Council reserves the right to appoint the Committee Vice-Chair in the absence of an appointment by the Committee Chair."*
9. Vice-Chairs shall attend Executive Committee meeting but will vote only in the absence of the Committee Chair.

In addition to recommendations received from the Planning Council the Grantee expressed concern that some of the amendments may have impact on the Planning Council's ability to effectively work with the Grantee. Planning Council staff provided input and the Committee discussed several ways in which to address the concern.

Committee member Terry Stidom also requested consideration for additional amendments.

After much discussion the Committee moved to adopt by-laws as amended and presented with modifications. Motion failed to due to lack of second.

After further discussion the Chair Diallo called for a roll call to confirm quorum – the following members were present: Dazon Dixon-Diallo, Kathryn Lovell, Trevor Pearson, James Lark, Jeff Graham, Ken Lazarus, Tim Young, and Jeanette Nu'man. Quorum was confirmed.

After further discussion concerning the By-Laws the Chair called for a motion on the By-Law revisions.

A motion was made by Larry Lehman to accept the Council Procedures Committee's nine revisions to the By-Laws and to move them forward to the Planning Council for vote. Motion was seconded by Ken Lazarus.

Chair Dixon called for a Roll Call vote the following members voted Yes: James Lark, Ken Lazarus, Jeff Graham, Tim Young, Jeanette Nu'Man, Katherine Lovell. There was one Nay vote: Terry Stidom. Motion Carried.

Chair Diallo shared her appreciation for the amount of work and time which went into reviewing the By-Laws. A request was then made to table committee updates until Planning Council meeting.

James Lark motioned to table committee updates until Planning Council meeting, Larry Lehman Seconded. Motion Carried.

Jeff Graham announced the Public Policy Committee would be meeting on Monday, November 17th at the Phillip Rush Center beginning at 2:30 p.m.

The meeting was adjourned at 11:03 a.m.

Meeting Date: November 13, 2014

Minutes Approval Date: January 8, 2015

Attested By:



Dazon Dixon-Diallo

