

METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL

EXECUTIVE COMMITTEE MEETING Fulton County Health & Human Services Building 137 Peachtree Street S.W. Atlanta, Georgia 30303

January 8, 2015

****Corrected****

Members Present

**Dazon Dixon-Diallo, Chair
Trevor Pearson, 1st Vice-Chair
Ken Lazarus, 2nd Vice-Chair
Jeanette Nu'Man
Katherine Lovell
Larry Lehman
Ruby Lewis – Hardy
James Lark
Terry Stidom
Jeff Graham
Timothy Young
Nicole Roebuck**

The Executive Committee meeting was called to order at 8:47 AM by Chair, Dazon Dixon-Diallo. Dazon informed the Committee of need to inform Project Officer (Sandra Vincent) in advance if they were unable to participate in conference calls after a request has been made to access calls via telecom. Dazon emphasized the fact that calls through AT&T Fulton County's vendor have an associated fee.

A motion was made by Katherine Lovell and seconded by Ruby Lewis Hardy to adopt the revised Executive Committee agenda.

A motion was made by Jeanette Nu'Man and seconded by Timothy Young to adopt the November 13th Executive Committee minutes: The motion carried.

Planning Council Update: Sandra Vincent - The Executive Committee was informed that the deadline for the utilization of FY2014 funds is Friday, February 28th. All funds will need to be expended by that date, due to the HRSA Grant budget close. The budgeted \$75,000 for the Atlanta Area Outreach Initiative (AAOI) will be managed through the Project Officer (Sandra Vincent). Services previously handled through a fiscal agent will be handled in-house. The AAOI is scheduled for Saturday, February 7th.

There was additional conversation around the need to develop a mileage reimbursement policy for the Planning Council. The County has existing policies which will be reviewed for application to the Planning Council. The Project Officer

(Sandra Vincent) was charged to develop a draft policy for Planning Council review, and adoption.

Grantee Update: Jeff Cheek - The Grantee's Office submitted all required reports to HRSA before the deadline. The Grantee is working with agencies to find out how much money they will be returning in order to request carryover dollars. The request is due by July. Most agencies have expended the required 95% of their formula dollars.

The 2015 Request for Proposal (RFP) was released on Wednesday, November 5th. The deadline to submit all applications is Friday, December 19th at 11:00 a.m. Phase I of The Outside Review Committee (ORC) will be held on Wednesday & Thursday, January 28th -29th, 2015. Phase II of the Outside Review Committee will be held on Wednesday & Thursday, February 4th - 5th, 2015. ORC orientation was held on Wednesday, January 7th.

The Committee expressed concern regarding the Health Insurance Program (HIP). The Executive Committee convened a taskforce to help resolve the issues associated with HIP; Trevor Pearson Chair the Taskforce. Trevor Pearson will chair the taskforce.

A motion was made by Dazon Dixon-Diallo and seconded by Terry Stidom to extend the meeting an additional 15 minutes. The motion carried

Budget Revisions - Action Item(s) - Michelle Fleetwood – Multiple agencies requested to move funds across priority categories. The budget revision request totaled \$91,704.06. Net changes per priority (\$56,457.74); Outpatient/Ambulatory Health Services (Primary Care) Increase of \$2,000.00; Support Services: Emergency Financial Assistance (EFA-1 (Medications) increase \$60,679.34; Oral Health decrease (\$1,500.00) Oral Health Increase \$17,131.99; Mental Health decrease (\$10,500.00); Substance Abuse (Outpatient) decrease \$7,500.00) Increase in Substance Abuse \$2,000.00; Medical Nutrition Therapy increase \$6,928.21; Support Services – Medical Transportation decrease (\$299.73); Support Services – Medical Transportation increase \$2,964.52; Support Services – Food decrease (\$15,446.59). The requests are due to the contract period being 10 months. Many of the agencies have provided projections and notified the Grantee's Office of funds that would not be expended and requested to move finds to other categories so the funds could be expended.

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

The Grantee is seeking approval from the Executive Committee to move any remaining unexpended funds between Priority Categories through the end of FY2014.

A motion was made by Nicole Roebuck and seconded by Katherine Lovell to provide the Grantee's Office the authority to move funds between Priority Categories through the end of FY2014. The motion carried.

Memorandum of Understanding Discussion: Jeff Cheek - The Grantee's Office has drafted a Memorandum of Understanding (MOU) to address HRSA's requirement to have a formal agreement between the Planning Council and Grantee. The Grantee is seeking feedback. All comments should be emailed to Sandra Vincent by Saturday, February 28th in order to present to the March meetings.

Committee Updates:

Assessment Committee: Jeanette Nu'Man - The Assessment Committee and SEATEC are finalizing the 2015 Consumer Survey. The Committee has completed its 2014 work plan. The Committee will continue to work on health disparities within the seven (7) zip codes with disparate health outcomes.

Comprehensive Planning Committee: Katherine Lovell – The Comprehensive Plan Committee's next meeting will be held on Wednesday, January 14th at Grady IDP from 9:30a.m. – 11:30 a.m. in room 354. The Comprehensive Planning Committee will compile a final work plan from individual committee work plans.

Council Procedures Committee: Larry Lehman - The Council Procedures Committee will meet on Wednesday, January 14th from 2:00 p.m. – 3:30 p.m. at the Grantee's Office. The Committee will be working on the Planning Council Grievance Process.

Evaluation Committee: Ruby Lewis Hardy – The Evaluation Committee looking into finalizing meeting dates, times and location to meet for the 2014 – 2015 Planning Council year.

Housing Committee: James Lark – The Housing Committee met in October. The Committee appointed its co-chair. The Committee is working with City of Atlanta to have a housing fair. John Warchol from Atlanta Legal Aid was present at the meeting and addressed several concerns relating to housing. The Housing Committee will meet on Thursday, January 29th at the Grantee's Office from 12:00 p.m. – 2:00 p.m.

A motion was made by Katherine Lovell and seconded by Terry Stidom to extend the meeting an additional 15 minutes. The motion carried.

Membership Committee: Terry Stidom – The Membership Committee will be meeting Thursday, February 2nd at the Grantee’s Office from 12:30 p.m. – 2:00 p.m. The Committee is working on expanding membership outreach to local prison facilities, jails, universities and colleges. The Membership Committee will present Planning 101 at the May Planning Council meeting. The Leadership Institute will meet quarterly. The location and dates will be announced later.

Public Policy Committee: Jeff Graham - The Public Policy Committee will meet Monday, January 12th at 2:30 p.m. at Georgia Equality. The Committee will be working on Educational packets to present to congress to distribute at the ~~CARE~~ **CAEAR** Coalition meeting on Monday, February 23rd in Washington, D.C.

Priorities Committee: Timothy Young – No report

Quality Management Committee: Nicole Roebuck - The Quality Management Committee did not meet in December and will not meet in January or February due to the Outside Review Committee (ORC). SEATEC is in the process of performing agency chart audit reviews.

The Executive Committee reviewed the January 15th Planning Council agenda.

A motion was made by Terry Stidom and seconded by Katherine Lovell to adopt the January 15th Planning Council agenda.

The meeting was adjourned at 11:01 AM

Meeting Date: January 8, 2015

Minutes Approval Date: March 19, 2015 {SCM}

Attested By:

{Trevor Pearson – Electronic Signature}

Trevor Pearson

