

**METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING
Fulton County Health and Human Service Building
137 Peachtree Street S.W.
Atlanta, GA 30303**

January 14, 2016
8:45 a.m.

The Executive Committee Meeting of the Planning Council was called to order at 8:45a.m.by Chair, Ken Lazarus.

Ken opened the meeting by welcoming Kim Moon as the new second vice-chair. Kim has been a member of the Planning Council for two years, has served on the Atlanta Area Outreach Initiative and will be serving as 2nd Vice-Chair effective immediately.

Adoption of the agenda

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AGENDA

Opening Remarks	Ken Lazarus, Chair
Adoption of the Agenda	
Approval of Minutes	
Grantee Update	Jeff Cheek, Director RWPA
Planning Council Update	Sandra Vincent
<ul style="list-style-type: none">▪ Health Program Assistant▪ HRSA Site Visit▪ <i>Action Item</i> – Planning Council approval to allow the Grantee to move funds between Priority Category.	
Budget Revision – <i>Action Item(s)</i>	Grantee
Committee Updates	
Review of Planning Council Agenda	
Adjournment	

Nicole Roebuck motioned that the agenda be adopted as printed. Katherine Lovell seconded the motion. The motion carried.

Approval of the minutes

A correction was made to the November minutes by Nicole Roebuck; “page 3” should state “Peer Counseling Standards” and not, “Peer Counseling Model”.

Katherine Lovell motioned to accept the minutes with the correction. Nicole Roebuck seconded the motion. The motion carried.

Grantee Update-Jeff Cheek

Jeff provided an update on the Grantee's Provider meeting. The meeting covered topics such as, access to care and the required documents to become a Ryan White Part A client. He emphasized that the goal is to get people enrolled in care as quickly as possible with equally expedited enrollment in case management, mental health, and substance abuse services.

Careware can be used by any agency to access the system to see which consumers are enrolled in care. There is funding available to buy new computers for agencies requiring computer access.

Medical case management was discussed in regards to changing the current model which would allow agencies to bring on their own case managers instead of contracting through the current centralized case management provider (AID Atlanta). He also discussed the medical triage system, imploring medical providers to create recommendations for rapid entry into care. The Fulton County task force against HIV/AIDS recommends that people get into care within 72 hours. The planning council approved rapid entry funding for the next fiscal year if additional money becomes available. There was extra money available in the current fiscal year budget; as a result two agencies are preparing to begin rapid entry care.

The goal is to delegate this amount to the insurance navigators and rapid entry medication. This information will be placed on the web page. The Minority AIDS Initiative report was submitted by the Grantees office to HRSA on January 11, 2016.

Michelle Beadles, Fiscal Agent for the Ryan White Program, provided an explanation of the budget and expenditures for FY15.

The floor was opened for discussion.

Planning Council-Sandra Vincent

Sandra introduced Sambrero Browning, Health Program Assistant, as the new staff member for the Planning Council. She also mentioned that the order of the next Planning Council general meeting will be changed and all Committee reports will be provided earlier on the agenda due to the HRSA visit. The Planning Council is still in the process of reviewing the Memorandum of Understanding. In March the Planning Council will decide if it needs to be modified.

The Executive Team met on Wednesday, January 13, 2015 to discuss key dates for the FY16 and to create a work plan. One of the topics strongly discussed was the desire to create a leadership institute available for consumers online by next year. Sandra reported that Chromebooks will be ordered for committee chairs and the Planning Council Executive leadership. She also requested that all committees submit

descriptions of their groups function so that it can be added to the website. Due to changes in meeting times, committee meetings will be announced on a month-to-month basis. Therefore, if committees decide that they are not going to meet for the month this can properly be

Sandra further provided an update on the 17th Annual AAOI. Currently there are 108 participants registered for AAOI. The committee decided to target specific groups but keep the message the same.

The floor was opened for discussion.

Action Item(s)

Budget Revision (Planning Council)

The Chair presented a brief discussion on what steps needed to be taken if there were residual dollars from the current Planning Council budget. Items will be purchased to support the work of the Planning Council and any remaining funds should be moved

Planning Council Chair, Ken Lazarus requested a motion to authorize the Grantee to reallocate any remaining funds from the Planning Council budget. The Grantee will provide a final report on reallocations to both Executive Committee and the Planning Council. The motion was made by Katherine Lovell; and seconded by Nicole Roebuck. The motion carried.

Budget Revision (Grantee)-Michelle Fleetwood

Michelle announced that there are revisions to the budget which require cross priority category changes. The revisions include those submitted by agencies with no net change.

Priority Category	Subtraction	Addition	Net Change
OAMC	\$ (64,076.00)	\$ 181,844.69	\$ 117,768.69
Oral Health	\$ (38,045.35)	\$ 69,659.49	\$ 31,614.14
Medical Case Management	\$ (119,982.30)	\$ -	\$ (119,982.30)
Mental Health	\$ (76,409.38)	\$ -	\$ (76,409.38)
Substance Abuse Treatment- Outpatient	\$ (82,795.08)	\$ -	\$ (82,795.08)
Medical Nutrition Therapy	\$ -	\$ 4,690.27	\$ 4,690.27
Support Services: Food Assistance	\$ -	\$ 161,147.73	\$ 161,147.73
Support Services: Medical Transportation	\$ -	\$ 6,370.00	\$ 6,370.00
Support Services: Childcare	\$ -	\$ -	\$ -
Support Services: Housing	\$ (1,970.00)	\$ -	\$ (1,970.00)
Support Services: Non Medical CM	\$ (18,135.65)	\$ 1,136.00	\$ (16,999.65)
Support Services: Psychosocial Support	\$ (23,434.42)	\$ -	\$ (23,434.42)
Support Services: Linguistic Services	\$ -	\$ -	\$ -
Total	\$ (424,848.18)	\$ 424,848.18	\$ (0.00)

The chair opened the floor to accept a motion to accept the budget revisions as presented. The motion was made by Katherine Lovell. The motion was seconded by Stephanie Laster. The motion carried without opposition.

Committee Updates

Assessment Committee- Jeanette Nu'Man

Jeanette reported the Assessment Committee is currently evaluating the information provided by SEATEC. The committee has devised a plan to review the results of the patient navigation program after the first year. The full one year of implementation will be November 2016. The committee will then review the data. The committee has the raw data for the Consumer Survey; however, there have been challenges in accessing the data due to the software problems. The committee's work plan is finished and will be submitted by the end of the week. The next meeting will be in April.

Comprehensive Planning Committee-Katherine Lovell

Katherine reported the January 13, 2015 committee meeting to discuss the Integrated planning session. The meeting will take place on Friday, January 29, 2016 at the Loudermilk from 9-4. The facilitator will be Kathy White. The committee outlined what needs to be covered, presented, and shared during the meeting. The collected information will be used to create a work plan which will include monitoring and evaluation.

Council Procedure-Larry Lehman

Larry reported the completion of the committee's work plan. The committee will meet on January 28, 2016 at 2 p.m. at Positive Impact.

Evaluation Committee

No Report

Housing Committee

No report

Membership Committee-Stephanie Laster

Stephanie announced that the committee's next meeting date will be February 5th. At this meeting the committee will review and discuss attendance from the last three meetings.

Policy Committee-Jeff Graham

Jeff Graham reported that the Community Insurance Forum in December was a success; the presentations were great. He further reported that Congress has finalized the budget and the Ryan White program will continue to be funded with a slight increase in Part C and D. The Public Policy committee will meet the second Friday of every month. The committee's work plan will be completed at the next meeting.

In addition, Jeff reported that over the next few months the Fulton County Task Force on HIV/AIDS will work on an implementation plan of the task forces' strategy. The committee wanted to do a presentation at the next Planning Council meeting but was unable to due to the HRSA visit. The taskforce will provide copies of the four page executive summary and a full report link will be available. Once the implementation plan is finalized for Fulton County it can serve as a template to further the goal of taking HIV/AIDS to zero. The next meeting will be January 27, 2016 at the Fulton County Health Department, 4th floor.

Quality Management-Nicole Roebuck

Nicole stated the Quality Management committee has submitted their work plan. She also indicated the committee did not meet in January but will meet in February. There are four remaining standards that the committee needs to review which include: peer counseling, patient navigation, medical transportation, and child care. This will constitute the bulk of the committees work in the first two quarters. The committee has also set indicators to measure progress and will rely on the Grantees Office to get numbers from Careware.

Approval of Planning Council Agenda

Ken Lazurus noted that the committee updates have been moved on the agenda. The committee updates will come after the adoption of the planning council minutes followed by the grantee updates and the HRSA presentation. The meeting will end with the budget items and the public forum.

The Chair opened the floor to accept a motion. Jeanette Numan motioned for the planning council agenda be accepted with the necessary corrections. The motion was seconded by Stephanie Laster. The motion carried without opposition.

With the completion of all business the Chair called for a motion to adjourn.

The Chair opened the floor to accept a motion. Jeanette Numan motioned for the Executive Committee meeting to be adjourned. Katherine Lovell seconded the motion.

The meeting was adjourned at 10:41 A.M

Meeting Date: January 14, 2016

Attested By:

Ken Lazarus

Ken Lazarus, Planning Council Chair

