

METROPOLITAIN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL  
EXECUTIVE COMMITTEE MEETING  
Fulton County Health & Human Services Building  
137 Peachtree Street, S.W.  
Atlanta, Georgia 30303

May 14, 2015

8:45 a.m.

Dazon Dixon Diallo, Chair  
Trevor Pearson, 1<sup>st</sup> Vice Chair  
Ken Lazarus, 2<sup>nd</sup> Vice Chair  
Katherine Lovell  
Jeanette Nu'Man  
James Lark  
Terry Stidom  
Larry Lehman  
Nicole Roebuck  
Jeff Graham *(via telephone)*  
Guest: Leisha McKinley-Beach *(via telephone)*



The Executive Committee was called to order at 8:48 a.m. by Chair, Dazon Dixon Diallo.

A motion was made by Katherine Lovell and seconded by Jeanette Nu'Man to adopt the Executive Committee agenda. The motion carried.

A motion was made by Terry Stidom and seconded by Katherine Lovell to adopt the revised March 12<sup>th</sup> Executive Committee Minutes. The motion carried.

A motion was made by Katherine Lovell and seconded by Terry Stidom to adopt the March 19<sup>th</sup> Special Called Meeting minutes from September 2014 Executive Committee Minutes.

**Planning Council Update:** Sandra Vincent, Planning Council Project Officer apprised the Executive Committee of an upcoming audit from HRSA. She expressed that she is currently in the process of review documents for compliance and will inform each chair of any needs that their committee might have.

**Grantee Update:** Jeff Cheek- The Executive Committee was provided with a FY14 Year End closeout overview. (See Attachment)

FY14 YEAR END CLOSEOUT				
FUNDING CATEGORY	BUDGET	EXPENDITURES	UNEXPENDED	% EXPENDED
Formula	\$ 14,189,548.32	\$ 13,963,916.18	\$ 225,632.14	98%
Supplemental	\$ 5,996,867.42	\$ 5,783,026.05	\$ 213,841.37	96%
MAI	\$ 2,099,546.00	\$ 2,099,546.00	\$ -	100%
Carryover	\$ 391,416.00	\$ 270,005.39	\$ 121,410.61	69%
<b>TOTAL</b>	<b>\$ 22,677,377.74</b>	<b>\$ 22,116,493.62</b>	<b>\$ 560,884.12</b>	<b>98%</b>

The Grantee will request \$225,632.14 in carryover funds from HRSA. The Priorities Committee will be requested to establish priority category allocations for the carryover funds during the June meetings. Following Planning Council approval, the request will be submitted to HRSA as part of the conditions of award due to HRSA in July.

Jeff, informed the Planning Council of the challenges that many agencies had with expending dollars within the allotted 10 month period opposed to the traditional 12 month funding cycle. The change in funding cycle was the result HRSA's directive to the Grantee to align the contracting period with the HRSA funding cycle.

**A motion was made by Terry Stidom and seconded by Jeanette Nu'Man to extend the meeting until 11:00 a.m. The motion carried.**

**Comprehensive Planning Update:** An update was provided by Sandra Vincent, Katherine Lovell and Leshia McKinley- Beach regarding the development of an Integrated Comprehensive Plan.- The Comprehensive Plan Committee expressed several concerns regarding the need to establish a process which would be supportive of the needs of the Planning Council as well as the other HRSA and CDC mandated parties. Chair Dazon Dixon-Diallo requested volunteers to participate in a "writing team" work group. The Five (5) members were Trevor Pearson, Planning Council 1st Vice-Chair, Ken Lazarus, Planning Council 2nd Vice-Chair, Katherine Lovell, Comprehensive Plan Committee Chair and Jeanette Nu'man, Assessment Committee Chair, and Sandra Vincent, Planning Council Project Officer.

The group is tasked with representing the Planning Council at the meetings and bringing information back to the Executive Committee on the work group's progress.

Chair Diallo announced that the Presidential Advisory Council on HIV/AIDS (PACHA) will be meeting in Atlanta on May 21<sup>st</sup> at the "W" (Atlanta Downtown) located at 45 Ivan Allen Jr. Blvd from 9:00am until 4:30 pm. Among the participants are the Centers for Disease Control and Prevention (CDC), the Health Resources and Services Administration (HRSA), and the Advisory Committee on HIV, Viral Hepatitis and STD Prevention and Treatment (CHAC) . Members are encouraged to attend and more specific details will be sent via email.

**AIDS Watch:** Ken Lazarus informed the Executive Committee that AIDS Watch was successful. Georgia had twelve (12) Representatives to attend AIDS Watch in D.C. The Group spoke with members of Congress on various issues related to HIV treatment and prevention. The Public Policy Committee was instrumental in developing an informational packet specific to the various Congressional Districts.

**Committee Updates:**

**Public Policy Committee:** Jeff Graham - Reggie Dunbar, III will serve as the Vice-Chair of the Public Policy Committee. The Committee will provide additional information at next week's Planning Council meeting.

**Assessment Committee:** Jeanette Nu'Man – The Assessment Committee expressed concern that the information needed for the Committee to present during the upcoming Priorities Committee would not be available from SEATEC. Efforts are currently being made to gather data to present on the Patient Navigation pilot. The next Committee meeting will be held Wednesday, June 3<sup>rd</sup> at Positive Impact Health Centers, from 9:30 AM – 11:30 AM.

**Council Procedures Committee:** Larry Lehman – The Council Procedures Committee will be meeting at a future date to review the current Planning Council Grievance Procedure.

**Evaluation Committee:** Sandra Vincent – The Evaluation Committee will be starting the Annual Assessment of the Administrative Mechanism in June. Meeting dates will be announced.

**Housing Committee:** James Lark – The Housing Committee is hosting a Housing Fair (Part 1 and 2) in conjunction with the Jurisdiction Prevention and Planning Group. Part 1 of the housing fair will take place at Woodruff Park on Saturday, June 13<sup>th</sup> from 2PM – 6PM, and Part 2 on Wednesday, July 24<sup>th</sup> at the Loudermilk Center.

**Membership Committee:** Terry Stidom – The Membership Committee will present "Planning 101" at next week's Planning Council meeting.

**Priorities Committee:** Timothy Young – The Priorities Committee will be meeting in June to set Priority Ranking and Funding Allocation. The Committee will provide dates, times and location later.

**Quality Management Committee:** Nicole Roebuck – The Final results of the SEATEC chart audit are being review and will be presented upon completion. The Committee is working with the Grantee to finalize the Quality Management Plan. The next Committee Meeting will be Thursday, June 4<sup>th</sup> at Grady IDP.

**A motion was made and seconded to adopt the May 14<sup>th</sup> Planning Council. The motion carried.**

Dazon informed the Executive Committee that her last Planning Council meeting will be August 20, 2015. Chair Diallo indicated that she will be working with Sandra, the Chairman and each Committee to establish a smooth transition.

The meeting was adjourned at 11:05 a.m.

---

**Meeting Date: May 14, 2015**

**Minutes Approval Date: July 9, 2015**

**Attested By:**



{Trevor Pearson – Electronic Signature}

**Trevor Pearson**

A handwritten signature in blue ink, appearing to read "S. Vincent", is written over a horizontal line.

**Sandra Vincent, Secretary**

**APPROVED**