

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

July 9, 2015  
8:45 a.m.

**APPROVED**

**AGENDA**

Opening Remarks	Trevor Pearson, 1 <sup>st</sup> Vice-Chair
Adoption of the Agenda	
Approval of May 14, 2015 Minutes	
Planning Council Update	Sandra Vincent, Project Officer
Grantee Update	Jeff Cheek, RWPA Director
Budget Revisions – <i>Action Item</i>	Bridget Harris
Priorities Committee – <i>Action Items</i>	Timothy Young, Priorities Chair

- **Action Item 1:** Motion to amend the FY2015 Priority Service Categories
- **Action Item 2:** Motion to adjust FY2015 Priority Service funding to reflect FY2014 Carryover and FY15 MAI
- **Action Item 3:** Motion to adopt the FY16 Ranking and Priority Service Categories
- **Action Item 4:** Motion to allocate FY16 funding amounts to Quality Management, Patient Navigation Pilot Program, Planning Council Support, AAOI and Administration
- **Action Item 5:** Motion to amend FY2015 Directive by adding Outpatient Ambulatory Medical, Oral Health Care, Patient Navigation Pilot, and Medical Transportation to AIDS Pharmaceutical, Mental Health/Substance Abuse, and Support Services.
- **Action Item 6:** Motion to adopt FY2016 Directives

Committee Updates

Review of Planning Council Agenda

Adjournment

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

**Fulton County Health & Human Services Building  
1<sup>st</sup> Floor Conference Room  
137 Peachtree Street. S.W.  
Atlanta, Georgia 30303  
(Corrections/Additions)**

**July 9, 2015**

**APPROVED**

**Committee Members Present**

**Trevor Pearson, 1<sup>st</sup> Vice Chair**

**Ken Lazarus, 2<sup>nd</sup> Vice Chair**

**Jeff Graham**

**Jeanette Nu'Man**

**James Lark**

**Katherine Lovell**

**Reggie Dunbar, III**

**Timothy Young**

The Executive Committee was called to order at 8:52 a.m., by Trevor Pearson, 1<sup>st</sup> Vice Chair. Trevor informed the Committee

**A motion was made by Katherine Lovell and seconded by Jeff Graham to adoption the Executive Committee agenda. The motion carried.**

**A motion was made by Tim Young and Seconded by Katherine Lovell and Jeff Graham to adopt the revised May 14<sup>th</sup> Executive Committee Minutes.**

**Planning Council Update:** Sandra Vincent – The Executive Committee was reminded that Dazon’s last Planning Council meeting will be in August 2015. ~~Fulton County Chairman, John Eaves is requesting information regarding the roles, duties of staff. HRSA is requiring some~~ Fulton County Chairman John Eaves has requested that notification regarding the vacancy of the Chair’s seat be sent to the Planning Council. Those interested in serving as Chair should provide a letter of interest. In an effort to assist with a seamless transition, Dazon requested that the roles, duties of staff, budget, and other administrative information be compiled for the incoming Chair and the Executive team.

**Grantee Update:** Jeff Cheek –

The Executive Committee provided information on the following:

- Senior Research vs. Epidemiologist
- Contract vs. Hire
- How much is being spent on contractors for the Planning Council
- What kinds of services are currently being provided
- What kinds of services do are anticipated from hiring or either own by the planning council or shared with the Grantee.
- Grantee will provide data from FY13 – FY14 on the services the contractor provided.
- How much will it cost to hire a person

**Budget Revision(s) – Action Item:** Bridget Harris – Several agencies submitted budget revisions to move funds. The request is to move \$71,243.34 from Outpatient Ambulatory Health Services; increase Medical Nutrition Therapy by \$3,000.00; increase Support Services- Case Management Non- Medical by \$68,243.34. Total net change of \$71,243.34.

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

**Priorities Committee- Action Item:** Tim Young -

**ACTION ITEM 1: Motion to amend the FY2015 Priority Service Categories and rankings to reflect:**

- Removal of Early Intervention Services, Home Health and Hospice;
- The addition of ADAP Formulary Stop-Gap Medications line item to Outpatient Ambulatory Health Services; and
- The name change of “Medications” to “Emergency Financial Assistance”.

NEW FY15 PRIORITY SERVICE CATEGORIES	
Ranking	Service Category
1	Outpatient/Ambulatory Health Services
1.1	ADAP Formulary Stop-Gap Medications
2	Oral Health Services
3	State ADAP
4	Medical Nutrition Therapy
5	Medical Case Management
6	Mental Health Services
7	Substance Abuse Services - outpatient
8	Health Insurance Premium Support
9	Case Management (non-Medical)
10	Food Bank/Home Delivered Meals
11	Emergency Financial Assistance
12	Psychosocial Support
13	Medical Transportation
14	Legal Services
15	Linguistics Services
16	Childcare
17	Housing
18	Quality Management
	Patient Navigation Pilot Program
19	Planning Council Support
	AAOI
	Administration

{Intentionally left Blank}

**ACTION ITEM 2: Motion to adopt the FY2016 Ranking and Priority Service Categories**

FY16 PRIORITY RANKINGS	
Ranking	Service Category
1	Outpatient/Ambulatory Health Services
1.1	ADAP Formulary Stop-Gap Medications
2	Oral Health Services
3	State ADAP
4	Medical Nutrition Therapy
5	Medical Case Management
6	Mental Health Services
7	Substance Abuse Services - outpatient
8	Health Insurance Premium Support
9	Case Management (non-Medical)
10	Food Bank/Home Delivered Meals
11	Emergency Financial Assistance
12	Psychosocial Support
13	Medical Transportation
14	Legal Services
15	Linguistics Services
16	Childcare
17	Housing
18	Quality Management
	Patient Navigation Pilot Program
19	Planning Council Support
	AAOI
	Administration

{Intentionally left Blank}

**ACTION ITEM 3: Motion to adjust FY2015 Priority Service funding to reflect the addition of FY2014 Carryover (\$231,293.83), FY2015 Final Allocation (\$1,492,868.80) and FY2015 MAI (\$99,768)**

CURRENT FY15 ALLOCATIONS			ALLOCATION PROCESS FY15			FINAL FY15 ALLOCATION CHANGE			FY 14 CARRYOVER TO FY15	
Ranking	Service Category	Total	Beginning	Allocation	FY 15 less Carryover	\$	#	%	Additional Allocations	REVISED FY15 TOTAL
1	Outpatient/Ambulatory Health Services	\$ 11,026,777.00	\$ 11,026,777.00	\$ 628,849.40	\$ 11,655,626.40	\$ 41,655,626.40	628,849.40	6%	\$	\$ 11,655,626.40
1.1	ADAP Formulary Stop-Gap Medications	\$ -	\$ -	\$ 1,275,184.00	\$ 1,275,184.00	\$ 1,275,184.00	\$ 1,275,184.00	-	\$	\$ 1,275,184.00
2	Oral Health Services	\$ 1,898,714.96	\$ 1,898,714.96	\$ 336,330.64	\$ 2,235,045.60	\$ 2,235,045.60	\$ 336,330.64	18%	\$ 115,000.00	\$ 2,350,045.60
3	AIDS Pharmaceutical Assistance ADAP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$	\$ -
4	Medical Nutrition Therapy	\$ 148,210.00	\$ 148,210.00	\$ 29,642.00	\$ 177,852.00	\$ 177,852.00	\$ 29,642.00	20%	\$	\$ 177,852.00
5	Medical Case Management	\$ 1,411,095.68	\$ 1,411,095.68	\$ 352,219.32	\$ 1,763,315.00	\$ 1,763,315.00	\$ 352,219.32	25%	\$	\$ 1,763,315.00
6	Mental Health Services	\$ 1,216,298.58	\$ 1,216,298.58	\$ 363,260.22	\$ 1,579,558.80	\$ 1,579,558.80	\$ 363,260.22	30%	\$ 38,764.61	\$ 1,618,323.41
7	Substance Abuse Services - outpatient	\$ 1,024,490.58	\$ 1,024,490.58	\$ 324,898.62	\$ 1,349,389.20	\$ 1,349,389.20	\$ 324,898.62	32%	\$	\$ 1,349,389.20
8	Health Insurance Premium Support	\$ 1,027,000.00	\$ 1,027,000.00	\$ (1,027,000.00)	\$ -	\$ -	\$ (1,027,000.00)	-100%	\$	\$ -
9	Case Management (non-Medical)	\$ 384,012.00	\$ 384,012.00	\$ 76,802.40	\$ 460,814.40	\$ 460,814.40	\$ 76,802.40	20%	\$	\$ 460,814.40
10	Food Bank/Home Delivered Meals	\$ 916,636.00	\$ 916,636.00	\$ 183,327.20	\$ 1,099,963.20	\$ 1,099,963.20	\$ 183,327.20	20%	\$ 38,764.61	\$ 1,138,727.81
11	Emergency Financial Assistance- Medications	\$ 1,275,184.00	\$ 1,275,184.00	\$ (1,275,184.00)	\$ -	\$ -	\$ (1,275,184.00)	-100%	\$	\$ -
12	Psychosocial Support	\$ 205,826.62	\$ 205,826.62	\$ 41,165.78	\$ 246,992.40	\$ 246,992.40	\$ 41,165.78	20%	\$	\$ 246,992.40
13	Medical Transportation	\$ 100,000.00	\$ 100,000.00	\$ 7,040.00	\$ 107,040.00	\$ 107,040.00	\$ 7,040.00	7%	\$ 38,764.61	\$ 145,804.61
14	Legal Services	\$ 88,445.00	\$ 88,445.00	\$ 17,688.00	\$ 106,134.00	\$ 106,134.00	\$ 17,688.00	20%	\$	\$ 106,134.00
15	Linguistics Services	\$ 66,391.78	\$ 66,391.78	\$ 13,278.62	\$ 79,670.40	\$ 79,670.40	\$ 13,278.62	20%	\$	\$ 79,670.40
16	Childcare	\$ 26,068.00	\$ 26,068.00	\$ 5,213.60	\$ 31,281.60	\$ 31,281.60	\$ 5,213.60	20%	\$	\$ 31,281.60
17	Housing	\$ 12,540.00	\$ 12,540.00	\$ -	\$ 12,540.00	\$ 12,540.00	\$ -	0%	\$	\$ 12,540.00
	<b>Direct Services Subtotal</b>	<b>\$ 20,827,690.20</b>	<b>\$ 20,827,690.20</b>	<b>\$ 1,352,716.80</b>	<b>\$ 22,180,407.00</b>	<b>\$ 22,180,407.00</b>	<b>\$ 1,352,716.80</b>	<b>6%</b>	<b>\$ 231,293.83</b>	<b>\$ 22,411,700.83</b>
18	Quality Management	\$ 110,650.00	\$ 110,650.00	\$ 27,778.00	\$ 138,428.00	\$ 138,428.00	\$ 27,778.00	-	\$	\$ 138,428.00
	Patient Navigation Pilot Program	\$ 115,200.00	\$ 115,200.00	\$ -	\$ 115,200.00	\$ 115,200.00	\$ -	-	\$	\$ 115,200.00
19	Planning Council Support	\$ 307,000.00	\$ 307,000.00	\$ 60,700.00	\$ 367,700.00	\$ 367,700.00	\$ 60,700.00	-	\$	\$ 367,700.00
	AACO	\$ 60,000.00	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 60,000.00	\$ -	-	\$	\$ 60,000.00
	Administration	\$ 865,368.00	\$ 865,368.00	\$ 51,674.00	\$ 917,042.00	\$ 917,042.00	\$ 51,674.00	-	\$	\$ 917,042.00
	<b>Non-Services Subtotal</b>	<b>\$ 1,458,218.00</b>	<b>\$ 1,458,218.00</b>	<b>\$ 140,152.00</b>	<b>\$ 1,598,370.00</b>	<b>\$ 1,598,370.00</b>	<b>\$ 140,152.00</b>	<b>10%</b>	<b>\$</b>	<b>\$ 1,598,370.00</b>
	<b>TOTAL</b>	<b>\$ 22,285,908.20</b>	<b>\$ 22,285,908.20</b>	<b>\$ 1,492,868.80</b>	<b>\$ 23,778,777.00</b>	<b>\$ 23,778,777.00</b>	<b>\$ 1,492,868.80</b>	<b>7%</b>	<b>\$ 231,293.83</b>	<b>\$ 24,010,070.83</b>

{Intentionally left Blank}

**ACTION ITEM 4: Motion to amend FY2015 Directives by adding Outpatient Ambulatory Medical Care, Oral Health Care (Capacity), Oral Health Care (Equipment), Medical Transportation, and Patient Navigation Pilot, to existing FY15 Directives (AIDS Pharmaceutical, Mental Health/Substance Abuse, and Support Services).**

<b>OUTPATIENT AMBULATORY MEDICAL CARE</b>	Increase access to care through the implementation of co-locations of agencies and/or expanded hours for areas with disparate health outcomes as identified by the Assessment Committee.
<b>ORAL HEALTH CARE (Capacity)</b>	Expand oral health care options within the EMA by contracting with an oral health provider who will accept referrals from all Ryan White Part A agencies.
<b>ORAL HEALTH CARE (Equipment)</b>	To the greatest extent possible work with agencies to expand oral health service capacity through the acquisition of periodontal equipment.
<b>MEDICAL TRANSPORTATION</b>	Provide greater access to care by funding additional forms of medical transportation including non-traditional methods such as gas cards, Uber, etc.
<b>PATIENT NAVIGATION PILOT (Care and Retention of Key Population)</b>	Through the Patient Navigation Pilot identify specific ways to increase care and retention of African American MSMs ages 18 to 29.
<b>AIDS Pharmaceutical Assistance</b>	Any unallocated dollars remaining in this category during the Outside Review Process may be moved to the Primary Care category for Primary Care medications
<b>Mental Health/Substance Abuse</b>	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 initiatives under MH have been at least partially funded, remaining MH funds may be moved to fund SA initiatives
<b>Support Services</b>	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

**ACTION ITEM 5: Motion to move FY2015 Directives forward as FY2016 Directives:**

**OUTPATIENT AMBULATORY MEDICAL CARE**

Increase access to care through the implementation of co-locations of agencies and/or expanded hours for areas with disparate health outcomes as identified by the Assessment Committee.

**ORAL HEALTH CARE (Capacity)**

Expand oral health care options within the EMA by contracting with an oral health provider who will accept referrals from all Ryan White Part A agencies.

**ORAL HEALTH CARE (Equipment)**

To the greatest extent possible, work with agencies to expand oral health service capacity through the acquisition of periodontal equipment.

**MEDICAL TRANSPORTATION**

Provide greater access to care by funding additional forms of medical transportation including non-traditional methods such as gas cards, Uber, etc.

**PATIENT NAVIGATION PILOT (Care and Retention of Key Population)**

Through the Patient Navigation Pilot identify specific ways to increase care and retention of African American MSMs ages 18 to 29.

**OUTPATIENT AMBULATORY MEDICAL CARE**

Increase access to care through the implementation of co-locations of agencies and/or expanded hours for areas with disparate health outcomes as identified by the Assessment Committee.

**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 initiatives 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.

**A motion was made by Katherine Lovell and seconded by Reggie Dunbar, III to accept the FY15-16 Priorities Recommendation as presented. Motion Carried.**

**Comprehensive Plan Discussion:** Katherine Lovell – ~~The Updated the Committee~~ on the status of the integrated writing team. ~~The State Part B will serve as the lead in the development of the integrated comprehensive plan.~~

**Committee Updates:**

**Comprehensive Planning Committee:** Katherine Lovell - The Comprehensive Planning Committee met on Wednesday, July 16<sup>th</sup> to discuss the next phase of the joint comprehensive plan the HRSA has required. The Comprehensive Planning Committee meets on the 2<sup>nd</sup> Wednesday of every month at Grady IDP room 354 from 9:30AM – 11:30AM.

**Assessment Committee:** Jeannette Nu'Man - The Assessment Committee presented to the Priorities Committee in June. The Committee will not meet the month of July. The Committee is currently reviewing information on the highest populated zip codes.

**Council Procedures Committee:** No Report

**Evaluation Committee:** Sandra Vincent –The Evaluation Committee will meet on Tuesday, July 28<sup>th</sup> at Grady IDP at 2:00PM. The Committee is awaiting responses from two (2) agencies.

**Housing Committee:** James Lark - The Housing Committee will host “ Housing Fair” on Friday, July 24<sup>th</sup> from 9:00AM – 4:00PM at the Loudermilk Center located 40 Courtland Street. **Membership Committee:** Sandra Vincent - New Membership Drive Started today and will end Friday, August 7<sup>th</sup>. Advertising will start on Monday, July 20<sup>th</sup>.

**Public Policy Committee:** Jeff Graham – ~~A letter was drafted~~ to the pharmacy director of the Georgia Medicaid program expressing concern about their proposal to require prior authorization for single-tablet HIV medications. A link to the sign letter will be sent to organizations and individuals can sign on. The Public Policy committee will also be hold a special training for the Consumer Caucus and other Planning Council members on how to effectively advocate for Ryan White funding on the federal budget.

**Quality Management Committee:** No Report

The Executive Committee reviewed and adopted the revised July 16<sup>th</sup> Planning Council agenda by adding the Membership form to the agenda.

**A motion was made by James Lark and seconded by Katherine Lovell and Jeannette Nu'Man to approve the revised agenda. The motion carried.**

The meeting was adjourned at 11:09 a.m.

---

**Meeting Date:** July 9, 2015

**Approval Date:** Sept. 17, 2015

**Attested By:**

{Ken Lazarus – Electronic Signature}

Ken Lazarus, Planning Council Chair

Sandra Vincent

Sandra Vincent, Secretary

