

**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**

**January 9, 2014**

Committee Members Participating

Trevor Pearson, 1<sup>st</sup> Vice Chair  
Larry Cook, 2<sup>nd</sup> Vice Chair  
Hermeyone Bell  
Jeanette Nu'Man  
Jeff Graham  
Katherine Lovell  
Larry Lehman  
Nicole Roebuck – *via telephone*  
Robert Di Vito- *via telephone*  
Ruby Lewis – Hardy

The Executive Committee was called to order at 8:52 a.m. by 2<sup>nd</sup> Vice Chair, Larry Cook.

**A motion was made, and seconded and carried to accept the Executive Committee agenda.**

**A motion was made, and seconded and carried to adopt the revised November 14<sup>th</sup> Executive Committee minutes.**

**Grantee Update:** Patrick Daly -Kandace has officially retired effective December 30, 2013. The 2<sup>nd</sup> Round of Oral Health funding has been allocated. Four currently funded agencies applied for Oral Health dollars. The requested amount exceeded the amount by \$43,559.00. The requests were for \$95,665.84 with \$52,107.00 available for allocation. Staff is modifying agency contracts to reflect the additional dollars. Additionally, we are awaiting final approval from HRSA regarding one agency's request. HRSA's outside review committee process has been completed and we await our score and funding decision for 2014. The FY 2014 Request for Proposal was released on Wednesday, January 8<sup>th</sup>. There will be two (2) mandatory Technical Assistance Workshops held at Fulton County Health and Human Services Building located at 137 Peachtree Street; Wednesday, January 22<sup>nd</sup> for currently funded agencies & Thursday, January 23<sup>rd</sup> for agencies not currently funded. The meeting time is 9:00 a.m. – 5:00 p.m. for both workshops. The Outside Review Committee (ORC) Phase I will be held on March 26<sup>th</sup> – 27<sup>th</sup> and Phase II on Wednesday & Thursday, April 2<sup>nd</sup> – 3<sup>rd</sup> at the Loudermilk Center.

The Grantee has started the annual reporting process to HRSA for the Ryan White HIV /AIDS Service Report (RSR). A mandatory training is scheduled for Tuesday, January 21<sup>st</sup> from 9:00 a.m. - 3:00 p.m. at Emory (Executive Park). The CAREWare manual is being revised and will be available for the training.

The Grantee is contracting with Cicatelli Associates, Inc. to develop the project timeline for the Patient Navigation Program. The Grantee has a working session scheduled for January 10. The goal is to have the navigator training at the end of February. Staff will continue to work with Rusty and Cassandra, who assisted with the original technical assistance from HRSA.

The Grantee is continuing to meet with our colleagues from the State to coordinate the development of the new Health Insurance Program service. The Grantee has received feedback from HRSA regarding our Comprehensive Plan. The feedback includes strengths and weaknesses. One area for strengthening our plan is to include more specific evidence-based interventions and strategies regarding our goals and objectives. Additionally, HRSA has suggested that we discuss how the EMA will build the Planning Council's ability to monitor and measure the evaluation plan. A discussion was held on how to engage the Executive Committee to monitor the Comprehensive Plan.

**Budget Revision(s) – Action Item:** Michelle Fleetwood presented a cross – priority budget revision request in the amount of \$6,500.00. Multiple agencies are requesting to move \$2,500.00 from Mental Health to Substance Abuse; \$2,000.00 from Mental Health to Support Services – Linguistic Assistance; \$2,000.00 from Support Services – Linguistic Assistance to Support Services – Medical Transportation.

**A motion was made and seconded and approved to accept the budget revisions as presented.**

**Committee Updates:**

**Assessment Committee:** Jeanette Nu'Man - The Assessment Committee has completed its Comprehensive Plan task and is monitoring two (2) additional tasks that were assigned. The Committee will provide updates on changes that take place with the navigation program and changes in Disparate Health Outcomes. The Committee is also working with SEATEC to develop a methodology to review some of the items for the next Consumer Survey.

**Comprehensive Planning Committee:** Katherine Lovell - The Comprehensive Planning Committee met yesterday, Wednesday, January 8<sup>th</sup> and updated the Comprehensive Plan table. The next Committee meeting will be Wednesday, March 9<sup>th</sup> at Grady IDP, room 354. The Committee discussed the Affordable Care Act. Terry Stidom is the Co-chair for the Comprehensive Planning Committee.

**Council Procedures Committee:** Larry Lehman – The Council Procedures Committee received the Governance/Structure information and updated draft By-Laws from the Grantee. The Committee will announce a meeting date soon.

**Evaluation Committee:** Ruby Lewis Hardy – The Committee workplan has been submitted. The Evaluation Committee will meet soon at Fulton County Health and Wellness.

**HOPWA Committee:** No Report. It was noted that the HOPWA grantees are seeing a significant reductions in their HOPWA awards.

**Membership Committee:** Hermeyone Bell –Leadership Institute will meet February 24<sup>th</sup> at the Grantee’s Office from 10:00 a.m. – 2:00 p.m. More information will be provided at a later date.

**Public Policy Committee:** Jeff Graham – The Committee is revising educational materials for Consumers and the information will be available soon. Harvard Health Law Project data medications list is available and is in need of suggestions on how to get the information out to consumers. There have been discussions of SEATEC taking on the challenge to assist in getting updated information out.

**Priorities Committee:** Robert Di Vito – No Report.

**Quality Management Committee:** Nicole Roebuck – The Quality Management newsletter was published and is available. There is a delay with chart reviews and agencies will be notified of the new date. The Committee has established a Housing Indicator to be consistent with federal guidelines. The Client Satisfaction Survey has been completed and will presented at the January 16<sup>th</sup> Planning Council meeting. The next Quality Management Committee is Thursday, February 6<sup>th</sup> from 10:00 a.m. – 12:00 p.m. at Grady IDP, Room 354.

**The Executive Committee reviewed and modified the January 16<sup>th</sup> Planning Council agenda.**

The meeting was adjourned at 10:20 a.m.