

**METROPOLITAN ATLANTA HIV HEALTH SERVICES
PLANNING COUNCIL MEETING
Fulton County Department of Health & Wellness
99 Jesse Hill Jr. Drive
4th Floor Conference Room
Atlanta, Georgia 30303**

March 19, 2015

9:00 a.m.

Voting Members Present

Carolyn Stephens	Mikki Hollinger
Cheryl Courtney Evans	Nacaela Penn
Deb Bauer	Phyllis Malone
Dwight Anderson	Reggie Dunbar, III
Gene Farber	Richard Willis
Harvinder Makkar	Robert Anderson
James Lark	Sanjay Sharma
Jeanette Nu'Man	Sharron Flickling
Jeff Graham	Stephanie Laster
Jeronia Blue	Steven Bales
Katherine Lovell	Terry Stidom
Larry Lehman	Tracie Graham
Lisa Roland	Trevor Pearson, 1st Vice Chair
Michael DeMayo	

Voting Members

Not Present

Albert Mitchell	Marisol Lopez
Andre Johnson	Moneta Sinclair
Ashley Hall	Mace Raymond
Charles Fuller	Scott Perry
David Reznik	Ruby Lewis Hardy
Dazon Dixon Diallo, Chair	Sean Williams
Shirley Hartsel	Sonya Chapman
Jacque Muther	Tammy Kinney
Joaquin Hubert	Thomas Green
Kedric Williams	Timothy Webb
Ken Lazarus , 2 nd Vice Chair	Timothy Young
Kim Moon	

The Planning Council meeting was called to order at 9:13 a.m., by 1st Vice Chair, Trevor Pearson.

A motion was made by Katherine Lovell and seconded by Terry Stidom to adopt the March 19th Planning Council agenda.

A motion was made by Dwight Anderson and seconded by Terry Stidom to adopt the modified January 15th Planning Council minutes.

Consumer Caucus Update: Terry Stidom

- The Caucus met on Wednesday, March 18th at AID Atlanta from 12:00 p.m. – 2:00 p.m.
- The Caucus is working on developing a ~~Memorandum of Understanding (MOU) with the Planning Council~~ **Standard Operating Procedures**.
- The Caucus discussed alternate meeting options for consumers who are unable to attend meetings.
- The Caucus is working with the HOPWA (Housing) Committee on a Housing Fair for Consumers.

Planning Council members raised concerns about increasing HOPWA funding. Richard Willis from The City of Atlanta informed the Planning Council that the City of Atlanta is in the process of expanding the HOPWA program so Consumers can have stable housing. Harvinder, from Travelers Aid informed the Planning Council that Travelers Aid has no income restrictions.

AAOI update: Freda Jones.

- The 16th Annual AAOI was held at the Loudermilk on Saturday, February 7th
- The event started at 8:30 and ended at 5:30
- The Keynote Speaker for this year's event was Phil Wilson, President and Chief Executive Officer of the Black AIDS Institute.
- There were a total of 18 workshops which provided attendees with information on navigating the system, nutrition, vaccinations, healthy living, stress management, faith, prevention, and legal care
- We also received the support and participation of both Chairman John Eaves, and Commissioner June Garner
- This was our first year in partnership with Prevention and the response from the public has been amazing. We did not realize that by making it mandatory that only HIV positive individuals could attend many known positives would not attend because of stigma
- During Pre-Registration 269 Individuals registered for the Initiative
- During On-site Registration 120 registered
- The Fulton County Communicable Disease Prevention Branch staff reached a total of 159 individuals by providing testing, services information, condoms, and giveaways.
- Out of the 159 individuals, 19 participants were tested
- 5 participants were tested for Syphilis who were previously diagnosed with HIV
- 14 were tested for HIV & Syphilis
- 3 were diagnosed as HIV Positive – these individuals were able to speak with a linkage coordinator and immediately start the process of being linked to care
- One of the Hallmarks of the Initiative is the Resource Guide. We have distributed to date 400 and there are an addition 300 waiting to be disbursed. We have received

request from agencies for 500 books. We continue to receive compliments from Persons Living With HIV/ AIDS and agencies on the ease in using the Resource Book

Because of the number of individuals who registered onsite a total analysis of the attendees has not been completed. The information will be forthcoming.

- **Grantee Update:** Jeff Cheek HRSA has provided a 10-month award for FY15:

Formula	\$11,012,285
MAI	\$1,679,637
Supplemental	\$5,136,806
TOTAL	\$17,828,728

- It is the sole responsibility of the Planning Council to establish the use of the funds designated by the Grantee for Planning Council Support.
 - The 10-month amount is: \$382,000.
- In order to set-up the FY15 Budget in the County's financial management system and to prevent the interruption of staff payroll and cell phone and to provide for upcoming Planning Council expenses (hospitality, copying, travel reimbursement) The Grantee has set up a place-holder (temporary) budget based upon the FY14 Planning Council Support Budget at 80%. Once the Planning Council approves the 10-month Budget, The Grantee will work with the Finance Department to revise the line items and budget amounts to reflect the decisions of the Planning Council. The Planning Council may wish to set the 12-month budget at this time or may defer pending the final award from HRSA.
- The Grantee has been advised to go out to bid for contractual services for the Planning Council and as such SEATEC may not be the selected vendor for FY15. There was concern that this might severely impact the Consumer Survey which is under way -- the instrument has been developed and SEATEC is prepared to implement the survey. To facilitate the Consumer Survey process a three-month extension contract has been developed to continue SEATEC's services for the Consumer Survey should that be the will of the Planning Council. The amount would be for \$54,421.
- AAOI is now administered "in-house"; therefore, the line item has been moved from "Contractual" to "Other".
- Pending approval of a FY15 MOU between the Grantee and the Planning Council it has not been determined whether the Planning Council staff will remain co-located with the Grantee staff. In the absence of a decision otherwise there are a couple of personnel items that should be considered by the Planning Council when establishing the FY15 budget (be it 10-month or 12-month):
 - The Administrative Assistant position should be increased to 100% time.
 - Fiscal management for AAOI is now done "in-house" and requires additional staff time for selecting vendors and processing payments.
 - There will be a HRSA site visit this July which will include a review of the Council and its activities. Preparation will require time and effort from the Planning Council Support staff in ensuring that all documents, processes, procedures are in place and all files (electronic and paper) are properly organized and stored.

- The Outside Review Committee has completed its process for FY15. During the Priorities Committee process the Committee set the allocation ranges and allowed the Grantee the authority to move funds between support service categories. At the completion of ORC, Housing had \$2,140 remaining that was moved to Emergency Financial Assistance; \$0.47 was remaining in Legal that was moved to Emergency Financial Assistance.
- The Grantee along with agencies is working with submission of their RSR and is on target.
- All funded agencies have submitted their 340B Condition of Award by the deadline.
- The Grantee is in the process of updating the FY15 contract to reflect HRSA and Fulton County requirements. The Grantee will host a providers meeting to discuss changes within the contract and also some of the new requirements that Fulton County has initiated.
- HRSA is planning a site visit in July.
- The Grantee received notification from HRSA in regards to the 10% Administrative Cost and provided a list of items that should not consider as administrative cost. The Project Officers are in the process of budget negotiations with agencies and informing them as such.
- The Grantee has a new Staff member, Michelle Beadles, Accountant II.

Comprehensive Planning: Katherine Lovell - The Comprehensive Planning Committee Chair presented to the Planning Council accomplishments for 2013-2014 Planning Council year. The Comprehensive Planning Committee will meet on Wednesday, May 13th at Grady IDP room 354 at 9:30 a.m.

A motion was made and seconded to extend the Planning Council meeting until 10:45 a.m. The motion carried.

Committee Updates:

Public Policy: Jeff Graham -Georgia Equality will be providing AIDS Watch training. National AIDS watch will be held on April 13th - 14th. The Committee is preparing fact sheets to distribute to the members of congress.

Assessment Committee: Jeanette Nu'Man - The Committee its 2014 workplan and has developed two (2) new task for 2015 year.

Council Producers Committee: Larry Lehman - The Council Producers Committee meeting has been rescheduled for a later date and time.

Evaluation Committee: Robert Anderson - The Evaluation Committee will meet in May. A notice to the Committee members will go out at a later date and time.

Housing Committee: James Lark - The Housing Committee met on Thursday, January 29th at 137 Peachtree Street. The Committee discussed hosting a housing fair for consumers. The Housing Committee next meeting is Thursday, April 23rd.

Membership Committee: Terry Stidom – The Membership Committee is planning to present “Planning 101” to the Planning Council in May. The Committee is reviewing the Standard Operating Procedures (SOP). There will be a Leadership Training in April.

Quality Management Committee: Nicole Roebuck – The Quality Management Committee met in March. The Committee informed the Planning Council that the EMA is doing well over all. SEATEC completed 1,312 chart reviews. The next Quality Management Committee will be held on Thursday, May 7th at Grady IDP room 354 at 10:00 AM.

Public Forum:

Reggie Dunbar announce a support group for “Positive Veteran’s” the meeting are held at Absolute CARE Medical Center & Pharmacy located in the Brookwood Square Shopping Center at 2140 Peachtree Road Suite 232, Atlanta, GA 30309. For more information, contact Reggie Dunbar,III at 770-912-7499 or Freda Jones at 404.231.4431 ext 132.

As of March 1st AID Gwinnett and Positive Impact merged to create a premier HIV system of care to better serve the community. Positive Impact Health Centers is located at 1117 West Peachtree Street NW, Atlanta, GA 30309

The meeting was adjourned at 10:47 a.m.

Meeting Date: March 19, 2015

Minutes Approval Date: May 21, 2015

Attested By:

{Trevor Pearson – Electronic Signature}

Trevor Pearson

