



METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL

Zoom
Virtual Meeting
March 10, 2022- 9:00 a.m.

Executive Committee Meeting

Minutes

Attendees:

Bruce Garner Planning Council Chair	Daniel D. Driffin Planning Council 1 st Vice-Chair	Masonia Traylor Planning Council 2 nd Vice-Chair
Tim Young Priorities Chair	Tony Merritt Evaluations Vice-Chair	Nicole Roebuck Quality Management Chair
Katherine Lovell Comprehensive Plan Chair	Jeff Graham Public Policy Chair	Eric Thompson Housing Chair
Barry Sermons Evaluations & Vulnerable Populations Chair	Jeff Cheek DHE, Recipient	Sandra Vincent Project Officer
Moya Van Rossum Administrative Coordinator	Faith Miller Administrative Coordinator	

Call to Order/ Opening Remarks- Bruce Garner, Chair

The Executive Committee Meeting of the Metropolitan Atlanta HIV Health Services Planning Council was called to order at 9:03 a.m. by Bruce Garner, Chair. In his opening remarks, Chair Garner stated what an honor and privilege it is to serve as chair of the Planning Council. He thanked the Executive Committee for the opportunity to serve and Fulton County Commission Chairman Rob Pitts for appointing him. Lastly, he thanked his immediate predecessor, Chair Morris Singletary, for his outstanding work and shepherding the Planning Council through the last couple of years. Chair Garner then appointed the rest of the leadership team, Daniel D. Driffin serving as 1st Vice-Chair and Masonia Traylor as 2nd Vice-Chair.

Adoption of Agenda

A motion was made by Daniel D. Driffin, 1st Vice Chair, to adopt the agenda and Katherine Lovell seconded the motion. The motion carried.

Approval of Minutes

A motion was made to approve the minutes from the January 13, 2022 meeting by Jeff Graham. Katherine Lovell seconded the motion. The motion carried.

Planning Council Update - Sandra Vincent, Project Officer

The Planning Council Project Officer, Sandra Vincent, started off by showing her appreciation for the feedback that she has received on the format of the agenda. During the transition into the new Planning Council year, she will be asking the Chairs for suggestions concerning how the Planning Council support staff can better help each Chair in their performance duties.

This past year has been a training in motion for both Faith Miller and Moya Van Rossum, the Planning Council Administrative Coordinators. They are coming up on the completion of their first year and have witnessed a full Planning Council cycle. She thanks them both for all they've done and how graciously they've received comments through the past year.

The support staff will be distributing a master schedule which tells each Chair when different agenda items are due. It's important that the support staff can send reminders on schedule. The Chair and 1st Vice-Chair were asked to create a signature that the Project Officer can use once they've given authorization on electronic documents.

Committee Chair Report and Work Plan Update - Daniel D. Driffin, 1st Vice-Chair

Assessment Committee- Rhiannon Laramie, Vice-Chair

The Assessment Committee is currently working on finalizing their work plan and the data that they will be presenting to the Planning Council this summer.

Comprehensive Plan Committee- Katherine Lovell, Chair

The Comprehensive Plan Committee has the guidance for the integrated plan and the Chair has been notified of the new members of the committee. They have set a meeting set for the upcoming Monday, which is their normal meeting schedule. The Chair has communicated the guidance to their former members and will send it out to the new members. The membership listing is not inclusive of the agency representatives and the agency representatives may have changed since last year. She has received an email from the State in terms of setting up a discussion meeting with them as to their process to move forward. The Chair has requested the meetings be held in person to put together the integrated plan.

Council Procedures Committee- Larry Lehman

Chair Larry Lehman was absent with apologies and excused from this meeting.

Evaluations Committee- Barry Sermons

The Evaluation Committee meets virtually on the last Monday of each month. On March 28th, they will do their introductions and assign roles. The evaluation cycle is from April to July, with a report back to the Planning Council when complete.

Housing Committee- Eric Thompson, Chair

The Committee is working on a work plan. They are also doing a membership drive for the Housing Committee and meeting with a couple of agencies to see what the new housing plan looks like without HOPWA. Their next meeting is April 15th at noon.

Membership Committee- Tracie Graham, Chair

No update.

Public Policy Committee- Jeff Graham

The Public Policy Committee's next meeting is Friday, March 11th at 3:00 p.m. The Chair had a couple of updates that directly affect the Planning Council and Recipient's office.

- They still don't have a federal finalized federal budget. There was an omnibus spending package that was voted on by the House of Representatives. The Senate believes they can get the bill through the Senate, by midnight March 11th, when the government shuts down. The senate appropriations chair may need the weekend of to finalize it if they can't get it through the through the Senate by the deadline.
- If the Senate adopts the House's version of funding levels, there would be a \$14.6 million increase to overall funding for Part A. The ADAP program is flat funded across the board, and the *Ending the Epidemic* plan as a \$20 million increase. They will be monitoring the HOPWA program, which has a \$20 million increase in there, because of the impact that would have on their ability to provide supportive services. They changed the

federal funding formula for HOPWA and the City of Atlanta that serves a 29 County area. It is slated to have a cut by as much as 60%. The hold harmless time period has ended, and they'll probably see some sort of reduction in the federal HOPWA award. Along with Vice-Chair Daniel Driffin, they are working with other advocates to find the projection of spending of the City of Atlanta HOPWA dollars so they have a better idea of when the cuts might begin to impact services.

- Since the last Executive Committee meeting, GA Equality released a report looking at the budgetary implications for ADAP if Medicaid were to be expanded. Full Medicaid expansion is still off the table, but Representative Cooper introduced a bill to the House, that would expand and authorize the Department of Community Health to draft and submit and 1115 demonstration project waiver to the CMS, and that could save upwards of \$53 million dollars that would have to be directed to HIV services and make sure the ADAP formulary has all the medications that the FDA has approved with no waiting list. A lot of it would depend upon how exactly the waiver is written and submitted but it could bring as many as 13,000 people into Medicaid eligibility. This could be a huge boost for the Part A program as well as the medical service providers.

Priorities Committee- Timothy Young

Priorities meets as needed to set priorities and funding issues.

Quality Management- Nicole Roebuck

- The Committee has submitted their new work plan for the new fiscal year March through February. The QM plan will be updated in June of 2022 and they will update monthly in terms of their progress.
- All the Standards of Care and completed Non-Medical Case Management Standards with some clarifications. They will be revisited in 18 months.
- The Committee will be sent benchmarks for performance measures tentatively in April 2022. There have been limitations throughout the year due to the transition to E2Fulton. Once those benchmarks are established, they will start to look at the progress in those specific benchmarks.
- This past year they haven't been able to get official updates on a quarterly basis because of the some of the E2Fulton challenges. The Recipient's office has ongoing TA and webinar training. The main focus on those is viral load suppression. They provide a list of training opportunities to the QM committee every month.
- They work with Part B and Part D ongoing and try to include when they can attend other programs. Cross Parts, Part A, B, C, and D meet every quarter to discuss joint efforts for Quality Management.
- Their last goal was ensuring that PWH are included in the quality management process and trained in quality. Barry Sermons offered to provide training in conjunction with the DHE office to consumers.

The Quality Management Committee meets on the first Thursday of the month, 10 to 12 via zoom.

Vulnerable Populations Task Force- Barry Sermons, Chair

This task force utilizes the results of the needs assessment and evaluate disparities viral load suppression and other data points, through the lens of vulnerable populations, an effort to make recommendations for improvement. The task force sees this cycle to be from testing to intake, all the way to undetectable status. They created a draft report that was submitted for 2021, and in preparation for this year they will meet, March 22 at one o'clock. Everyone is welcome. They are recruiting new members aged 20-34 to join the task force and will also provide training and quality improvement. They are focusing this month on the assessment tool and intake and enrollment forms. They will discuss including sex at birth as one of their input points, gender versus sex, and method of transmission.

Oral Health Task Force- Dr. David Reznik

No Update.

Recipient Update- Jeff Cheek, DHE Director

The Recipient welcomed Bruce Garner back as chair of the Planning Council. The Recipients Office was awarded a partial award for FY22 and have provided three-month extensions of the FY 21 services to ensure the services continued while they're waiting on the full award. As part of that, to set up the administrative budget they've sent over partial budgets for DHE and the Planning Council as well. It is to maintain current salaries and to make sure funds are available for the processes that the Planning Council does. Once the full award is received, the Planning Council can implement it and start looking at whatever revisions they would like to see.

Avery Wyatt has joined DHE as a Project Officer. He previously was with Fulton County Board of Health, working in their HIV prevention section. They've also pursued another Project Officer who has accepted the offer and is starting the upcoming week. The DHE is has an open position for a Community Engagement Specialist. They are looking for someone that has a lived experience and can work with communities in acquiring knowledge of what it is they believe the Recipient's Office should be doing. They would also be a guide to the community and developing community engagement sessions on the best way to manage and operate some of the Ending HIV Epidemic dollars. The Recipient's Office encouraged the Executive Committee Chairs to help them find a great member of the community to work with their team.

HRSA has made the determination to allow the carry over for FY20, FY21, and any carry over they have in the future to be available for the remainder of the five-year period. This gives them a great opportunity to do more with those dollars to make a difference that will continue over a period of years as opposed to a onetime thing. Due to the challenges of COVID, for FY22 HRSA has also waived the Part A carryover requirement that they have to spend all the supplemental funds and 95% of the formula dollars before they can get carryover in the future years. Therefore, if there are carry over dollars, and it's more than they are typically used to seeing, they would be able to request those back and without penalty. The agencies tried this year to expand their dollars, but they also have had losses of staff and challenges in providing services.

The county is allowing some limited in person meetings. Small groups are able to meet in person. A space may have been identified that might be available to the Executive Committee if they'd like to start having in person meetings. The room has Plexiglas dividers between tables. It also has three or four different cameras and monitors, so if other people wanted to Zoom into the meeting, they can still participate however they feel necessary. There is guidance yet on having a large meeting such as having the full Planning Council, in a room together.

HRSA's National Conference will be held this year. The Recipient's Office received notification yesterday that they've made the decision to make it all virtual like they did two years ago. The advantage is that there is no limit on the number of Planning Council members who can participate in the conference. If it was face to face, there would be a limited number of slots available. The PC Support Staff will notify the Committee when registration for this event is opened.

Grant-At-A-Glance- Frederick Carter, DHE Accountant

GRANT-AT-A-GLANCE

Ryan White Part A Grant FY 2021
Grant: March 1, 2021 February 28, 2022
Report Date: 03/9/2022

Agency Expenditures as of January 2022

Category	Budget	Expenditures	Unexpended Funds	Percent of Budget Spent	Percent of Unexpended Funds	Estimated Budgeted Expenditures	Estimated Percent Budgeted Expenditures
Formula*	\$ 16,749,843.68	\$ 12,940,891.29	\$ 3,808,952.39	77.26%	22.74%	\$ 15,354,023.37	91.67%
Supplemental	\$ 8,017,727.00	\$ 3,836,688.12	\$ 4,181,038.88	47.85%	52.15%	\$ 7,349,583.08	91.67%
MAI	\$ 2,622,075.32	\$ 1,527,791.49	\$ 1,094,283.83	58.27%	41.73%	\$ 2,403,569.04	91.67%

GRANT-AT-A-GLANCE

Ryan White Part A Grant FY 2021
Grant: March 1, 2021 February 28, 2022
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Agency Expenditures as of January 2022

Category	Budget	Expenditures	Unexpended Funds	Percent of Budget Spent	Percent of Unexpended Funds	Estimated Budgeted Expenditures	Estimated Percent Budgeted Expenditures	Estimated Budget Expenditures v/s Actual Budget Expenditures Difference	Estimated Budget Expenditures v/s Actual Budget Expenditures Percent Difference
Formula*	\$ 16,749,843.68	\$ 12,940,891.29	\$ 3,808,952.39	77.26%	22.74%	\$ 15,354,023.37	91.67%	\$ (2,413,132.08)	-14.41%
Supplemental	\$ 8,017,727.00	\$ 3,836,688.12	\$ 4,181,038.88	47.85%	52.15%	\$ 7,349,583.08	91.67%	\$ (3,512,894.90)	-43.81%
MAI	\$ 2,622,075.32	\$ 1,527,791.49	\$ 1,094,283.83	58.27%	41.73%	\$ 2,403,569.04	91.67%	\$ (875,777.55)	-33.40%
FY20 Formula Carryover	\$ 251,251.00	\$ -	\$ 251,251.00	0.00%	100.00%	\$ 230,313.42	91.67%	\$ (230,313.42)	-91.67%
FY20 MAI Carryover	\$ 30,678.00	\$ -	\$ 30,678.00	0.00%	100.00%	\$ 28,121.50	91.67%	\$ (28,121.50)	-91.67%
Total	\$27,671,575.00	\$18,305,370.90	\$ 9,366,204.10	66.15%	33.85%	\$ 25,365,610.42	91.67%	\$ (7,060,239.52)	-25.51%

GRANT-AT-A-GLANCE

COVID-19 Grant Budget Summary

Administrative Services

Report Date: 03/9/2022

Agency Expenditures as of January 2022

Category	Budget	Expenditures	Unexpended Funds	Percent of Budget Spent	Percent of Unexpended Funds	Estimated Budgeted Expenditures	Estimated Percent Budgeted Expenditures	Estimated Budget Expenditures v/s Actual Budget Expenditures Difference	Estimated Budget Expenditures v/s Actual Budget Expenditures Percent Difference
Subrecipient	\$ 950,000.00	\$ 950,000.00	\$ -	100.00%	0.00%	\$ 870,833.33	91.67%	\$ 79,166.67	8.33%
Consultants	\$ 50,000.00	\$ 50,000.00	\$ -	100.00%	0.00%	\$ 45,833.33	91.67%	\$ 4,166.67	8.33%
Contingency	\$ -	\$ -	\$ -	0.00%	0.00%	\$ -	0.00%	\$ -	0.00%
Total	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	100.00%	0.00%	\$ 916,666.67	91.67%	\$ 83,333.33	8.33%

GRANT-AT-A-GLANCE

Ending the HIV Epidemic (EHE) FY21 Grant YR 2
Administrative and Core/Support Services
Report Date: 03/9/2022

Agency Expenditures as of January 2022

Category	Budget	Expenditures	Unexpended Funds	Percent of Budget Spent	Percent of Unexpended Funds	Estimated Budgeted Expenditures	Estimated Percent Budgeted Expenditures	Expenditures v/s Actual Budget Expenditures Difference	Estimated Budget Expenditures
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Category	Budget	Expenditures	Unexpended Funds	Percent of Budget Spent	Percent of Unexpended Funds	Estimated Budgeted Expenditures	Estimated Percent Budgeted Expenditures	Expenditures v/s Actual Budget Expenditures Difference	v/s Actual Budget Expenditures Percent Difference
Admin/Planning & Evaluations	\$ 243,874.99	\$ 193,450.18	\$ 50,424.81	79.32%	20.88%	\$ 223,552.07	91.67%	\$ (30,101.89)	-12.34%
Initiatives & Infrastructure	\$ 811,517.00	\$ 293,107.29	\$ 518,409.71	36.12%	63.88%	\$ 743,890.58	91.67%	\$ (450,783.29)	-55.55%
EthE Quality Management	\$ 74,630.00	\$ 36,396.98	\$ 38,233.02	48.77%	51.23%	\$ 68,410.83	91.67%	\$ (32,013.85)	-42.90%
Planning & Evaluation	\$ 200,381.01	\$ 64,230.13	\$ 136,150.88	32.05%	67.95%	\$ 183,682.59	91.67%	\$ (119,452.46)	-59.61%
RWHAP Services	\$ 1,620,060.00	\$ 189,196.54	\$ 1,430,863.46	11.68%	88.32%	\$ 1,485,055.00	91.67%	\$ (1,295,858.46)	-79.99%
Infrastructure	\$ 362,659.00	\$ 256,399.16	\$ 106,259.84	70.70%	29.30%	\$ 332,437.42	91.67%	\$ (78,038.28)	-20.97%
EHE FY 21 Grant Subtotal	\$ 3,313,122.00	\$ 1,032,780.28	\$ 2,280,341.72	31.17%	68.83%	\$ 3,037,028.50	91.67%	\$ (2,004,248.22)	-60.49%
FY20 EHE Carryover	\$ 1,143,788.00	\$ 219,216.40	\$ 924,551.60	19.17%	80.83%	\$ 1,048,454.00	91.67%	\$ (829,237.60)	-72.50%
EHE FY 21 Grant Total	\$ 4,456,890.00	\$ 1,251,996.68	\$ 3,204,893.32	28.09%	71.91%	\$ 4,085,482.50	91.67%	\$ (2,833,485.82)	-63.58%

GRANT-AT-A-GLANCE

Ryan White Part A Grant FY 2022
Grant: March 1, 2022 February 28, 2023
Report Date: 03/9/2022

Agency Expenditures as of February 2022

Category	Budget	Expenditures	Unexpended Funds	Percent of Budget Spent	Percent of Unexpended Funds	Estimated Budgeted Expenditures	Estimated Percent Budgeted Expenditures	Estimated Budget Expenditures v/s Actual Budget Expenditures Difference	Estimated Budget Expenditures v/s Actual Budget Expenditures Percent Difference
Formula*	\$ 8,669,807.00	\$ -	\$ 8,669,807.00	0.00%	100.00%	\$ 722,483.92	8.33%	\$ (722,483.92)	-8.33%
Supplemental	\$ -	\$ -	\$ -	0.00%	0.00%	\$ -	0.00%	\$ -	0.00%
MAI	\$ 865,707.00	\$ -	\$ 865,707.00	0.00%	100.00%	\$ 72,142.25	8.33%	\$ (72,142.25)	-8.33%
FY21 Formula Carryover	\$ -	\$ -	\$ -	0.00%	0.00%	\$ -	0.00%	\$ -	0.00%
FY21 MAI Carryover	\$ -	\$ -	\$ -	0.00%	0.00%	\$ -	0.00%	\$ -	0.00%
Total	\$ 9,535,514.00	\$ -	\$ 9,535,514.00	0.00%	100.00%	\$ 794,626.17	8.33%	\$ (794,626.17)	-8.33%

Committees and Chairs Training in Motion- Bruce Garner, Chair

The Chair created and shared an agenda template to help committee chairs facilitate their meetings and take charge in such a way that they are directing what's taking place while at the same time allowing for discussion interaction. He used the Executive Committee agenda as an example to illustrate a certain order and a certain set of subjects that get discussed. He proposed the PC Support Staff send an agenda template to all committee chairs. He noted the technicalities and legalities involved in committee meetings; however, the basic idea is to document what each committee is discussing and the best way to do that is to have an agenda. Robert's Rules of Order ultimately governs the meetings and allows each committee to accomplish what they set out to do. It also provides the flexibility for people to be able to speak, either on a particular item or to speak from the heart about something such as in an open discussion forum. Some agenda items would be a work plan and planning the agenda for the next meeting, so everyone is prepared for it.

Open Discussion: Return to in-person meetings- Bruce Garner, Chair

The Chair was very glad to hear in-person meetings for the Executive Committee may be held and will try to hold the next Executive Committee meeting in person with the option of attending virtually. Acknowledging some members prefer Zoom, the Chair suggested offering refreshments at the meeting as an incentive to those who attend in-person.

Setting of Planning Council Agenda- Daniel D. Driffin, 1st Vice-Chair

The agenda for the Planning Council meeting to be held on March 17, 2022 was presented. The Planning Council

Project Officer has been in contact with Chairman Rob Pitt's office to request his participation in the seating of the planning Council. A motion to adopt the agenda was made by Katherine Lovell and seconded by Barry Sermons. The motion passed.

ADJOURNMENT



NEXT MEETING DATE/TIME:
5/12/2022

NEXT MEETING LOCATION:
Via Zoom

Attested by:

A handwritten signature in black ink, appearing to read "Barry Sermons", is enclosed in a rectangular box.

Minutes

Approval Date: 5/12/2022

METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL

Bruce Garner, Chair
Daniel D. Driffin, 1st Vice-Chair
Masonia Traylor, 2nd Vice-Chair

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COMMITTEE CHAIRS AND VICE-CHAIRS

Jeanette Nu'Man
Rhiannon Laramie
Katherine Lovell
LaMar Yarborough
Larry Lehman
Bruce Garner
Barry Sermons
Anthony (Tony) Merritt
Eric D. Thompson
Nathan Townsend
Tracie Graham
Terrance Stidom
Jeff Graham
Timothy Young
Daniel Driffin
Nicole Roebuck
Katrina Barnes

Assessment - Chair
Assessment - Vice-Chair
Comprehensive Planning - Chair
Comprehensive Planning – Vice-Chair
Council Procedures - Chair
Council Procedures – Vice-Chair
Evaluation - Chair
Evaluation – Vice-Chair
Housing - Chair
Housing – Vice-Chair
Membership - Chair
Membership – Vice-Chair
Public Policy - Chair
Priorities - Chair
Priorities – Vice-Chair
Quality Management - Chair
Quality Management – Vice-Chair

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CONSUMER CAUCUS AND TASK FORCES

Timothy Webb, Chair
Nathan Townsend
David Reznik
Barry Sermons

Consumer Caucus - Chair
Consumer Caucus – Vice-Chair
Oral Health Task Force - Chair
Vulnerable Populations - Chair

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