METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL
Fulton County Department of Health & Wellness
99 Jesse Hill Jr. Drive
4th Floor Conference Room
9:00 A.M.
May 19, 2016

VOTING MEMBERS PRESENT

Melanie Thompson	Ken Lazarus
Bruce Garner	Kim Moon
Carolyn Stephens	Larry Lehman
Charles Fuller	Marisol Lopez
David Holland	Michael Banner
Denise Zeigler	Moneta Sinclair
Dwight Anderson	Nicole Roebuck
James Lark	Norris Williams
Jeanette Nu'Man	Peter Thibodeaux
Jeff Graham	Phyllis Malone
Jeronia Blue	Reggie Dunbar
Katherine Lovell	Sharron Fickling
Stephanie Laster	Steven Bales
Tim Young	Timothy Webb
Tracie Graham	Trevor Pearson
Harvinder Makkar	Lisa Roland
Nacaela Penn	Jewell Martin
Eugene Farber	Katrina Barnes
Reginald Goddard	Rovonda Bradford
Sanjay Sharma	

VOTING MEMBERS NOT PRESENT

Albert Mitchell	Armistad St. Arromand
Brandon Davis	Cheryl Courtney-Evans
Craig Smith	Daniel Driffin
Darwin Thompson	David Reznik
Derek Lampkin	Kevin Smith
Pythias Chester	Quincy Jackson
Roderick Walker	Sonya Chapman

The May 19, 2016 Planning Council Meeting was called to order at 9:05 A.M by Chair, Ken Lazarus.

Opening Remarks
A moment of silence was observed in honor of Jacqueline Muther, a recently deceased long time member of the Planning Council. First time members and visitors of the Planning Council were asked to stand and introduce themselves.

Agenda and Adoption
David Reznick moved for the adoption of the agenda. Jeff Graham seconded the motion. The motion was carried without opposition.

Minutes and Adoption Committee members reviewed the minutes and the following corrections were requested:

- Page 3 – change date from June 22 to June 27made on page 3
- Page 3 – change Ellison Street to Ellis Street
- Page 5 – change the number of people attending the stakeholder meeting to 88 (plus Katherine had another change I did not get)
- Page 6 – under the Public Policy report, the correct name is Georgia Unites Against Discrimination
- Page 7 – the correct meeting time for the Public Policy Committee is 2:30 – 4:00 PM
- Page 9 – on the last line, it should be "shows"
- Page 10 – delete "he noted" the last line should read page 9 on the last line it should be "shows" and on page 10 "he noted"

The adoption of the March 17, 2016 minutes was made by Katherine Lovell as presented with corrections and seconded by Dwight Anderson. The minutes were adopted as presented without opposition.

Integrated Plan Presentation – Katherine Lovell, Comp Plan Chair
After providing an overview of past comprehensive planning, Katherine Lovell described the directives of the Integrated Plan. Unlike previous processes, the Centers for Disease Control and Prevention and the Health Resources and Services Administration (HRSA) have asked the grantees to submit a unified plan for the entire state that includes both prevention and treatment planning. Katherine noted some of the challenges involved in joint planning by three different planning bodies to develop one integrated plan for Georgia. Because it is challenging to bring everyone together to meet, it was decided to have each planning group work on response to the integrated plan guidance and then present their work at joint meetings. Each planning group has two writers that have helped write the planning group's narrative responses. These responses have been submitted to Kathy Whyte, Georgia's Planning Consultant. Katherine serves as one of the Part A Planning Council's writers. Deb Bauer has also assisted in writing portions of the Part A Planning Council's narrative plan responses.

The Georgia's combined integrated plan is currently in draft form. In developing the draft plan, Kathy Whyte used the information submitted by each planning group. In addition, the State's

Department of Public Health provided data for the plan's epidemiology section. CAREWare data was also used to complete the plan's epidemiology section.

Katherine reviewed the plan components section by section. She also talked about a second document, a table of resources available throughout the state that supports information in the plan. She noted that in the past the Planning Council did not have much to do with prevention planning. The integrated plan provides the opportunity for the Planning Council to talk with other partners to identify opportunities to coordinate services which in turn can not only improve service delivery but also help prevention duplication of prevention and treatment services.

Katherine indicated that Georgia's plan must demonstrate that "all the things we do would result in better outcomes". In developing the HIV/AIDS Strategy goals and objectives were reviewed in order to identify specific goals and objectives that Georgia could actually measure. She noted that Georgia's proposed goals and objectives, currently in draft form, is a compilation of goals and objectives from the three planning bodies. This draft can be downloaded from the Planning Council website. The goals and objectives have not yet been edited and in some cases information is missing. Suggestions and comments are needed from Planning Council members and that that information will be taken back to the Integrated Plan writing team.

Katherine also talked about the relationship of the Integrated Plan to the work of the Fulton County Task Force on HIV/AIDS. She indicated that many of the things that the Task Force was looking at the Planning Council was considering as well. The Planning Council has benefited from the expertise in the Task Force's committees. Some of the integrated plan goals and objectives developed by the Planning Council were guided by the work of the Task Force. Katherine thanked the Task Force for its work and assistance to the plan.

Katherine also reviewed the partners and individuals involved in the development of the plan. She talked about the importance of monitoring the plans implementation and making improvements as needed. She indicated that it is also important to know how "we will report back to the community".

Katherine described the draft plan's 30-day comment period and stated it would be appreciated if comments could be received by June 6 so that submitted comments could be discussed at the next meeting of the Comprehensive Planning Committee. The other planning groups are also asking their members to review and comment on the draft plan. All findings will be integrated by the Comprehensive Planning Committee. The Planning Council will review the proposed Integrated Plan at the July Planning Council meeting. The final plan will be submitted by August 31, 2016.

HRSA Consultant – Hila Berl

Ken introduced HRSA Consultant Hila Berl who indicated how impressed she was with the Planning Council and its work. She provided an overview of a project the HIV/AIDS Bureau is conducting. She indicated that a survey was carried of the 52 Planning Councils across the country. As a result six Planning Councils were selected for her to visit. The Metro Atlanta Planning Council is the first one she has visited. She provided a brief overview of her visit and in particular, noted the work of the Consumer Caucus. She also met with project staff as well as with some of the members of the Executive Committee members, including committee chairs. She expressed her appreciation at the opportunity to meet with members of the Planning Council after conclusion of today's meeting. She noted that she needs to be able to explain in simple words what the council does that is so wonderful. She would like specific stories not just for the report but also for the All Parts meeting. For Council members who could not stay to meet with her after the meeting, Hila indicated she welcomed written responses to the following questions:

1. As the Planning Council, what are the things that we do best?
2. What are our major accomplishments?
3. What are our major challenges?
4. What advice can she take to the HIVAIDS Bureau about the Planning Council - i.e., role, composition, support, value added, training, working with grantees (recipients), planning, etc.

Hila noted there are many types of planning councils around the country. HRSA previously encouraged planning councils to incorporate but as time goes by HRSA is not recommending this. Planning Councils are very different from boards. She did note that one planning council had a big funding cut and hired a consultant to help raise money to help address their crisis but that the effort is met with many challenges. This effort is being closely watched by HRSA legal department.

Consumer Caucus Update – Timothy Webb, Consumer Caucus Chair

Timothy Webb announced that the Consumer Caucus met on May 18 from 12 noon to 2:00 PM at Atlanta Legal Aid. The address is 54 Ellis Street NE Atlanta, Georgia 30303. He thanked Hila for her participation. He also thanked Planning Council staff Sandra and Sam for their support. The next meeting will be June 15.

Atlanta Area Outreach Initiative (AAOI) Update – Kim Moon, AAOI Co-Chair

Kim reported that Freda had to step down because of work commitments. She acknowledged Freda for her successes as Chair of AAOI. She also announced David Lee-Madison will serve as her co-chair. The next meeting will be Monday, May 23, 2016 at 2:00 PM. The location is 137 Peachtree St. The committee will begin work on planning for the 2017 AAOI. Kim indicated that 300 pre-registered for the 2016 AAOI and 269 of those individuals attended. In addition, 96 registered onsite. Because of cost, they did not use MARTA advertising last year, but they were still able to do a good job of getting information out using word of mouth, emails, and flyers.

This year there are plans to work on prevention education as well as support for positives. Kim also noted that ideas for improvements are appreciated. The 2017 AAOI will be held the first Saturday in February. Kim challenged all Part A agencies to help raise awareness of the event and to volunteer to help with the event.

COMMITTEE UPDATES

Assessment Committee Chair – Jeanette Nu'man

Jeanette reported that the committee is looking at needs assessment data collected by the Southeast AIDS Training and Education Center (SEATEC). The assessment was not entirely completed because of several issues, including Emory's SEATEC not being refunded. The committee is identifying data gaps. In addition, based on site visit recommendations, committee members are looking at how to use data more effectively. The committee meets the first Wednesday of each month at 9:30 AM at Atlanta Legal Aid at 54 Ellis Street NE Atlanta, Georgia 30303. .

Comprehensive Planning Committee Chair – Katherine Lovell

Katherine asked everyone that participated in the plan development to please stand to be acknowledged for their hardwork.

Council Procedures Chair – Larry Lehman

In Larry's absence, Ken reported that the Council Procedure Committee's next task is to complete its review of the grievance policy and to submit recommendations for changes in the bylaws. Members should get an email soon about available dates to meet.

Evaluation Committee Chair – Armistad St. Arromand

Armistad St. Arromand reported that committee members received training from Sandra Vincent on the role and responsibilities of evaluation committee. The review tool used previously by the committee looks good but need some tweaking. The committee will meet with Sandra to finalize the administrative review process. Since the review takes once a year, Armistad indicated that the committee will probably meet three to four times to develop and begin to implement its plan. The next meeting date is to be determined.

Housing Committee Chair – Spencer Burton-Webb

Spencer Burton-Webb announced HOPWA applications were due May 13. The Housing committee met the last week in April. During the meeting, the committee decided that a housing fair will be held the last week of October or first week of November. The next committee meeting date is to be determined.

Membership Committee Chair – Stephanie Laster

No report

Policy Committee Chair – Jeff Graham

Jeff noted that during the March meeting he spoke about HB 757. He reported that the governor has vetoed this bill. The Policy Committee, which met last week, is working on creating objectives based upon the policy of the Fulton County Task Force to End HIV/AIDS. Jeff encouraged anyone who is interested on working on policy issues related to the Task Force to participate on the committee. He also invited members to come to the next Listening Session which will be held from 6PM to 8 PM at the Rush Center on this coming Monday. The session will focus on addressing issues in metro Atlanta for gay and bisexual men as well as identifying the barriers and social determinants they experience. The Policy Committee will next meet June 10 from 2:30 to 4:00 PM at the Rush Center.

Priorities Committee Chair – Timothy Young

Timorthy Young commented that the committee will start working with the grantee office once information is received about the amount of Part A funding awarded.

Quality Management (QM) Committee Chair – Nicole Roebuck

Nicole Roebuck expressed The QM Committee has completed the peer navigation, child care, and medical transportation standards. Also, the linguistic service standard is currently being updating along with the medical and non-medical case management standards. Nicole also indicated that the Part A grantee has provided a CAREWare training that was helpful to Part A funded agencies. She also mentioned the committee will review EMA performances on HAB measures on a more regular basis so that recommendations, if needed, can be made earlier. The committee is also looking at a quality improvement project for the EMA in which all funded agencies will be involved. Nicole urged all funded agencies to send a representative to the committee's monthly meetings and noted that is a contractual obligation for agencies. The next QM Committee meeting will be held June 2 at from 10 AM to noon in room P-40, Grady IDP.

Grantee Update – Jeff Cheek

Jeff Cheek indicated that he just found out that the Part A program received a 5% increase of $25,023,768 which brings the total award amount to $1,244,991 dollars. The award notice will be posted on the grantee website. Jeff noted that the Planning Council has already established priority goals if additional award monies were received. According to Jeff the Priorities Committee indicated that $250,000 will be used for insurance navigation. Also, $900,991 will support new points of access (rapid entry).

Jeff reported that the grantee office received a letter from the federal site visit team. The office has 30 days to respond with a corrective action plan. Several of the areas of concern that were noted during the site visit have already been addressed. The areas of concern have been addressed and submitted with the corrective action plan. He also noted that the site review team identified some administrative issues including the practice of letting agencies have an advance and then paying the grantee back. HRSA indicated that a policy and procedures should be developed and implemented to address advances and that advances needed to be paid back within a month or two. The grantee office has developed a draft policy and submitted it to

HRSA for review. There were also several Planning Council issues identified including have an independent individual (rather than a grantee office staff member) take meeting minutes. Deb Bauer is serving in this capacity. Jeff also reported that the Atlanta's project officer is leaving so the branch chief, will serve in this role until the position is filled. Jeff noted that the grantee office received reviewer comments back from HRSA on the Part A application recently submitted. There were several strengths listed for each section and no weaknesses were noted.

Jeff announced that the Part A program has a new website. The website is www.ryanwhiteatl.org. In developing the website, the grantee office considered what information is most frequently requested and how that requested information can best be provided.. In addition, the new website links to the State CAPUS website where individuals can put in information and see if they are eligible. They can also request that they be contacted by a linkage coordinator.

The new Part A website also provides information on the Part A program, who Ryan White was, what the Planning Council is, how to become a member, and other useful information. In addition, the website has a quality management section with policies and procedures as well as a section on how to obtain resources not provided by Ryan White. Jeff asked Planning Council members to let the grantee office know about things they think are missing on the website.

Jeff announced that beginning June 1, Michelle Fleetwood will transition to her position as Senior Analyst. This will leave her project officer position vacant. That position will be filled as of June 1. In addition, a quality management position has been filled. This individual will also start on June 1.

Financial Update-Michelle Beadles

Michele Beadles provided an overview of the financial report. On the "Total Grant At A Glance" document she noted that for FY 15, there is less than one percent in unexpended funds and less than half a percent in funds that will be returned to HRSA. The grantee office will submit a carryover request of $90,312.69 in formula funding. Michele also reviewed the Approved Planning Council Budget Revisions which reflects how funds were spent and changes that were made per service category.

Data Update-Joseph Lynn

Joeseph Lynn, data manager, reviewed a table on FY 15 clients served in the EMA. The table has been revised and now includes total visits, total units, and unduplicated clients. He also reviewed how a unit is "counted". Jeff Cheek noted that the Executive Committee has discussed oral health numbers as well as missed appointments. Lynn said that he will check the software, noting that it could be a sequence or data entry error. David indicated that there are several types of encounters so one unique visit could have several encounters. Joe indicated there are also discrepancies in how individuals enter units.

Budget Revision
FY 15 year-end cross priority category budget –Final Report

Michelle Fleetwood provided a review of the FY 15 Year-End Cross Priority Category Budget Revisions which were previously approved by the Planning Council. The table outlined: each priority category, the necessary subtractions, additions, and net change. Michelle indicated there were delays initially in getting funding to agencies to pay for Patient Navigators. Additionally, there were agencies with vacant positions and additional funds needed to be allocated for two new positions.

FY 16 Cross Priority budget revision – Action Item
Michelle Fleetwood also reviewed the FY 16 Cross-Priority Category Budget Revisions table for the first quarter. She noted the subtraction from Outpatient Ambulatory Medical Care (OAMC) will not affect the number of clients served due to the availability of stop gap meds and funding for labs from FY15. Jeff indicated that when the grantee office puts out the case management bid they will make sure that the service does not begin for three months so that agencies have time to hire staff. Agencies will have to document how they are going to meet the Council's case management standards. The grantee office is currently developing a process that agencies will use to submit an application to provide case management services.

A motion was from the Executive Committee to accept the FY16 Cross Priority Budget Revision. The motion was seconded by Jeanette Nu'Man seconded it. The motion was carried with 23 in favor and no opposition.

Public Form:
Dwight Curry Anderson announced that his group meets at Fulton County Department of Health and Wellness every Monday from 5:30 until 7:00 P.M..

Bernie Bradley praised the people working in medical offices and clinics, indicating that what they are doing is working. Next month he will be 72 years old and have been living with HIV for 37 years. Ken noted that it is encouraging to know that "the system is working for many of us".

Ken reminded Planning Council members that Hila Berl, HRSA Consultant, will meet with Planning Council members in the small conference room right after the conclusion of today's Planning Council meeting. Hila mentioned that she visited the Grady IDP's pharmacy during her visit in January. She spoke of the passion of pharmacy staff as well as the fact that there are pharmacy assistants who speak many languages. She noted that cultural awareness is very important to her. She encouraged the Grady Pharmacy to submit an abstract to the National Ryan White All Parts meeting in August. It was noted that some of the Pharmacist have submitted an abstract to present at the conference. They should know by June 6 if it is accepted.

Adjournment:
The chair opened the floor to accept a motion to adjourn. The motion to adjourn was made by: Dwight Curry Anderson moved to adjourn and Tim Webb seconded. The meeting was adjourned at 11:00 A.M.

Meeting Date: May 19, 2016

Minutes Approval Date:

Attested by:

Ken Lazarus, Planning Council Chair