

**Metropolitan Atlanta HIV Health Services
Executive Committee Meeting
137 Peachtree St
1st Floor Conference Room
September 9, 2010
8:45 a.m.
REVISED DRAFT**

Committee Members Present

Jacque Muther	Linda Felix
Robert Di Vito (<i>Via Telephone</i>)	Jeff Graham
Dazon Dixon Diallo, Chair	Larry Cook, 1 st Vice Chair
Ernest Hopkins, 2 nd Vice Chair	Larry Lehman
Katherine Lovell	Dolph Goldenburg
Jeanette Nu'Man	

Committee Members Not Present

Hermeyone Wilson

Ms. Dazon Dixon Diallo, Chair, called the meeting to order at 8:57 a.m.

A motion was made, seconded, and passed to adopt the modified agenda by adding “Meeting Format Recommendations”.

A motion was made, seconded, and passed to adopt the modified August 12th Executive Committee minutes with the following revisions:

- **Ms. Dazon Dixon Diallo from SisterLove gave a presentation on “Healthy Love Workshop”.**

Grantee Update: Ms. Kandace Carty informed the Executive Committee that Grantee’s office staff and the Planning Council chair attended the “All Grantees Meeting” in Washington D.C. on August 23rd – 26th. The Grantee received the HRSA Guidance Application and it is due on October 18th. The Executive Committee was also informed that the Outside Review Committee (ORC) process was held on September 1st & 2nd at the Loudermilk Center. The ORC reviewed sixteen (16) applications and was able to allocate \$1.2 million to ten (10) currently funded agencies and two (2) new agencies. There was \$215,935.42 remaining after the process was completed. The Priorities Committee will reconvene to allocate the unawarded funds.

Budget Revision- Action Item: Ms. Ulicia Bolton reported on a budget revision request to move \$10,000.00 from AIDS Pharmaceutical Assistance into Primary Care medications for direct client services.

A motion was made, seconded, and passed to accept the budget revision.

Meeting Format Suggestions: Mr. Lehman presented suggestions for changes to the meeting format for the Executive and Planning Council meetings. The suggestions were made with the intent of stream- lining the process and creating a more efficient and time conscious meeting. After several discussions, the Committee developed the following recommendations for the format of the Executive Committee and Planning Council meetings:

1. E-mail Executive Committee Meeting minutes to the Committee in 3 working days of the Committee Meeting (Tuesday of the following week).
2. E-mail the Planning Council Agenda one week prior to the Planning Council meeting, (immediately following the Executive Committee Meeting.)
3. E-mail Planning Council minutes to the Planning Council within 10 working days following the Planning Council meeting.
4. Official Council business will be conducted in 90 minutes or less. Public Forum would be allotted per the balance of time up to our 90 minute meeting limit
5. Chair would set approximately time limits for each item on the agenda
6. The Vice Chairs will alternate serving as official timekeepers for the Planning Council.
7. Only Planning Council related presentations would be permitted during council business agenda, all other would be at leisure of the body after the meeting closed.
8. All requests for presentation would be submitted to 30 days in advance. All approved presentation would require the presenters have all audio/visual equipment ready and cued 15 minutes prior to the start of our meeting.
9. Presenters are required to provide handouts at the rear of the room 15 minutes prior to the start of our meeting.

The Executive Committee also deemed it necessary to develop a schedule to hold some of the Committee meetings in the evening to accommodate some of the members that are not always able to attend meetings that are held in the morning. The next Executive Committee would be held via conference call.

Committee Updates

HOPWA Committee - Dolph Goldenburg: The HOPWA Committee is working with Mr. Richard Willis to schedule a meeting time, location and date.

Quality Management Committee - Jacque Muther: No Report

Public Policy Committee - Jeff Graham: Information was distributed on the postcard campaign "Save ADAP". Postcards are due to Mr. Graham by Friday, September 10th. The Sign on Letter is due today, Thursday, September 9th and all are encouraged to participate.

Membership Committee - Sandra Vincent: The Membership Committee will meet Friday, September 10th at the Health & Human Services Office from 9:30 a.m. – 11:30 a.m. to set the FY 2011 roster.

Assessment Committee - Jeanette Nu'Man: The Assessment Committee did not meet due to ORC.

Comprehensive Planning Committee - Katherine Lovell: The Comprehensive Planning Committee is working with the Assessment Committee on their joint work plan.

Evaluation Committee - Linda Felix: No Report

AAOI Update- Marvin Ghourm: AAOI's next meeting will be held on Thursday, September 23rd at 8:00 a.m. – 10:00 p.m. at Integrated Life Center 4641 Stonegate Industrial Boulevard, Stone Mountain, GA. AAOI will elect an AAOI Vice-Chair, Budget Chair and Vice-Chair, Exhibits Vice-Chair, Logistics Chair and Vice-Chair, Publications Vice-Chair and Registration Vice-Chair at the September 23rd meeting. On Monday, September 20th at AID Atlanta from 11:00 a.m. - 1:00 p.m., AAOI will have a meeting with agencies and Task Forces to discuss outreach for AAOI and how to bring newly diagnosed consumers into care

A motion was made, seconded and passed to adopt the September 16th Planning Council agenda.

The meeting was adjourned at 10:50 a.m.