

**METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING
Fulton County Health & Human Services Building
137 Peachtree Street, S.W.
Atlanta, Georgia 30303**

July 10, 2014-CORRECTED

8:45 a.m.

Committee Members Participating

Dazon Dixon Diallo, Chair
Katherine Lovell
James Lark
Hermeyone Bell
Jeff Graham
Robert DiVito
Jeanette Nu'Man
Larry Lehman

The Executive Committee was called to order at 8:53 AM by Chair, Dazon Dixon Diallo.

Adoption of the Agenda: Robert Di Vito requested to add the FY13 Projected Carry Over recommendation to the agenda. Dazon Dixon Diallo requested to add a discussion on Executive Committee Leadership to the agenda after the Administrative Assessment item.

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

A motion was made, seconded and carried to adopt the May 8th Executive Committee minutes.

Grantee Update: Patrick Daly provided the following information:

- Grant Award: The final FY14 grant award was received in late May. Our final FY14 Grant Award is \$22,285,910. This represents more than a 3% increase over last fiscal year.
- The Grantee met with the Priorities Committee in June to obtain recommendations on how to prioritize and allocate the increased funding. The Priorities Committee will be presenting during the July Executive and Planning Council meetings. The Grantee will prepare a residual RFP for the approved categories and funding with a proposed effective date September 1-February 28, 2015 (6 months).
- Conditions of Award: The Grantee is working on 4 conditions of award all due in July/August.
 - 1) Final FY13 Progress Report

- 2) FY14 Program Term Report
 - 3) FY14 MAI Annual Plan
 - 4) FY13 Final expenditures and FFR, including Carry Over request.
- Fiscal Year 2015 Grant Application: HRSA issued the guidance and the grant application will be due September 19. This is earlier than in previous years when the application had been due in October.
 - Health Insurance Program: Premium assistance is currently available through the Part B HICP. The Grantee will be releasing a Request for Proposals to currently funded providers as we have identified a mechanism to assist clients with medication co-insurance payments.
 - Yukiko Tani, the HRSA Project Officer assigned to the Atlanta EMA, has retired. Her supervisor, Cole Gbolahan, is also leaving HRSA. Mark Pepler has been assigned as our Interim Project Officer.

Planning Council Staff Update: Sandra Vincent provided the following information:

- To ensure that the distinction between Grantee and Planning Council roles is clear, new and/or revised policies are being developed. One example is the mileage reimbursement policy for consumer participants that will clarify the requirements for reimbursement.
 - Consumer Concerns Resolution: The HOPWA Committee met and discussed the concerns about housing conditions brought to our attention by the Consumer Caucus on behalf of several clients. John Warchol, an attorney with Atlanta Legal Aid, was present and has agreed to meet with the Consumer Caucus to continue the discussion. He also clarified a misconception that Atlanta Legal Aid could not provide assistance due to a perceived conflict of interest as Atlanta Legal Aid receives Ryan White Part A funding.
 - There have been some resignations within the Planning Council. These vacancies will need to be addressed by the Membership Committee in order to fully comply with the statutory requirements. Membership recruitment for the next Planning Council year is slated to begin in July, and an online application is expected to be available soon.
 - The Planning Council currently does not have a Memorandum of Understanding with the Grantee. Per the Ryan White Part A Program guidelines there should be an MOU between the Grantee and Planning Council.
 - Training and Communication continue to be areas of concern that the Planning Council is addressing. There has been a soft launch of the Planning Council Facebook and Twitter social media sites.
 - Facebook: www.facebook.com/mahhspc
 - Twitter: @mahhspc
- It was suggested that LinkedIn might also be another appropriate social media avenue.

Priorities Committee-Action Item

Robert DiVito, Priorities Committee Chair, presented several recommendations to the Executive Committee. The Priorities Committee convened on June 11 and June 16, 2014.

There were three primary tasks:

- Fiscal Year 2014: The Priorities Committee met to finalize the FY14 allocations after the Grantee received the final award.
- Fiscal Year 2013 Projected Carry Over: The Priorities Committee discussed the projected FY13 carry over funds and made recommendations on allocations.
- Fiscal Year 2015: The Priorities Committee met to recommend service category rankings and allocations for FY15.

A motion was made and seconded to accept the 4 recommendations for Final FY14 funding allocations and FY13 Projected Carry Over funding allocations as presented by the Priorities Committee. The recommendations are as follows:

- Final FY 2014 Funding Allocations
 - A motion was made, seconded and unanimously approved to adopt the Priority Service Category funding allocations as the final FY 2014 recommendations
 - A motion was made, seconded and unanimously approved to direct grantee to allocate any funding not allocated during the second outside review committee to the State ADAP
- Carry Over FY 2013 Funding Allocations
 - A motion was made, seconded and unanimously approved to adopt the Priority Service Category funding allocations as the Carry Over FY 2013 recommendations
 - A motion was made, seconded and unanimously approved to direct grantee to allocate any funding not allocated during the outside review committee to the State ADAP

The motion carried unanimously.

A motion was made and seconded to extend the Executive Committee meeting until 10:30. The motion carried unanimously.

A motion was made and seconded to accept the 4 recommendations for FY15 rankings and funding allocations. Each recommendation will be made separately to the Planning Council. The recommendations are as follows:

- A motion was made, seconded and approved to move HIP to ranking #4 from #7 and moving all other categories down by 1 from the FY 2014 rankings
- A motion was made, seconded and unanimously approved to use the FY 2014 final funding award in the amount of \$22,285,910 as the FY 2015 projected award
- A motion was made, seconded and approved to adopt the Priority Service Category funding allocations for FY 2015

- If the **actual** award is **less** than the estimated award: Use the percentages of funding allocations per category for a decrease of \$1 - \$250,000
- Priorities Committee reconvenes to consider additional recommendations to the Planning Council if the decrease is \geq \$250,001
- If the **actual** award is **more** than the estimated award: Use the percentages of funding allocations per category for an increase of \$1 - \$500,000
- Priorities Committee reconvenes to consider additional recommendations to the Planning Council for the funding if the increase is \geq \$500,001
- A motion was made, seconded and unanimously approved to maintain the FY 2014 Directives as the FY 2015 Directives. The Directives are:

AIDS Pharmaceutical Assistance	Any unallocated dollars remaining in this category during the Outside Review Process may be moved to the Primary Care category for Primary Care medications
Mental Health/Substance Abuse	Due to the inter-relationship between MH and SA, funds may be moved between categories, IF all approved services have been funded at some level under the Priority Category. Example: if all initiatives under MH have been at least partially funded, remaining MH funds may be moved to fund SA initiatives
Support Services	Individual SS categories must be funded at a level no less than 50%; if funding remains above 50% and Outside Review Committee did not approve additional applicants/services; then funding may be moved to other SS categories

The motion carried unanimously.

A motion was made and seconded to allow the Grantee discretion to move funds across priority categories for the agency(ies) awarded Health Insurance Premium funding to allow agencies to begin providing medication co-insurance payment assistance once these funds have been awarded through a residual Request For Proposals.

The motion carried unanimously.

Fiscal Year 2013 Annual Administrative Assessment: The Evaluation Committee completed the FY13 Annual Administrative Assessment of the Grantee's ability to rapidly disperse funding. The Evaluation Committee Chair was unable to present at today's Executive Committee, and Sandra Vincent presented the summary report and data. There were no findings. The report will be presented to the Planning Council.

Planning Council Leadership: Dazon Dixon Diallo facilitated a brief discussion on Planning Council Leadership and surveyed current Executive Committee members to identify those individuals who are interested in continuing to serve as Committee Chairs. *All members present agreed to serve for another term. The Membership Committee and Priorities Committee will require new appointments due to Committee Chairs not returning.* Dazon will initiate the process to appoint Committee Chairs and Planning Council Vice-Chairs for the next Planning Council year in accordance with currently established

Note: Requested Corrections noted in red italics.

processes. This process will also address anticipated vacancies. A discussion regarding the draft Planning Council By-Laws was also held and how these proposed revisions may guide future appointments.

Committee Updates:

Assessment Committee: Jeanette Nu'Man—The Assessment Committee is working with SEATEC on the Consumer Survey. In August, they will look at service related items. They expect to complete the survey in November or December with an early 2015 launch.

Comprehensive Planning Committee: Katherine Lovell—The Comprehensive Plan Committee is interested in working with the Agencies and Grantee to examine the recommendations from the Assessment Committee regarding disparities. The Comprehensive Planning Committee Chair will summarize their request and submit to the Planning Council Chair and Grantee.

HOPWA: James Lark—The HOPWA Committee met on June 19 and discussed the client concerns brought forth by the Consumer Caucus. Representatives from the City of Atlanta (HOPWA Grantee) were present to hear the concerns. A discussion was also held on the role and next steps for the Committee, and they include:

- Serving as a bridge to formally communicate issues to the HOPWA Grantee
- Preparing a Standard Operating Procedure and Purpose statement for the Committee to clearly define its role
- Consider changing the name to “Housing Committee”
- Recommend redefining the Committee’s role to the Council Procedures Committee

Council Procedures Committee: Larry Lehman—Draft revisions to the By-Laws have been completed and the Committee hopes to present to the Planning Council in August.

Membership Committee: Sandra Vincent reported that recruitment for the next Planning Council year will begin at the end of July.

Public Policy Committee: Jeff Graham—The Committee is interested in broad discussion around Housing issues, including addressing stigma. There are significant concerns about housing conditions in some communities as reported by clients, the challenges providers have in contracting with new communities and grievance processes.

The Committee will also begin examining network adequacy for Insurance Plans.

Priorities Committee: Robert DiVito—No additional report.

Quality Management: No Report.

Note: Requested Corrections noted in red italics.

The Executive Committee reviewed, modified and approved the July 17th Planning Council agenda. A motion was made and seconded to extend the Planning Council meeting to 11:00 AM. The motion carried.

The meeting was adjourned at 11:00 AM.

Approved

Meeting Date: July 10, 2014

Minutes Reviewed: August 14, 2014*

Minutes Approval Date: September 11, 2014

Attested By:



Dazon Dixon-Diallo



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Approved