

#### METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL

Zoom Virtual Meeting May 12, 2022- 9:00 a.m.

## **Executive Committee Meeting**

#### **MINUTES**

#### Attendees:

Bruce Garner	Daniel D. Driffin	Masonia Traylor
Planning Council Chair	Planning Council 1st Vice-Chair	Planning Council 2nd Vice-Chair
Tim Young	Tony Merritt	Nicole Roebuck
Priorities Chair	Evaluations Vice-Chair	Quality Management Chair
Rhiannon Laramie	Jeff Graham	Frederick Carter
Assessment Vice- Chair	Public Policy Chair	DHE
Barry Sermons	Jeff Cheek	Larry Lehman
Evaluations & Vulnerable	DHE, Recipient	Council Procedures Chair
Populations Chair		
Darby Ford	Bridget Harris	Sandra Vincent
DHE	DHE	Project Officer
W. Adolphus Liburd	Jeanette Nu'Man	Moya Van Rossum
Someone Cares, Guest	Assessment Chair	Administrative Coordinator
Brandon Pruitt		
PC Member		

#### 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 requested a moment of silence in memory of those whose lives were lost due to the Coronavirus.

#### **Adoption of Agenda**

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

#### **Approval of Minutes**

A motion was made to approve the minutes from the March 10, 2022 meeting by Jeanette Nu'Man. Daniel Driffin seconded the motion. The motion carried.

#### Planning Council Update - Sandra Vincent, Project Officer

Sandra Vincent, the Planning Council's Project Officer, stated there are a couple of different presentations that are going to be taking place over the next couple of months. One came from the Assessment Committee, in which Jeanette Nu'Man, the Assessment Chair, would present the Needs Assessment findings in anticipation of presenting at the upcoming Planning Council meeting, as well as some future meetings with DPH.

The Planning Council had a couple of challenges with membership. At least 2 Chairs have not received their membership due to not having enough committee members. Most committee involvement is coming from the Recipient mandate for agencies to participate in the Comp. Plan, Quality Management and Assessment Committees. Ms. Vincent requested a planning session with Katherine Lovell, Membership Chair.

The Planning Council's staff will prepare the terms report for HRSA. The report is provided to the Recipient annually. HRSA specifically

requested to know more about the operations of the Planning Council and provide additional training in this regard.

# Priorities Committee Presentation - Timothy Young, Priorities Committee Chair $Action\ Item\ Reference\ Attachment\ A$

Priorities Chair, Tim Young, advised that the Priorities Committee met to discuss some items requested from the Recipient. Discussed were some items from the current year in terms of allocating funds that were not awarded in accordance with their directives.

#### **MOTIONS FROM PRIORITIES COMMITTEE:**

- Motion to reallocate \$1,028 from Referral Health Insurance Navigation to Non-Medical Case Management Patient Navigation. The motion carried with 8 [YES] and [0] No.
- Motion to reallocate \$102,116 from OAHS MAI to Non-Medical Case Management MAI. The motion carried with 8 [YES] and [0] No.

The motion carried with o [123] and [0] No.

- Motion to reallocate \$6,164 from Medical Transportation MAI to Non-Medical Case Management MAI. The motion carried with 8 [YES] and [0] No.
- Motion to reallocate \$1,028 from Medical Transportation MAI to Referrals for Health Care and Support Services MAI. The motion carried with 8 [YES] and [0] No.
- The Recipient asked the Priorities Committee to consider establishing the following priorities for Non-MAI Carryover Funds:
- OAHS for labs and medications
- Food Bank/Home-Delivered Meals

The motion carried with 8 [YES] and [0] No.

The Recipient requested the rollover funds from the fiscal year 2021 for approximately \$100,000 for core services and support services. This is an additional directive for the authorization for a 75/25 split that was presented to the Committee for a motion.

- The Recipient asked the Priorities Committee to consider establishing the following priorities for MAI carryover funds:
  - OAHS for labs and medications

The Recipient has approximately \$700,000 to be carried over from the MAI fiscal year 2021 to OHS MAI fiscal year 2022. The motion carried with 8 [YES] and [0] No

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

Assessment Committee-Jeanette Nu'Man, Vice-Chair

The Assessment Committee will be presenting a summary of the Needs Assessment to the Planning Council. The Assessment Committee will discuss some of the limitations and implications of the data. They will then present a more detailed report to the Priorities Committee at their next meeting. There is a large population of those PLWH that are not in care that was not represented. They also pulled data from the input of the respondents in terms of their perceptions of how easy or how difficult it was to take the survey and recommendations they have for revising the survey. They looked at the data collection to capture the population that is outside of care to gain a better understanding of the needs of people who are not in care and how to get them in care.

#### Comprehensive Plan Committee- Daniel Driffin, 1st Vice-Chair

Daniel Driffin advised that there are some TA sessions next week that the Committee will be attending and that they are communicating with the state and will update us accordingly.

#### Council Procedures Committee- Larry Lehman, Chair

The Chair noted he has had some challenges scheduling meetings. He requested a meeting with Sandra Vincent and Bruce Garner to discuss strategies.

#### Evaluations Committee- Barry Sermons, Chair

The Evaluation Committee meets virtually on the last Monday of each month. The evaluation cycle is from April to July, with a report back to the Planning Council when complete. The April meeting was canceled due to scheduling conflicts. The May 23<sup>rd</sup> meeting has yet to be confirmed.

#### Housing Committee- Eric Thompson, Chair

The Chair was not present to provide an update. Sandra Vincent shared a concern that the Housing Chair may be facing which is the changes in the structure of the HOPWA program within the City of Atlanta have caused. There is some uncertainty of how the committee functions moving forward. Ms. Vincent suggests the Planning Council revisit what the expectation is as a committee for Mr. Thompson and the Housing Committee members.

#### Membership Committee- Sandra Vincent on behalf of Katherine Lovell, Chair

Sandra Vincent advised that they are working towards ensuring proper reflection on the Membership Committee and the Planning Council

with Kathrine Lovell and to also establish supplemental orientation for the Planning Council.

Public Policy Committee- Jeff Graham, Chair No update.

Priorities Committee- Timothy Young

Priorities Committee will be meeting in June or July to set the Priorities for the upcoming fiscal year.

#### Quality Management- Nicole Roebuck

The Committee is currently reviewing their QM plan and the progression of their work plan. The Committee finalized the non-medical case management standards and made a few adjustments and recommendations for changes. The adjustments and recommendations will be sent to DHE and Priorities for consideration. The Committee was able to get E2 Fulton updates on several of their measures, they also received updates on their QI initiatives and quality improvement initiatives. All agencies funded must participate in QI projects, the agencies are currently working on getting TA support and implementing their plan. The Quality Management Committee meets on the first Thursday of the month, 10 to 12 via zoom.

Consumer Caucus- Timothy Webb, Chair No update.

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. The Chair advised that the Committee will publish a report of the finding at the end of FY22. The Committee will be providing a report with a definition and glossary of terms to ensure that members are clear on the terms, Priority Population and Vulnerable Population. The Committee is recruiting new members, preferably in the age ranges of the vulnerable populations they have defined. The Committee is also working with the Quality Management Committee and Consumer Caucus to provide training and awareness to consumers.

Oral Health Task Force- Dr. David Reznik No Update.

#### Recipient Update- Jeff Cheek, DHE Director

The Recipient's office has not received their final award but hopes to have it in by the next Planning Council meeting. HRSA has not yet sent out the report on the site visit performed last fiscal year. The report will include recommendations in areas where there could be some improvements.

The Recipient has awarded funds to agencies so that they could plan accordingly. The Recipient's office is currently in the process of negotiating budget and getting contracts in place.

The HRSA National Conference will be held from August 23-26, 2022 via zoom and registration is free. It is going to be virtual, so everyone can attend if they would like to registration free.

Mr. Cheek introduced Darby Ford, a member of QM and announced that she is taking on a new position working with data.

#### Grant-At-A-Glance- Frederick Carter, DHE Accountant See Attachment B

#### Setting of Planning Council Agenda- Masonia Traylor, 2nd Vice-Chair

The agenda for the Planning Council meeting to be held on May 20, 2022 was presented. Darby Ford will be listed under *'Recipient Update'*. Additionally, the meeting is a more data-focused meeting, it was requested that some additional data terms be added to have this meeting as a *'Training in Motion'*. The motion was made by Chair Bruce Garner to make the stated changes to the Planning Council Agenda for the May 20th, 2022 meeting. Motion carries.

#### ADJOURNMENT



# **NEXT MEETING DATE/TIME:**

7/14/2022

**NEXT MEETING LOCATION:** 

Via Zoom

Attested by:

Bru Garne

**Minutes Approval Date:** 7/14/22

#### METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL

Bruce Garner, Chair Daniel D. Driffin, 1st Vice-Chair Masonia Traylor, 2<sup>nd</sup> Vice-Chair bruce.garner@att.net ddriffin@gmail.com masoniatraylor@gmail.com

#### **COMMITTEE CHAIRS AND VICE-CHAIRS**

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

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

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Tyoung30324@gmail.com
ddriffin@gmail.com
Nicole.Roebuck@aidatlanta.org

kbarnes1@GMH.EDU

#### **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 Timothy.Webb@aidshealth.org Newhopenathan@gmail.com DReznik@gmh.edu BSerm@13158@aol.com

#### PLANNING COUNCIL STAFF

Sandra Vincent, Health Program Manager Faith Miller, Administrative Coordinator Moya VanRossum, Administrative Coordinator Sandra.Vincent@fultoncountyga.gov Faith.Miller@fultoncountyga.gov Moya.VanRossum@fultoncountyga.gov



#### ATTACHMENT A

## **MOTIONS from PRIORITIES COMMITTEE:**

- Motion to reallocate \$1,028 from Referral Health Insurance Navigation to Non-Medical Case Management Patient Navigation.
- Motion to reallocate \$102,116 from OAHS MAI to Non-Medical Case Management MAI.
- Motion to reallocate \$6,164 from Medical Transportation MAI to Non-Medical Case Management MAI.
- Motion to reallocate \$1,028 from Medical Transportation MAI to Referrals for Health Care and Support Services MAI



#### **PRIORITIES – REALLOCATION FY22**

## **PART A:**

- The Planning Council approved a directive for awarding funds in the Support Services Category that allows for funds to be moved from one Support Services priority category to another Support Services priority category so long as at least 50% of funding had been awarded in the priority category from which funds were being moved.
- \$144,926 was allocated to Referral Health Insurance Navigation.
- Funding of \$66,133 was awarded to Referral Health Insurance Navigation.
- The remaining amount of \$78,793 is 54%. 50% would be \$72,463. The difference is \$1,028.
  - ➤ We are asking the Priorities Committee to reallocate \$1,028 from Referral Health Insurance Navigation to Non-Medical Case Management Patient Navigation.

#### **MINORITY AIDS INITIATIVE:**

- Assumed \$2,598,570 allocation to award.
- Many positions previously approved under Outpatient Ambulatory Health Services should actually be funded under Non-Medical Case Management. After awarding OAHS funds of \$2,435,019 there was \$102,116 unawarded.
  - ➤ We are asking the Priorities Committee to reallocate \$102,116 from OAHS MAI to Non-Medical Case Management MAI.
- None of the \$7,192 in Medical Transportation funding was requested by the two subrecipients to be funded.
  - ➤ We are asking the Priorities Committee to reallocate \$6,164 from Medical Transportation MAI to Non-Medical Case Management MAI.
  - ➤ We are asking the Priorities Committee to reallocate \$1,028 from Medical Transportation MAI to Referrals for Health Care and Support Services MAI.

MINORITY AIDS INITIATIVE (MAI)	Amount to Award	Recommended Amount to Award	Difference: Request Reprioritization
Outpatient Ambulatory Health Services - MAI	\$2,537,135	\$2,435,019	(\$102,116)
Medical Transportation - MAI	\$7,192	\$0	(\$7,192)
Non-Medical Case Management - MAI	\$17,129	\$125,409	\$108,280
Referrals for Health Care and Support Services - MAI	37,114	\$38,142	\$1,028

\$2,598,570	\$2,598,570	\$109,308

#### ATTACHMENT B

## **FY21**

Recipient staff is working on the closeout of FY21. There will be funds unexpended that will be requested for carryover. The request must include the priority service categories approved by the Planning Council. The actual dollar amounts are not available at this time; however, we would like to be able to submit the carry-over request to HRSA as soon as possible. Toward that end:

- We are asking the Priorities Committee to consider establishing the following priorities for Non-MAI Carryover Funds:
  - OAHS for labs and medications
  - Food Bank/Home-Delivered Meals
- ➤ We are asking the Priorities Committee to consider establishing the following priorities for MAI Carryover Funds:
  - OAHS for labs and medications

These priority categories are ones in which subrecipient costs for Ryan White eligible clients consistently exceed the amount funded by Ryan White. Funds would be used for direct client services.

#### **MOTIONS:**

- Motion to reallocate \$1,028 from Referral Health Insurance Navigation to Non-Medical Case Management – Patient Navigation.
- Motion to reallocate \$102,116 from OAHS MAI to Non-Medical Case Management – MAI.
- Motion to reallocate \$6,164 from Medical Transportation MAI to Non- Medical Case Management – MAI.
- Motion to reallocate \$1,028 from Medical Transportation MAI to Referrals for Health Care and Support Services – MAI

**Note 1:** Only members who are <u>unaligned</u> are allowed to serve on the Priorities Committee. If an individuals is an **employee**, **board member**, **or paid consultant**, for any funded agency they are considered <u>aligned</u> and therefore cannot serve as a member of the Priorities Committee.



# GRANT-AT-A-GLANCE Ryan White Part A Grant FY 2021 Grant: March 1, 2021 February 28, 2022 Report Date: 05/10/2022

	Agency Expenditures as of April 2022													
Category		Budget		,		nexpended 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 y/s Actual Budget Expenditures Percent Difference	
Formula*	\$	17,447,791.00	\$	16,604,932.05	\$	842,858.95	95.17%	4.83%	\$	17,447,791.00	100.00%	\$ (842,858.95)	-4.83%	
Supplemental	\$	8,105,718.00	\$	6,521,253.71	\$	1,584,464.29	80.45%	19.55%	\$	8,105,718.00	100.00%	\$ (1,584,464.29)	-19.55%	
MAI	\$	2,636,137.00	\$	1,915,910.76	\$	720,226.24	72.68%	27.32%	\$	2,636,137.00	100.00%	\$ (720,226.24)	-27.32%	
FY20 Formula Carryover	\$	251,251.00	\$	251,251.00	\$	-	100.00%	0.00%	\$	251,251.00	100.00%	\$ -	0.00%	
FY20 MAI Carryover	\$	30,678.00	\$	30,678.00	\$		100.00%	0.00%	\$	30,678.00	100.00%	\$ -	0.00%	
Total	\$	28,471,575.00	\$	25,324,025.52	\$	3,147,549.48	88.94%	11.06%	\$	28,471,575.00	100.00%	\$ (3,147,549.48)	-11.06%	

## GRANT-AT-A-GLANCE COVID-19 Grant Budget Summary Administrative Services

	Report Date: 05/t0/2022 Agency Expenditures as of April 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%	\$	950,000.00	100.00%	\$ -	0.00%	
Consultants	\$	50,000.00	\$	50,000.00	\$	-	100.00%	0.00%	\$	50,000.00	100.00%	\$ -	0.00%	
Contingency	\$		\$	-	\$	-	0.00%	0.00%	\$	-	0.00%	\$ -	0.00%	
Total	\$	1,000,000.00	\$	1,000,000.00	\$	-	100.00%	0.00%	\$	1,000,000.00	100.00%	\$ -	0.00%	

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#### GRANT-AT-A-GLANCE

	Administrative and Convey Report the values  Residual Table (1867-1862)													
	Agency Expenditures as of April 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 y/s Actual Budget Expenditures Percent Difference	
Admin/Planning & Evaluations	S	243,874.99	\$	199,368.89	\$	44,506.10	81.75%	18.25%	S	243,874.99	100.00%	\$ (44,506.10)	-18.25%	
Initiatives & Infrastructure	S	811,517.00	\$	447,026.32	\$	364,490.68	55.09%	44.91%	S	811,517.00	100.00%	\$ (364,490.68)	-44.91%	
EthE Quality Management	S	74,630.00	\$	36,789.47	\$	37,840.53	49.30%	50.70%	S	74,630.00	100.00%	\$ (37,840.53)	-50.70%	
Planning & Evaluation	S	200,381.01	\$	65,849.20	\$	134,531.81	32.86%	67.14%	S	200,381.01	100.00%	\$ (134,531.81)	-67.14%	
RWHAP Services	ş	1,620,060.00	\$	360,856.08	S	1,259,203.92	22.27%	77.73%	S	1,620,060.00	100.00%	\$(1,259,203.92)	-77.73%	
Infrastructure.	S	362,659.00	\$	256,399.16	\$	106,259.84	70.70%	29.30%	S	362,659.00	100.00%	\$ (106,259.84)	-29.30%	
EHE FY 21 Grant Subtotal	\$	3,313,122.00	S	1,366,289.12	S	1,946,832.88	41.24%	58.76%	S	3,313,122.00	100.00%	\$(1,946,832.88)	-58.76%	
FY20 EHE Carryover	\$	1,143,768.00	s	1,083,585.69	\$	60,182.31	94.74%	5.26%	S	1,143,768.00	100.00%	\$ (60,182.31)	-5.26%	
EHE FY 21 Grant Total	\$	4,456,890.00	\$	2,449,874.81	\$	2,007,015.19	54.97%	45.03%	\$	4,456,890.00	100.00%	\$_(2,007,015.19)	-45.03%	

GRANT-AT-A-GLANCE Ryan White Part A Grant FY 2022 Grant: March 1, 2022 February 28, 2023 Report Date: 05/9/2022

						Agen	cy Expenditures as of Ap	pril 2022						
Category		Budget			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 y/s Actual Budget Expenditures Percent Difference	
Formula*	\$	8,669,807.00	\$	22,867.32	\$	8,646,939.68	0.26%	99.74%	\$	1,444,967.83	16.67%	<u>S(1,422,100.51)</u>	-16.40%	
Supplemental	S		\$		\$		0.00%	0.00%	S		0.00%	\$ -	0.00%	
MAI	\$	865,707.00	\$		\$	865,707.00	0.00%	100.00%	\$	144,284.50	16.67%	\$ (144,284.50)	-16.67%	
FY21 Formula Carryover	S		\$		\$		0.00%	0.00%	S		0.00%	\$ .	0.00%	
FY21 MAI Carryover	S		\$		\$		0.00%	0.00%	S		0.00%	\$ -	0.00%	
Total	ŝ	9.535.514.00	s	22.867.32	s	9.512.646.68	0.24%	99.76%	ŝ	1.589.252.33	16.67%	\$_41,566,385,01)	-16,43%	

#### GRANT-AT-A-GLANCE

							Category							
	Agency Expenditures as of April 2022													
Category		Budget		·		Unexpended Funds	Percent of Budget Spent	Percent of Unexpended Funds		Estimated Budgeted Expenditures	Estimated Percent Budgeted Expenditures		stimated Budget Expenditures v/s Actual Budget Expenditures Difference	Estimated Budget Expenditures v/s Actual Budget Expenditures Percent Difference
Admin/Planning & Evaluations	\$	128,134.00	\$	1,856.85	\$	126,277.15	1.45%	98.55%	\$	21,355.67	16.67%	\$	(19,498.82)	-15.22%
Initiatives & Infrastructure	\$	179,174.00	\$		\$	179,174.00	0.00%	100.00%	\$	29,862.33	16.67%	\$	(29,862.33)	-16.67%
EthE Quality Management	s	4,555.00	\$		\$	4,555.00	0.00%	100.00%	S	759.17	16.67%	\$	(759.17)	-16.67%
Planning & Evaluation	S	37,557.00	\$		\$	37,557.00	0.00%	100.00%	\$	6,259.50	16.67%	\$	(6,259.50)	-16.67%
RWHAP Services	\$	785,962.00	\$		\$	785,962.00	0.00%	100.00%	\$	130,993.67	16.67%	S	(130,993.67)	-16.67%
Infrastructure.	\$	126,375.00	\$		\$	126,375.00	0.00%	100.00%	\$	21,062.50	16.67%	\$	(21,062.50)	-16.67%
EHE FY 22 Grant Subtotal	\$	1,261,757.00	\$	1,856.85	\$	1,259,900.15	0.15%	99.85%	\$	210,292.83	16.67%	\$	(208,435.98)	-16.52%
FY21 EHE Carryover	S		\$		\$		0.00%	0.00%	S		0.00%	\$		0.00%
EHE FY 22 Grant Total	\$	1,261,757.00	\$	1,856.85	\$	1,259,900.15	0.15%	99.85%	\$	210,292.83	16.67%	\$	(208,435.98)	-16.52%

