

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

**August 14, 2014
8:45 a.m.**

Committee Members Participating

Dazon Dixon Diallo, Chair
Katherine Lovell
Nicole Roebuck
Hermeyone Bell
Jeff Graham
Trevor Pearson
Jeanette Nu'Man
Larry Lehman
Ruby Lewis Hardy

The Executive Committee was called to order at 8:54 AM by Chair, Dazon Dixon Diallo.

Adoption of the Agenda: **Katherine Lovell moved to adopt the agenda. The motion was seconded by Jeff Graham. No discussion. The motion carried.**

The Executive Committee reviewed the July 10, 2014 Executive Committee meeting minutes. The printed copies provided were incomplete as they were missing pages. Dazon Dixon Diallo, Chair, wanted to ensure that the document was complete and included all action items, including the Executive Committee's discussion on the next year's planning council leadership. **Jeff Graham moved to table the approval of the July 10, 2014 Executive Committee meeting minutes until the next meeting. Jeanette Nu'Man seconded the motion. The motion carried.**

Grantee Update: Patrick Daly provided the following information:

- The Grantee released the Residual Request for Proposals on 8/7 for the final FY14 award and projected carry over. Applications are due to the Grantee no later than Noon on Wednesday August 20.
- Conditions of Award: The Grantee provided an update on 4 conditions of award that are all due in July/August.
 1. Final FY13 Progress Report-Completed and submitted
 2. FY14 Program Terms report is due August 15. Includes a letter of concurrence for FY14 final allocations from the Planning Council Chair.
 3. FY14 MAI Annual Plan-Completed and submitted

4. FY13 Final expenditures and FFR, including Carry-Over request-Completed and Submitted.
 - The Grantee provided a reminder that the Fiscal Year 2015 Grant Application is due September 19. The HRSA TA session originally scheduled for 8/7 was cancelled due to technical difficulties.
 - Health Insurance Program: 3 agencies will receive funding for the medication co-insurance payment service: AID Atlanta, AID Gwinnett, and AIDS Healthcare Foundation. Based on the requests received, the Grantee will be obligating approximately 57% of the available funding and will monitor utilization. The Grantee will obligate additional funds based on utilization. The Grantee will request direction from the Planning Council later in the fiscal year if utilization is below expectations to redirect the remaining funds.
 - A fact sheet will be disseminated that describes how clients can access the Health Insurance Program. Initially, the information will be disseminated to Ryan White providers, other known private medical practices, the Ryan White website. A more robust plan will be developed.

In response to comments regarding consumer participation, the Chair facilitated a discussion acknowledging a perceived sense of division when discussing the role and involvement of Consumers in the Planning Council process. It is the Chair's desire to ensure that all stakeholders, including Consumers, are included in all aspects of planning. The Planning Council includes consumers of services, advocates, the grantee, service delivery providers, and other concerned stakeholders and all are essential in the planning process.

Katherine Lovell moved to extend the meeting to 10:30 AM. Larry Lehman seconded the motion. The motion carried.

Council Procedures Action Item: By-Laws Revisions

Larry Lehman, Council Procedures Committee Chair, discussed the process that has been implemented to update the Planning Council By-Laws. Larry indicated that several changes in the timeline have resulted in a delay in the process. The review has consisted of the following actions:

- Committee Chair and Staff cursory review of By-Laws
- Work Plan and proposed timeline presented to Executive Committee
- Scheduled committee meeting for review and prepared key sections to forward to other Council Committees for input and recommendations. Request for comments was sent via email.
- Review comments from other committees and update redline draft.
- Send redline draft to Executive Committee Members for review prior to our July's Executive Committee Meeting.
- Present draft of proposed By-Laws changes to the body for review and open comment period for 15 days.

- Present copies of the Draft of proposed By-Law changes to the body for review.
- Start of review and open comment period for membership
- Conference call meeting to review any revision suggested by membership.
- Revised By-laws presented to the Executive Committee for final approval to send to Planning Council membership for a vote (By-Law changes require a two-thirds vote of the Council voting members present).

The Executive Committee engaged in extensive discussion regarding the proposed revisions.

The Council Procedures Committee has presented a motion to the Executive Committee to approve and send the revised By-Laws to the Planning Council for a review period. Prior to being seconded, and after much discussion regarding the proposed revisions, the Council Procedures Committee Chair withdrew the motion.

After additional extensive discussion regarding conflicting language within the document, governance, roles and responsibilities, proposed requirements for leadership positions (e.g., Committee Chairs and Co-Chairs, Vice Chairs, etc.), and other proposed revisions, a new motion was brought forth. **Larry Lehman moved to have the Executive Committee review the draft By-Laws revisions and submit any comments to the Council Procedures Committee no later than September 4, 2014. Trevor Pearson seconded the motion. After discussion, Dazon Dixon Diallo moved to amend the motion adding that the proposed revisions to the By-Laws be presented to the full Planning Council at the November meeting. Jeff Graham seconded the motion to amend. The motion to amend carried. After final discussion, the motion as amended carried.**

Due to the late hour, Katherine Lovell moved to table the Committee Updates. Jeanette Nu'Man seconded the motion. After brief discussion to include a membership update, the motion carried.

Committee Updates:

Membership Committee: Sandra Vincent reported that the Membership Drive ends August 15th. Advertisements have gone out to the Neighbor Newspaper for counties throughout the EMA, Davis Magazine, notices were sent to health districts within the EMA, the Planning Council, Consumer Caucus, and Ryan White Part A Funded Agencies. Additional recruitment efforts were made via social media.

The Executive Committee reviewed and modified the draft agenda for the August 21st Planning Council meeting. Trevor Pearson moved to adopt the revised agenda. Jeff Graham seconded the motion. The motion carried.

The meeting was adjourned at 10:53 AM.

Approved

Meeting Date: August 14, 2014

Minutes Approval Date: September 11, 2014

Attested By:



Dazon Dixon-Diallo

