



**Executive Committee Meeting**  
**EOC (Small Conference room)**  
**160 N. Main St., 2<sup>nd</sup> Floor**  
**July 11, 2016**  
**4:00 PM**

Attendance	Committee Members	Attendance	Committee Members
P	Denford Galloway*	P	Mardreques Harris
P	Edward "Eddie" Wiley*	P	Joseph Mitchell
P	Henry "Jay" Johnson**	P	Trevor Rawls

*\*Denotes Co-Chair      \*\*Secretary      A=Absent      P=Present      E=Excused*

**Others Present:** Jennifer Pepper, Parrish Oglesby, Jacqueline Rankins, LeRoy Springer

**I. Call to Order** **Committee Co-Chairs**

Denford Galloway called the meeting to order at 4:00 PM.

**II. Statement of Confidentiality/Conflict of Interest**

Denford read the Statement of Confidentiality and Conflict of Interest policy. No committee members had new conflicts of interest to disclose.

**III. Welcome/ Introductions/ Moment of Silence and Remembrance**

Denford welcomed everyone to the meeting and a moment of silence and remembrance was observed.

**IV. Roll Call**

Henry "Jay" Johnson called roll and a quorum was present to conduct business.

**V. Approval of Agenda**

The agenda was approved with a common consent.

**VI. Approval of Minutes**

The minutes were approved with a common consent.

**VII. Grantee and Lead Agent Report** **Jennifer Pepper, Ryan White Administrator**

Jennifer gave a brief update of the Grantee Report

- The Grantee office submitted three abstracts to the Ryan White Conference that will be in August in Washington, DC. All three were selected for presentation. One of the presentations will be on the subject of the Integration of Care & Prevention. Parrish Oglesby, Planning Group Manager will present. The other two are: Quality Management and Working across the board with Arkansas & West Tennessee.
- The Progress Report for HRSA due at the end of the month.
- The Program Terms Report is due at the end of August will need the letter of Concurrence to complete. This letter has to be reviewed and signed by H-CAP Co-Chairs Eddie Wiley and Denford Galloway.
- Ryan White staff is working to identify potential new providers and/or communicating with existing providers to expand services. Issuing the RFP for 2017 late August or early September.
- The Grantee Office will resume the Linkage to Care lunches. The focus is the link prevention for providers with DIS and EIS providers.

- The Ryan White program has a new Finance Manager: Nataki Williams.

**Highlights of funding.**

- Part-B contract has gone to the Shelby County Commission. Have revised Part-A providers awards.

**VIII. Planning Group Report**

**Parrish Oglesby, Planning Group Manager**

Parrish gave a brief overview of the Planning Group Report,

- A. Sulaiman Aizezi, HIV/STD/TB Epidemiologist, Shelby County Health Department** received the recommendations to update the data presentation for the PSRA.

**IX. Committee Summary Report**

**Committee Co-Chairs**

**A. Evaluation & Assessment Committee**

- There is no report at this time. The committee will meet Wednesday, July 13<sup>th</sup>, 4pm at CHOICES. Will address the Medical Nutritional Therapy Standards of Care.

**B. Community Partnership Committee**

- The Community Partnership committee is continuing to interview potential members.
- Updated task/activities for the GY 2016 committee work plan.
- Joining the Priorities & Comprehensive meeting on July 21<sup>st</sup>.

**C. Priorities and Comprehensive**

- There is no report at this time. The committee will meet Thursday, July 21<sup>st</sup>, 4pm at The Church Health Center (Wellness). This will be a collective meeting with Community Partnership.

**X. Old Business**

**A. Review H-CAP drafted: Policy and Procedures Manual**

**Committee Co-Chairs**

- The Executive Committee members will review the Policy and Procedures Manual on Monday, 7/18/2016, 4pm., 160 N. Main, Mayor Conference room 2<sup>nd</sup> floor.
- Recommended changes will be redrafted by Kim Moss and presented to the Executive Committee.

**B. Discuss date/agenda for PSRA**

- The Executive Committee will start at the upcoming meetings to promote the PSRA, and work on the agenda.

**C. Discuss updated tasks/activities for the GY16 Work Plan**

- The Executive Committee will move discuss updated tasks/activities for the GY16 work plan from old business to new business.

**XI. New Business**

**Committee Co-Chairs**

**A. Overview: Pre-Exposure Prophylaxis (PrEP)**

- The Shelby County Government has accepted the Gant from the Department of Health to be the lead agent to increase the uptake and access to PrEP.
- The Funding amount is \$1,000,000.00.
- There are three direct contracts in the City of Memphis outside of the RFP with Shelby County: Shelby County Health Department, Friends for Life, and LeBonheur.
- Must be at the Pre-Bidders Conference in July in order to apply.

**B. Prevention**

- Currently, the group is doing work and conversation with PrEP which is prevention. Plus, the Grantee Office will be preparing to present budget information from prevention grants.

**C. Discuss updated tasks/activities for the GY16 Work Plan**

- The Executive Committee reviewed, revised, and updated the GY 2015 for GY 2016.

**D. Reallocations for carryover funds (GY15)**

- The Grantee's Office recommendation is to reallocate unobligated balances (UOB) Part-A: \$167,481 and MAI:\$43,866 carry over left from FY15 to FY16 at a 100% to Oral Health services due to the timing of the Part- B contracts.
- The Executive Committee members accepted and approved the recommendations. (moved by Joseph Mitchell; properly 2<sup>nd</sup> by Mardreques Harris)

**E. Reinstatement of Membership: Rachel Brooks**

- The Executive Committee voted to reinstate Rachel Brooks membership with a (45) day probationary period with strict terms. (moved by Joseph Mitchell, properly 2<sup>nd</sup> by Eddie Wiley)

**F. Agenda items for H-CAP**

- Recommended reallocations for unobligated balances (UOB) Part-A: \$167,481 and MAI: \$43,866.

**G. Agenda items for next meeting**

- Discuss PSRA agenda.
- Discuss the Executive Committee meeting date of the month
- Review the Reappointment Application and Procedures

**XII. Other Business/Public Comment**

There is no other business or public comments at this time.

**XIII. Announcements**

- ✓ Please save the Date: the Ryan White HIV/AIDS Program (RWHAP) and Pre-Exposure Prophylaxis (PrEP) Webcast on Tuesday, August 2<sup>nd</sup> from 1:00-3:30p.m.
- ✓ PSRA will be held September 28<sup>th</sup> at the Red Cross on 1399 Madison Ave, from 12noon-6:00p.m.
- ✓ August 7-13, 2016 is National Health Center week. Hosting the grand re-opening on August 9<sup>th</sup> from 10:30am-12:30pm. And finally we will be hosting a Community Health Fair on August 13<sup>th</sup> from 10:00am-2:00pm.
- ✓ Early voting is coming up.
- ✓ LeBonheur will have new job positions over the next month.

**XIV. Adjournment**

The meeting adjourned at 5:57PM.

**Next Meeting:** August 8<sup>th</sup> at 4PM (Shelby County Admin. Bldg.) 160 N. Main St., 2<sup>nd</sup> Floor (EOC Conference Room)