



Executive Committee Meeting

March 9, 2015

CHOICES

1726 Poplar Avenue

4:00 PM

Attendance	Committee Members	Attendance	Committee Members
A	Paul Eknes-Tucker*	P	Joseph Mitchell
P	Chris Mathews*	A	Cedric Robinson
P	Shearlean Dowell	P	Robert Wilkins
P	Denford Galloway**	P	Melissa Wright

*Denotes Co-Chair

**Secretary

A=Absent

P=Present

Others Present: Nycole Alston, Jennifer Pepper, Johnathan Russell, Fatimah Stout, Benjamin Ward

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

Christopher Mathews called the meeting to order at 4:02 PM.

II. Statement of Confidentiality/Conflict of Interest

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

III. Welcome/ Introductions/ Moment of Silence and Remembrance

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

IV. Roll Call

Christopher called roll and a quorum was present to conduct business.

V. Approval of Agenda

Denford Galloway moved to approve the agenda. Melissa Wright seconded the motion. Motion carried.

VI. Approval of Minutes of February 9th

Benjamin Ward moved to approve the February 9th minutes. Shearlean Dowell seconded the motion. Motion carried.

VII. Grantee and Lead Agent Report **Jennifer Pepper, Program & Quality Manager**
Johnathan Russell, Finance Manager

Jennifer Pepper, Program & Quality Manager, gave a brief overview of the Grantee report.

- o The Grantee office has met with all of the providers for 2015.
- o The Grantee has majority of the contracts; there are four contracts that have to go before County Commission.
- o One of those providers is new and the other three are current providers who are increasing their spending limit.

- Johnathan Russell, Finance Manager, mentioned the Grantee is working on closing out the year.
- The Grantee is still receiving invoices and in April the Grantee will present the preliminary year end results.
- Johnathan mentioned during each meeting the committee will discuss reallocations and wish list items.
- The Ryan White department is moving to 160 N. Main building in late May, by July the 1st.
- Next week is the state-wide HIV meetings.

VIII. Planning Group Report

Nycole Alston, Planning Group Manager

Nycole Alston, Planning Group Manager, gave an overview of the Planning Group Report.

a. Reallocation Policy (attached)

- Per HRSA Guidelines concerning the Reallocation of Funds, the Grantee may redirect funds within a service category without planning council approval, but require such approval for reallocation across service categories.
- The Planning Group must be informed of the changes to service priority allocations that result from any redistribution of program funds by the Grantee.
- Based on the conversation Nycole had with Project Officer Amelia, she suggested adding language about the rapid reallocation process to give direction on if the TGA does not spend at least 95% of the formula grant there could be penalties.
- The Reallocation Process must go before the Planning Group for a vote this month.
- This policy is voted on by H-CAP, but brought to the Executive Committee first for approval and also to vote on the process first.
- Since there isn't a quorum, Nycole will request for an email vote.
- The Grantee looked at North Texas TGA and New York City EMA to use as a guide based on the comments by Amelia.
- Chris requested a diagram of the Reallocation Process.
- Nycole will be going to St. Jude to speak to the Y-CAB group on tomorrow to give them an overview of H-CAP.
- Within the packets is a detailed summary from Emily Gantz McKay.
- Emily challenged Nycole to hold the Executive committee responsible for the things that need to happen within the committee groups.
- Some of the things Emily suggested consist of:
 - ✓ The Comprehensive Needs Assessment-making sure there are clear processes in place.
 - ✓ Having actions steps in place when looking at the Standards of Care in which the Priorities & Comprehensive Committee will examine more.
 - ✓ The Community Partnership Committee is challenged to look at recruitment, retention, and active engagement of H-CAP and committee members, especially consumers. Also doing a special survey of current members to identify barriers to participation.
 - ✓ Emily suggested doing mocks of the meeting to get people familiar with H-CAP.
 - ✓ It was suggested to have two senior members to advise the new members.
 - ✓ It was suggested to identify member's interest and potential and provide leadership sessions and other training to prepare them.
 - ✓ It was suggested to explore community service options, especially for young people.
 - ✓ Explore ways to engage diverse community stakeholders in planning when they are not H-CAP members.
 - ✓ Continue exploring what collaborative structure will work best for Memphis.
 - ✓ It was suggested to get representation from AETC.
 - ✓ Do cross training and share information so that people with prevention expertise learn more about care.
 - ✓ Use the HIV continuum as a focus for showing the close linkage between prevention

and care.

- Shearlean Dowell moved to present the Reallocation Policy to the H-CAP body. Melissa Wright seconded the motion. Motion carried.

IX. Committee Summary Report

Committee Co-Chairs

A. Priorities and Comprehensive Committee

- The Priorities and Comprehensive Committee reviewed the data presentation outline with Sulamain Aizezi, Epidemiologist.
- Next month an outline will be presented by Jennifer Pepper, Program and Quality Manager, as well as her staff for utilization.
- Nycole gave an update on the Needs Assessment and will do so again at the next meeting on March 19th.

B. Evaluation and Assessment Committee

- The Evaluation and Assessment Committee will review Outpatient/Ambulatory Standards of Care and the Committee Work Plan.
- Melissa Wright mentioned the Food Bank Standards of Care is not working due to many providers not knowing the changes and patients are upset because some providers are doing the procedure the correct way whereas others are not.
- Melissa challenged the Grantee office to inform all providers of the correct changes to the Food Bank Standards of Care.
- Jennifer Pepper stated the Grantee will send out an email in the morning.

C. Community Partnership Committee

- The Community Partnership Committee reviewed the Needs Assessment questions with Steve Overman, Data Analyst.
- The committee made suggestions and Steve incorporated the changes that were suggested.
- The Grantee has identified three graduate students from the University of Memphis to assist with the surveys.
- Nycole has contacted providers to make sure there is space for the Community Research Assistance to administer the surveys.

D. Prevention Planning Committee

- The Prevention Planning Committee will meet March 12th at 1PM at the Church Health Center.
- Nycole as well as the MSM taskforce spoke with Dana Hughes, Tennessee Department of Health, to get a clear understanding of the limitations with what the MSM task force can or cannot do.
- Chris Mathews will assist with identifying the planning of the MSM task force.

E. Care and Prevention Integration Ad-Hoc

- The Care and Prevention Integration ad-hoc meeting is TBA.

X. New Business

Committee Co-Chairs

a. Agenda items for the next H-CAP meeting.

- Aaron Campbell from TAAN
- Reallocation Policy
- Grantee Report
- Action Priorities and Issues to Address from the H-CAP Retreat

XI. Other Business/Public Comment

Committee Co-Chairs

Robert Wilkins and Denford Galloway are interested in being on the Ad-Hoc/Housing committee. Benjamin Ward is interested in being on the Ad-Hoc/Transportation committee.

XII. Announcements

Committee Co-Chairs

No new announcements.

XIII. Adjournment

Committee Co-Chairs

The meeting adjourned at 4:43 PM.

Next Meeting: April 13, 2015 at 4PM (CHOICES, 1726 Poplar Avenue).