



**Monthly Service Provider Meeting Minutes
January 16, 2013 3:00pm
Community Foundation of Greater Memphis
1900 Union Avenue**

Part – A Providers Present

Bowers, Orisha – PEAS Inc.
Brisendine, Lisa - EAFHC
CaPece, Elokin - PPGMR
Chandler, Amanda - CCHSC
Daughtery, Kim
Davis, Kelli –The Church On The Square
Henderson, Candace – M.M.D

Hill, Carlotta – UA Dental
Jackson, Mary – CAAP
Koepke, Susan – Scared Heart
LaBonte, Michael – Crisis Center
Liebbe, Nancy - LeBonheur
Marshall, Jen – Choices
Mion, Fannie - LeBonheur

Maxey, Whitney - ASCC
McDermott, Sr. Bettean- SHSM
**McFarland, Sheila - CAAP
Randall, Maria – Hope House
Smith, Louise, CSA
Warren, Jennifer - PPGMR
Wright , Melissa

Others Present

Hobbs, Sylvia
Lewis, Kenneth

Montgomery, Martha
Taylor, Timkiya
Weatherford, David

Williams , Nataki
Young, Dorcas

WELCOME/INTRODUCTIONS

Dorcas Young welcomed everyone to the meeting, and everyone participated in an icebreaker. A representative from each Part A and prevention-funded agency discussed the services offered through their programs.

PROGRAM AND QM UPDATE – Timkiya Taylor

FY 2013 awards

- The Grantee’s office received notice from HRSA that the Part A and MAI award would be a partial award, and that a date for notice of final award amounts had not yet been determined.
- Staff has been working on contracts and the program and fiscal guidance for each agency. Technical assistance will be available throughout the year for agencies needing assistance with budgeting and programmatic concerns.
- The program staff is working on the 2013 Provider Manual that will be distributed at the March Provider meeting. The Resource Directory will also be updated and will include the Prevention providers.
- The 2012 site visit process is near completion. The program staff will provide a summary of the findings at the March Provider meeting.

RSR update

- Providers should have received their EHB access code and should be working on their RSR reports. If you have not received your EHB access code, contact Martha Montgomery.

PLANNING COUNCIL UPDATE - Timkiya Taylor

HIV Prevention Committee Applications

- Applications are still available. The first Prevention Planning meeting will be March 28th at the Benjamin L. Hooks Central Library, 3030 Poplar Avenue, Meeting Room B & C, 12:00 – 3:00 pm.

Next meeting of The Planning Council

- The Planning Council next meeting will be January 23, 2013, 5:30pm at the Benjamin L. Hooks Central Library, 3030 Poplar Avenue, Meeting Room B & C.

FISCAL UPDATE – David Weatherford

December Invoices

- With ten providers reporting, the average turnaround time for payment of December invoices is six days.

Review of year-to-date Expenditures:

- A report of year-to-date expenditures will be given at the next Provider meeting. David explained to the new Prevention providers that this is monthly report given by the Fiscal staff that shows the dollar amount and percentage of funds exhausted by providers in each of their service categories. The grantees office will make reallocation recommendations at the Planning Council meeting on January 23rd. It is estimated that there will be approximately \$80,050 to reallocate to different service categories and providers.

Announcements

- The next Consumer Input meeting will be January 29th at the Community Foundation of Greater Memphis, 1900 Union Avenue, 11:00am – 1:00pm.
- Planned Parenthood Greater Memphis Region will host an “I Know” – Tennessee HIV Prevention Counseling and Testing on January 24th and 25th, 9:00am – 5:00pm, 2430 Poplar Avenue, Suite 100. Registration is on a **first come, first serve basis**. For general information or registration questions, contact Elokin CaPece at 725-3033, Email: ecapec@ppgmr.org. or Fax: (901) 274-1660.

Next meeting: February 20th, 3:00pm at Community Foundation of Greater Memphis, 1900 Union Avenue.

Adjourn