



HIV Care and Prevention Providers Quarterly Meeting Minutes

July 15, 2015 3:00pm

Community Foundation

1900 Union Avenue

Providers PRESENT: Becky Bayless - ASCC, Lisa Brisendine - EAFHC, Darria Childers - CSA, Ayeisha Cole - PEAS, Mia Cotton - FFL, Kim Daughtery - FFL, Kelli Davis - TCOTS, Jay Johnson - MHC, Jan Hill - SCHD, Mary Jackson - CAAP, Susan Koepke - SHSM, Nancy Liebke - FFL, Maria Randall – Hope House, Eddie Wiley – Le Bonheur, Ashley Jones - PPGMR, Linda Montaque - MMD, Kristin Wooten - CCHS, Tomekicia Wren – Resurrection Health

Providers ABSENT: MGLCC and St. Jude

GRANTEE'S OFFICE STAFF PRESENT: Nycole Alston, Sylvia Hobbs, Kenneth Lewis, Steve Overman, Jennifer Pepper, Johnathan Russell, Luella Tate, Mardrey Wade, Nataki Williams

Welcome/Introductions

Jennifer Pepper welcomed everyone to the meeting and everyone participated in introductions.

PART A Program Update – Jennifer Pepper

Staffing Updates

The following is a list of appointed/promoted positions:

- Jennifer Pepper, Administrator of the Ryan White Grantee's Office
- Dorcas Young Griffin, Lead Administrator, Community Services
- Nycole Alston, Executive Assistant, CAO Office
- Johnathan Russell, Administrator of Finance, Community Services

Intern

Ted Ling Hu, Intern from Rhodes College is working on a special project for the Grantee's office. He will be analyzing data to see if there is any correlation between certain services a client receives that will impact if he/she remain in care or become virally suppressed. After the project is completed, Ted will present a presentation of his findings.

Notification of Full Awards

- HRSA Notice of Grant Award has been received and providers have access to their full award based on their initial award letter.
- The Grantee's office will seek reallocations at the July H-Cap meeting.

Grantee Moving to 160 N Main

Telephone numbers have changed and a list of the new numbers were provided to all providers. Providers can use the old numbers **only** for the next **few months**.

Quarterly Narrative Report:

Q2 (June, July and August) Quarterly Narrative Report is due September 15th

Part A Fiscal Update – Johnathan Russell

- Purchase Orders will be issued in August due to Shelby County 2014-15 Year End processing.
- Johnathan would like to thank Providers for submitting their requests for additional funding. Reallocation requests can be sent to fiscal at any time.
- Johnathan presented a PowerPoint presentation on the Preliminary Q1 Expenditure Analysis.

H-Cap Update – Nycole Alston

Assessment of the Administrative Mechanism

Assessment of the Administrative Mechanism is underway. Nycole will send a survey within the next two weeks to providers and H-cap members regarding input on ways to improve the RFP process, paying invoices, etc. Please return the survey by the end of July.

2015 Comprehensive Needs Assessment

The final version of the 2015 Comprehensive Needs Assessment should be completed by the end of July and will be available on the website.

Priorities Setting & Resource Allocation (PSRA) Process

The Priorities Setting & Resource Allocation Process will be presented at the H-Cap August meeting.

Integrated HIV Prevention and Care Plan, including Statewide Coordinated Statement of Need (SCSN)

The Grantee's office received the guidance for the Comprehensive Plan. The name has been changed to Integrated HIV Prevention and Care Plan. Jennifer will forward information on how the process will go.

Prevention Program Update – Jennifer Pepper

Prevention Quarterly Narrative Report Due dates:

- Q2 (April, May and June) due July 15th
- Q3 (July, August and September) due October 15th

QM and Data Report – Jennifer Pepper

Hiring: Quality Management Coordinator

This position should be posted by Friday, July 17th. The Quality Management Coordinator will coordinate quality management.

Announcements

- 2015 Midsouth HIV Conference Call for Proposals is due July 31st. Visit <http://hivmemphis.org/about-us/conference/> for all conference details.
- The Grantee's Office will be closed Monday, September 7th in observance of Labor Day.
- Kim Daughtery announced that the Art Dash, Friends for Life fund raising event, will be held at Circuit Playhouse, 51 S. Cooper on Wednesday, July 29th at 7-10pm, tickets \$100.00.

Kim also announced that her last day at Friends for Life will be July 20th. She accepted a new position with Shelby County Government.

Next meeting: Wednesday, October 21st, 3pm at Community Foundation, 1900 Union

Adjourned