

**ATTACHMENT 1: STAFFING PLAN**

**RECIPIENT: Atlanta EMA**

**GRANT NUMBER: H89HA00007**

**FISCAL YEAR: 2019**

Name	Education/ Credentials	Title	Project Role	Experience	% FTE			
					Admin	CQM	MAI	HIV Services
Jeff Cheek	MCP	Director	Oversight of Part A award and project implementation for HIV services provided in the Atlanta EMA.	26 years of HIV prevention and care and treatment service experience	1.00			
Bridget Harris	MSW	Deputy Director	Manages and oversees the daily operational activities of Ryan White Part A staff and administrative activities.	17 years grants administration experience in public health and human services	0.95	0.05		
Ulicia Bolton	MPH	Project Officer	Performs programmatic and fiscal evaluations of Part A funded subrecipients	13 years Part A grant monitoring and compliance experience, previously managed clinic staff for 5 years	1.00			
Troy Scott	MBA	Project Officer	Performs programmatic and fiscal evaluations of Part A funded subrecipients	6 years Part A grant monitoring and compliance experience, previously served 4 years as a Grant Specialist with the State of Georgia	1.00			
Jocelyn McKenzie	MPH	Clinical Quality Management Program Manager	Oversight of CQM Program activities	5 years experience managing quality management programs	0.40	0.60		
Vacant	Bachelor's	QM Specialist	Monitor CQI projects, conduct chart reviews and provide TA in the execution of agency-level QM Plans and activities	Bachelor's in Statistics, Business, Public Health or Human Services supplemented by 1 year of job related experience	0.20	0.80		
To Be Established	Bachelors	QM Specialist	Monitor CQI projects, conduct chart reviews and provide TA in the execution of agency-level QM Plans and activities	Bachelor's in Statistics, Business, Public Health or Human Services supplemented by 1 year of job related experience	0.60	0.40		
Vacant	Bachelor's	Technical Liaison	Manage CAREWare database, monitor RDR submissions and provide TA	Bachelor's degree in computer science, information systems, programming or closely related field supplemented by 5 years of job related experience	0.85	0.15		
Georgina Hamilton	MSA	Fiscal Manager	Responsible for establishing and monitoring administrative budgets and expenditures and processing payments	17 years accounting, budgeting and finance experience in the public and private sector	1.00			
Rachel Powell	MPH	Community Epidemiologist	Collects, analyzes, and interprets statistical data and prepares epidemiological reports for Part A	17 years epidemiological work in a public health setting	0.85	0.15		
To Be Established	Master's	Community Epidemiologist	Collects, analyzes, and interprets statistical data and prepares epidemiological reports for Part A	Position requires a Master's degree and 3 years epidemiological work in a public health setting	0.85	0.15		
Andrea Davis	High School	Administrative Coordinator	Performs wide range of administrative functions for Part A program	7 years administrative experience and 12 years of customer service experience.	1.00			
Sandra Vincent	College Experience	Planning Council Project Officer	Planning Council support and guidance for the Council and all Committees	21 years program management and compliance experience for federally funded programs	1.00			
Vacant	Master's	Planning Council Community Epidemiologist	Collects, analyzes, and interprets statistical data and prepares epidemiological reports for the Planning Council	Master's Degree in Public Health or related field and 3 years of epidemiologic work in a public health setting	1.00			
Alexis Myers	Bachelor's	PC Administrative Coordinator	Provides administrative support for the Planning Council	1.5 years experience with PC in another EMA and 3 years experience with other human service agencies.	1.00			