

**ATTACHMENT 1: STAFFING PLAN
RECIPIENT: ATLANTA EMA
FISCAL YEAR: 2020**

Name	Education/ Credentials	Title	Project Role	Experience	% FTE			
					Admin	PC Support	CQM	Building Capacity for HIV Elimination
Jeff Cheek	MCP	Director	Oversight of Part A award and project implementation for HIV services provided in the Atlanta EMA	27 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.	18 years grants administration experience in public health and human services	1.00			
Ulicia Bolton	MPH	Project Officer	Performs programmatic and fiscal evaluations of Part A funded subrecipients	14 years Part A grant monitoring and compliance experience, previously managed clinic staff for 5 years	1.00			
Stephanie Pepper	MPH	Project Officer	Performs programmatic and fiscal evaluations of Part A funded subrecipients	8 years public health experience including grants management and budget monitoring	1.00			
Troy Scott	MBA	Fiscal Manager	Budget Administration - Monitor budget expenditures of the Subrecipients, Administration, Planning Council, and Quality Management.	6 years Part A grant monitoring and compliance experience, previously served 4 years as a Grant Specialist with the State of Georgia	0.85	0.15		
Vacant	N/A	Departmental Accountant	Responsible for establishing and monitoring administrative budgets and expenditures and processing payments	Bachelor's Degree in accounting, finance or a related field required. Accounting, budgeting and finance experience in the public and private sector	0.85	0.15		
Vacant	N/A	Fiscal Support Specialist II	Performs duties related to coordinating a wide range of administrative functions and cross functional duties such as purchasing, information and records management, contract development and processing	High School Diploma or G.E.D. Equivalent. Accounting, procurement, and finance experience in the public and private sector	1.00			
Jocelyn McKenzie	MPH	Clinical Quality Management Program Manager	Oversight of CQM Program activities	5 years experience managing quality management programs	0.20	0.10	0.50	0.20
Pamela Phillips	MSA	QM Specialist	Monitor CQI projects, conduct chart reviews and provide TA in the execution of agency-level QM Plans and activities	28 years of quality assurance, case management, program development and evaluation.	0.30	0.10	0.60	
Tiffany Lawrence	MPH	QM Specialist	Monitor CQI projects, conduct chart reviews and provide TA in the execution of agency-level QM Plans and activities	7 years of research and project management	0.30		0.70	
Warren Hendricks	MA	Data Manager	Manage CAREWare database, monitor RDR submissions and provide TA to subrecipients	25 years in computer sciences	0.70	0.15	0.15	
Rachel Powell	MPH	Community Epidemiologist	Collects, analyzes, and interprets statistical data and prepares epidemiological reports for Part A	18 years epidemiological work in a public health setting	0.85		0.15	
Nathaniel Chishinga	PhD	Community Epidemiologist	Collects, analyzes, and interprets statistical data and prepares epidemiological reports for Part A	15 years of research and evaluation	0.85		0.15	
Andrea Davis	College Experience	Administrative Coordinator	Performs wide range of administrative functions for Part A program	8 years administrative experience and 13 years of customer service experience.	0.95	0.05		
Sandra Vincent	College Experience	Health Program Manager	Planning Council support and guidance for the Council and all Committees	22 years program management and compliance experience for federally funded programs		1.00		
Ying He	MPH	Planning Council Community Epidemiologist	Collects, analyzes, and interprets statistical data and prepares epidemiological reports for the Planning Council	18 years epidemiological and research work in a public health setting		0.90		0.10
MaKia Fye	College Experience	PC Administrative Coordinator	Provides administrative support for the Planning Council	4 years administrative experience in a public health setting		1.00		