

**ATTACHMENT 1: STAFFING PLAN
RECIPIENT: ATLANTA EMA FISCAL YEAR: 2021**

Name	Education/ Credentials	Title	Project Role	Experience	% FTE				
					Part A Admin	Part A PC Support	Part A CQM	MAI Admin	MAI CQM
Jeff Cheek	MCP	Director	Oversight of Part A award and project implementation for HIV services provided in the Atlanta EMA	28 years of HIV care and treatment service experience	0.82				
Bridget Harris	MSW	Deputy Director	Manages and oversees the daily operational activities of Ryan White Part A staff and administrative activities.	19 years grants administration experience in public health and human services	0.90				
Ulicia Bolton	MPH	Health Program Adminstrator	Performs programmatic and fiscal evaluations of Part A funded subrecipients	15 years Part A grant monitoring and compliance experience, previously managed clinic staff for 5 years	0.90			0.10	
Stephanie Pepper	MPH	Project Officer	Performs programmatic and fiscal evaluations of Part A funded subrecipients	9 years public health experience including grants management and budget monitoring	0.90			0.10	
Troy Scott	MBA	Fiscal Manager	Budget Administration - Monitor budget expenditures of the Subrecipients, Administration, Planning Council, and Quality Management	7 years Part A grant monitoring and compliance experience, previously served 4 years as a Grant Specialist with the State of Georgia	0.75	0.10		0.10	
Ray Jackson	BA	Departmental Accountant	Responsible for establishing and monitoring administrative budgets and expenditures and processing payments	16 years in financial reporting, disbursement and budget preparation for local governments in Georgia	0.75	0.10		0.10	
Vacant	N/A	Fiscal Support Specialist II	Processes accounts payable documentation; receives invoices from vendors; enters financial information into department databases; and, creates new spreadsheets.	High School Diploma or G.E.D. Equivalent. Accounting, procurement, and finance experience in the public or private sector	0.90			0.10	
Jocelyn McKenzie	MPH	CQM Program Manager	Oversight of CQM Program activities	9 years public health experience including managing QM programs and grants management	0.05	0.05	0.40		0.10
Pamela Phillips	MSA	QM Specialist	Monitor CQI projects, conduct chart reviews and provide TA in the execution of agency-level QM Plans and activities	29 years of quality assurance, case management, program development and evaluation.	0.30	0.10	0.60		
Tiffany Lawrence	MPH	QM Specialist		8 years of research and project management	0.25		0.60		0.05
MariAnna O'Ree	MPH	QM Specialist		11 years public health and clinical experience			1.00		
Warren Hendricks	MA	Data Manager	Manage CAREWare database, monitor RSR submissions and provide TA to subrecipients	26 years in computer sciences	0.60	0.10	0.10		
Vacant	N/A	IT Support Specialist	Managing CAREWare database; monitoring agency compliance; TA and training; preparing data reports.	Bachelor's Degree in computer science, information systems, programming and 5 years experience	0.50				
Vacant	N/A	Epidemiologist II	Collects, analyzes, and interprets statistical data and prepares epidemiological reports for Part A	Master's Degree in Public Health or related field and 3 years of epidemiologic work in a public health setting.	0.70		0.25	0.05	
Nathaniel Chishinga	PhD	Epidemiologist II	Collects, analyzes, and interprets statistical data and prepares epidemiological reports for Part A	16 years of research and evaluation	1.00				
Vacant	College Experience	Community Engagement Specialist	Facilitates meaningful engagement of PLWH in planning, design, and implementation of Part A Programs	Bachelor's degree and one year of experience or combination of education, training and experience	0.30		0.20		
Andrea Davis	College Experience	Administrative Coordinator	Performs wide range of administrative functions for Part A program	9 years administrative experience and 13 years of customer service experience.	0.85	0.05			
Sandra Vincent	College Experience	Health Program Manager	Planning Council support and guidance for the Council and all Committees	23 years program management and compliance experience for federally funded programs		1.00			
Ying He	MPH	Epidemiologist II	Collects, analyzes, and interprets statistical data and prepares epidemiological reports for the Planning Council	19 years epidemiological and research work in a public health setting		0.90			
Vacant	College Experience	Administrative Coordinator I	Provides administrative support for the Planning Council	Associates degree in secretarial science or office administration or 4 years public administration.		1.00			