

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL



We envision an educated community where the needs of all HIV/AIDS infected and/or affected individuals are met by accessible, effective, and culturally sensitive health and psychosocial services that are part of a fully coordinated system. The community will continue to intervene responsibly until the end of the epidemic.

The Houston Eligible Metropolitan Area (EMA) Ryan White Planning Council will improve the quality of life and advocate for those infected and/or affected with HIV/AIDS by taking a leadership role in the planning and assessment of HIV resources

MINUTES

Thursday, April 10, 2003

MEMBERS PRESENT

Marlene McNeese-Ward, Chair
Skeet Boyle
Michael DeGuzman
Paula Downes
Johnetta Evans-Thomas
Felicia Farrar
Joe Fuentes, Jr.
Daniel Garza
Veronica Garza
Hector Guajardo
Kevin Jackson
Lesley Lopez-Williams
Albert McKinney
Ken Malone
Lupe Martinez
Syliva Mazique
Ricardo Mendiola
vette Proctor
John Sahn
Kimbrae Sanders
Fred Walters, Jr.
Torelen Winbush

MEMBERS ABSENT

David Garner, excused
Eddie Gibbs
Kimberly Griffin
Johnny Harris, Jr., excused
Gretchen Hollingsworth
Priscilla Jenkins-Roberts
Nancy Miertchin, excused
Joseph Osei-Frimpong, excused
Marvin Pruitt, excused
Thomas Urban, excused
Thomas Vaughan, excused
Steve Walker, excused
Tracy Wilson, excused

OTHERS PRESENT

Sharon Smith, FUUSA
Michael Miller, NCS
Elizabeth Love, HIV Services
Rickey Martin
Joclyn Dunham
Voris Richard, DRW
Cindy Pena
Elizabeth Brown
Leah Klemahé
Addie Evans, DRW
Susan Breaux, HIV Services
Steve Hartranft, Off. Of Support
Harold Hendersen
Marcus Phillips
Theo Byrd, DRW
Tori Williams, Off. Of Support
Georgette L. Monaghan, Off. Of Support

Call to Order: Marlene McNeese-Ward, Chair, called the meeting to order at 11:45 a.m. by asking for a moment of reflection.

Training: How To Best Meet the Need Process: Veronica Garza, Quality Assurance Committee Chair, summarized the attached documents. She highly encouraged each Council member to participate in at least one work group. Garza also reviewed work group guidelines such as: How to Best Meet the Need work group chairs will only be allowed to vote in the case of a tie, agencies may have as many representatives as they wish, however, only one person will be able to vote. Williams stated that even though these work groups do a lot of work, everything is considered to be a recommendation and subject to change as it makes its way through the Quality Assurance Committee and Steering Committee. Final decisions are made by the full Council. There is a place for public comment at all meetings.

Adoption of the Agenda: *Motion: it was moved and seconded (Fuentes, Jr., Lopez-Williams) to adopt the agenda. Motion carried.*

Adoption of the Minutes: *Motion: it was moved and seconded (Lopez-Williams, Evans-Thomas) to adopt the March 13, 2003 minutes. Abstentions: DeGuzman, Garza, D., Jackson. Motion carried.*

ADAP Ad Hoc Committee: McNeese-Ward stated that she and a small number of Council members and staff met with two representatives from the Texas Board of Health (TBH). The attached outlines the Houston Planning

Council's response to TDH's proposed options regarding funding shortfalls in ADAP. Malone stated that at the end of the meeting it was explicitly stated that changes will be made. Williams stated that the member of the Texas Board of Health was quite surprised to see how much local money is being spent on HIV medications. Boyle asked if current clients will be dropped. Malone responded that this is not being considered by the TBH at this time but no one really knows what will happen. *Motion: to accept the attached response from the Houston EMA. Abstention: Fuentes, Jr. Motion carried.*

Housing Ad Hoc Committee: Johnetta Evans-Thomas stated that HOPWA and AIDS Housing Washington are still negotiating a contract that will be presented to City Council.

Public Comment:

Evans-Thomas: stated that she is a HIV positive person who supports the position that HE/RR be re-RFP'd because there is a State of Emergency regarding HIV/AIDS in the African American community and education key to reaching and empowering that community.

Brown: stated that she is HIV positive and wants HE/RR continued. She is directly affected because she has been attending the program and has benefited from the program.

Evans: stated that has been in nursing for 30 years. She has been teaching HE/RR at the Donald R. Watkins Memorial Foundation (DRW) for several years. HE/RR helps the newly diagnosed to come out of their homes and seek medical care. Doctors only see their patients for a few minutes and don't have time to give indepth information regarding medication. The doctors depend upon programs like HE/RR to give clients information about their medications.

Dunham: stated that she has been a nurse educator for HE/RR at DRW for the past two years. Education needs to be designed to meet clients at their level. Education needs to be on a continuum to cover the broad spectrum. Health Care will be jeopardized if HE/RR is not re-RFP'ed.

Smith: stated that she has seen first the benefits of HE/RR on the young and elderly.

Reports from the Standing Committees

Quality Assurance Committee: Veronica Garza, Chair, gave the following reports:

How to Best Meet the Need: Motion: To approve the attached service definition and curriculum for HE/RR targeting African Americans and untargeted and re-RFP the contracts. Discussion: The opposing view would be to send the money back to the Priority and Allocation Committee as unobligated funds and revisit HE/RR at a later date. The HE/RR contracts under discussion are for \$190,000. There is a contract in place targeting the Hispanic population. DeGuzman stated that the Council needs to be cautious as tough decisions will need to be made in the near future. The vote today could set precedence. Guajardo pointed out that \$190,000 would provide only one month of medication if funds are re-allocated in that direction. Fuentes, Jr., after declaring a conflict of interest, stated that the attached data shows the two MAI providers have the lowest client numbers. Individual level sessions need to be offered. Malone, after declaring a conflict of interest, stated that money will eventually be needed to increase funding in the medically-related categories. Some categories will be cut. Sahm stated that \$1200 spent on each person in HE/RR seems to be money well spent. *Abstentions: Fuentes, Jr., DeGuzman, Mendiola. Motion carried.*

FY04 List of Service Definitions: *Motion: To approve the attached List of FY04 service definitions which delete Buddy/Companion, Referral and Other Support Services. Abstention: Proctor. Motion carried.*

Services to be RFP'ed in FY04: FYI: See the attached list.

Comprehensive HIV Planning Committee: Paula Downes, Chair, reported on the following:

SCSN Survey Instrument: FYI: See attached 2001 SCSN client survey form. The committee is uncomfortable with this survey. Nancy Mierstchin indicated that SCSN is working on revising the survey. Downes stated that this is a heads up that there is a possibility that the Council may need to develop our own survey if the revised survey does not meet the standards which the Comprehensive HIV Planning Committee feels it should. Downes stated that she wants to continue working with Title II in the Needs Assessment process. All members were encouraged to attend the April 16, 2003 meeting to state their concerns and ask questions.

FY05 Needs Assessment and Comprehensive Plan: *Motion: To accept the attached Timeline for the FY05 Needs Assessment & Comprehensive Plan.* Discussion: July 2004 should be: collect data, start designing/creating 2005 Comprehensive Plan. *Motion carried.*

JCPC: FYI: The Comprehensive HIV Planning Committee is willing to consolidate the activities of the JCPC within the committee structure if members of the JCPC are willing to accept this change.

Advances in Meds/Treatments: Joe Fuentes, Jr., Chair, reported on the following:

2003 Educational Presentations: FYI: Fuentes state that the March presentation on New Anti-HIV drugs was well attended and presented some good information.

2003 Educational Presentations: FYI: See the attached flyer regarding the April 19, 2003 Retrovirus Update.

New Committee Policy: FYI: The committee is drafting a policy for recommending new medications for inclusion on the Title I drug formulary. There is currently no process for determining if a medication should be added to the formulary.

Administrative Assessment Committee: Fuentes, Jr. stated that the committee walked the new members through the attached reports from the Administrative Agent. DeGuzman and Hartranft are still working on a Service Category Performance Monitoring chart.

Affected Community Committee: Lesley Lopez-Williams, Chair, reported on the following:

2003 Health Fairs: FYI: See attached list.

HERR: FYI: The Affected Community Committee supports the recommendation that HERR for untargeted and targeting African Americans be re-RFP'ed.

Council Membership: FYI: Please use the attached application form to encourage colleagues to apply for Council membership.

Operations Committee:

Grievance Committee: FYI: Boyle stated that the committee held its first grievance hearing in 2003.

Public Comment – T. Wilson: Sanders presented the following: *Motion: Council should not use pharmaceutical representatives to present educational information. Once a year the Council should host an event where all HIV/AIDS-related drug representatives are invited to present information. It is acceptable for a pharmaceutical company to provide refreshments at such an educational meeting as long as the refreshments are valued at less than \$25 per person.* *Motion carried.*

Priority & Allocations Committee: John Sahm, Co-Chair, gave the following reports:

FY03-04 HRSA Grant Award: FYI: See attached.

2003 Principles and Criteria: *Motion: To accept the attached 2003 Principles and Criteria to Guide Decision Making. Abstention: Fuentes, Jr. Motion carried.*

FY03-04 List of Service Definitions: FYI: The committee recommends deleting the service categories Referral and Other Services, per the recommendation of the Quality Assurance Committee. They yield to the Council's decision on Buddy/Companion services.

2003 Policy for Addressing Unobligated & Carryover Funds: *Motion: To accept the attached policy. Abstentions: Fuentes, Jr., Mendiola. Motion carried.*

Report from Office of Support: Tori Williams, Manager, summarized the attached report.

Report from HIV Services: Charles Henley, Director, HIV Services, HCHD, summarized the attached report. Kudo's to Elizabeth Love for her work on the HRSA grant application! The Citgo cards will be distributed to clients in May 2003.

New Business

Titles II: Proctor stated that RFP's for Title II Primary Care will be announced tomorrow.

STAGE: Jackson stated that all committees are up and running. Boyle stated that STAGE is looking for additional external members. Council member Evans-Thomas has just been approved for external membership.

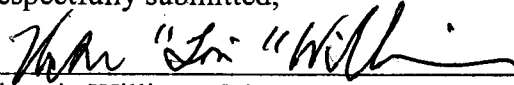
Prevention: Mendiola stated that Glenda Gardner, the HIV Bureau Chief retired from the City last week. The City will be targeting the Women's Home next week.

Mayor's Task Force on HIV/AIDS: McNeese-Ward stated that the Outreach Committee has been targeting the downtown bus station. Over 63 individuals were tested. Of these, 23 were either HIV+, had Hepatitis C, and/or syphilis. Future projects include collaborating with HSID.


Announcements: Evans-Thomas passed out the attached flyer on the May 11, 2003 Women's Retreat at Maya's Place.

Adjournment: *Motion: it was moved and seconded (Jackson, McKinney) to adjourn the meeting at 1:10 p.m. Motion carried.*

Respectfully submitted,


Victoria Williams, Manager

5-8-03
Date

Draft Certified by
Council Chair: 

Date 5-8-03

Final Approval by
Council Chair: 

Date 5-8-03