

FINAL June 12, 2003

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL

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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, May 8, 2003

MEMBERS PRESENT

Marlene McNeese-Ward, Chair
Skeet Boyle
Michael DeGuzman
Paula Downes
David Garner
Veronica Garza
Kimberly Griffin
Hector Guajardo
Johnny Harris, Jr.
Kevin Jackson
Lesley Lopez-Williams
Albert McKinney
Lupe Martinez
Sylvia Mazique
Ricardo Mendiola
Nancy Miertschin
Joseph Osei-Frimpong
Yvette Proctor
Marvin Pruitt
John Sahn
Kimbrae Sanders
Thomas Urban
Steve Walker
Fred Walters, Jr.
Torelen Winbush

MEMBERS ABSENT

Johnetta Evans-Thomas, excused
Felicia Farrar, excused
Joe Fuentes, Jr., excused
Daniel Garza, excused
Eddie Gibbs, excused
Gretchen Hollingsworth
Priscilla Jenkins-Roberts, excused
Ken Malone, excused
Thomas Vaughan, excused
Tracy Wilson, excused

OTHERS PRESENT

Charles Henley, HIV Services
Ann Robison
Dena Gray
Naomi Madrid
Christopher Schmitt
Messeret Munyandamutsoe
Sharon Smith (FUUSA)
Bill Kersten, Bering Omega
Joshua Parra
Steve Hartranft, Off. Of Support
Modelle Brudner
Maurice Peterson, RWPC
Tori Williams, Off. Of Support
G.L. Monaghan, Off. Of Support

Call to Order: Marlene McNeese-Ward, Chair, called the meeting to order at 11:40 a.m. by asking for a Moment of Reflection.

Training: Process for Setting Priorities and Allocations: Sahn and DeGuzman walked the Council through the process for setting priorities and determining allocations.

Adoption of the Agenda: Motion: *it was moved and seconded (Garza, V., Winbush) to adopt the agenda. Motion carried.*

Adoption of the Minutes: Motion: *it was moved and seconded (Jackson, Lopez-Williams) to adopt the April 10, 2003 minutes. Abstention: Walker. Motion carried.*

Update on Rider 53 to Texas House Bill 1: McNeese-Ward stated that she was recently made aware of a Rider in Texas House Bill 1 that might affect STAGE. There are websites available if anyone wants to see the exact wording for the rider. At this point, McNeese-Ward is unsure of the ramifications of the rider, if passed.

At the request of the Council Chair, Operations Chair Walker took over the duties of the Chair, as McNeese-Ward wished to make public comment.

Public Comment:

Robison: stated that she a member of the CPCDMS work group and fully supports the CPCDMS Work Group recommendations regarding the use of internet connectivity. Her reasons for supporting the recommendations are as follows: 1) the CPCDMS would be available via the internet, 2) non-registration sites could be utilized, 3) names will be removed from the whole system, thus making confidential information completely secure, and 4) the high speed connection would save money and time. The current system is prone to break downs, resulting in costly repair bills. Robison is requesting support of the purchase of the two pieces of equipment that will insure against hackers.

DeGuzman: stated that he is vehemently opposed to Rider 53. (See attached typed Public Comment dated May 8, 2003 for his full statement.)

McNeese-Ward: stated that she is vehemently opposed to Rider 53. (See Houston HIV/AIDS Coordinating Committee Town Hall Meeting Committee Overview, Saturday, May 5, 2003 for further information.)

Walters, Jr.: stated that he had called Texas Legislator Sylvester Turner to find out why he sponsored rider 53. He has not received a return phone call.

Lopez-Williams: stated that she is speaking as a consumer and informing the Council that she filed a grievance with the Operations Committee because she was removed as a member of the Priority and Allocations Committee. Although Lopez-Williams works at the same agency as another member of the Priority and Allocations Committee, Lopez-Williams was the only youth and Hispanic representative on the committee. This is a perceived conflict of interest only since neither she nor her co-worker work for a Title I funded agency. Lopez-Williams feels that the removal unjustified. (Note of clarification: Lopez-Williams was not the only Hispanic member of the Priority and Allocations Committee.)

Garner: stated that he is a HIV positive council member. He learned about Rider 53 two weeks ago and is still confused. Somebody must have ulterior motives. This bill will hurt people in the outlying areas.

Guajardo: stated that he was unaware of rider 53 until now.

McNeese-Ward resumed the duties of the Chair. She asked if there were additional public comments. Walker stated that Rider 53 can be discussed again under New Business. McNeese-Ward asked the Council if they wanted to make a collective statement regarding rider 53. Brudner stated that the Council cannot speak as a group for or against Rider 53 since that would be considered lobbying.

Reports from the Committees

ADAP Ad Hoc Committee

Recommended Responses to TDH: Miertschin, Co-Chair, stated that at this time it looks as if the legislature will allocate more funds to ADAP than was originally anticipated. Perhaps this is because of the hard work of those who have kept this issue in the public eye. According to Dr. Stanley there will not be any changes made to the program for the remainder of their fiscal year. Revised eligibility rules will be put in place so that the program can stay within its budget. The recommendation to close access to Title I clients won't happen as it has been found to be illegal. Physicians, pharmacists, and patients went through the formulary and looked at drugs that were unusually expensive and dropped them from the formulary. Letters were sent to the drug representatives with the message that if costs were lowered certain drugs could be placed back on the formulary. Boyle asked if the rumor was true that the revised rules would eliminate public comment before the implementation of changes. Henley responded that once TDH has gone through approving the revised rules, they would not be obligated to ask the public for comment. In the meantime, the Texas EMA's have asked to be included in the State's process. Sahn asked how this will affect the Priority and Allocations Committee? Henley responded that the Board of Health's fiscal year ends in August, which will mean that there may be a financial impact on the EMA from September through February.

ADAP Report from the Texas Dept. of Health: FYI: See attached report dated 04-17-03, which outlines proposed responses from the Texas Department of Health to the ADAP shortfall.

Motion: *Accept the attached recommended responses from the Houston EMA regarding the ADAP funding shortfall. Motion carried.*

Housing Ad Hoc Committee: Williams stated that HUD now requires that communities requesting technical assistance must present their case to HUD in writing before AIDS Housing of Washington is allowed to consider responding to a request for technical assistance. McNeese-Ward has submitted a letter to the City of Houston's Housing Initiatives Committee asking them to have AIDS Housing of Washington prepare the request to HUD on behalf of Houston. AIDS Housing of Washington is allowed to provide this type of assistance at no charge.

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

Training: FYI: Over 53 individuals attended the four-hour training on how to use documentation within the How To Best Meet the Need, priority-setting and allocations processes. Garza thanked everyone who participated.

How to Best Meet the Need: CPCDMS: Motion: *Approve the following: 1. Use the Internet for CPCDMS Connectivity; 2. Move all non-registration agencies to Internet-based connectivity and 3. Move all registration agencies to Internet-based connectivity and a. eliminate agency servers and no storing of identifying information at the central site (eliminate ALL storage of name, address, phone, SS#, etc.) formerly stored at the agency site server. Discussion: DeGuzman stated that he opposes this motion and would like to add the following friendly amendment: "Replace any specific language in the CPCDMS business plan identifying Microsoft Windows XP operating system as a minimum requirement with language specifying the minimum operating system requirement as Microsoft Windows 2000 (i.e. Windows 2000 or higher). Miertschin stated that this sounds very technical and requested clarification from the Administrative Agent. Henley responded that the issue is to deploy standardized equipment as much as possible. All agencies will be supported. Brudner stated that Commissioners Court addressed this very issue recently. Their concern was that there seemed to be a lot of money being spent with much*

of it going to one vendor. Commissioner's Court recommended that money be spent on acquiring professional technical assistance in order to create the best system. The Council needs to allow the Administrative Agent room to work and not tie their hands. Jackson asked what information would be exposed with the new proposed system? Henley responded "none". Since 1998 agencies were the only ones to have access to client names, addresses and telephone numbers when they were the agency doing the in-take. Internet connectivity would eliminate this information from the system all-together and provide a client identifier number. It would be a more cost effective business model. Presently, there are only two agencies who do not have high-speed capability. The current system has been, and is very costly to maintain. DeGuzman stated that he supports the internet connectivity. His concern is requiring all agencies to be Windows XP compatible. His amendment would allow those that do not have Windows XP to still be able to use the system. Walters, after declaring a conflict of interest, stated that his organization is very small and they are constantly having computer problems. He agrees that professionals need to be making these decisions. Garner asked if there is money to upgrade the two agencies? Henley responded that the two agencies will receive an operating system updated to Windows 2000, but the agency is responsible for securing and paying for the DSL service. *Abstentions: DeGuzman, Proctor. Motion carried with DeGuzman's amendment.*

How to Best Meet the Need: CPCDMS: FYI: See the attached recommendation from the CPCDMS Work Group to the Priority and Allocations Committee.

FY 2004 How To Best Meet the Need Process: FYI: All work groups have completed their recommendations with the exception the Operations Committee which will be meeting at 12:00 p.m. on Tuesday, May 13, 2003 to review the Council's budget. Garza thanked the work group chairs: Madrid, Caldwell, Boyle, and Evans-Thomas.

Fourth Quarter (Full Year) FY 2002 Outcomes Report: FYI: See attached highlights. A complete set of the reports was available on the information table.

Comprehensive HIV Planning Committee: Paula Downes, Chair, gave the following reports:

FY 2005 Needs Assessment and Comprehensive Plan: FYI: This committee has agreed to use whatever SCSN presents to the committee in writing on July 16, 2003 in order to make their recommendation to the Council on whether to use the SCSN survey instruments for the 2005 Needs Assessment. (The following budget request includes the cost of Title I developing its own survey instruments.) See attached critique of the 2002 survey instrument from the NAG and the recently revised SCSN survey instrument. If anyone has suggestions regarding the current SCSN client survey instrument, please join the committee when they meet on May 14, 2003 or email comments to the Office of Support. At the May 14, 2003 meeting committee members and others will review the survey instrument and create collective comments on how to improve the instrument so that it better meets the needs of Title I. The overall goal is to continue working with Title II if at all possible.

Budget for the FY 2005 Needs Assessment & Comprehensive Plan: *Motion: To approve the attached budget of \$214,700 for the FY2005 Needs Assessment & Comprehensive Plan which will come from the FY04 Title I Planning Council budget. Motion carried.*

FY05 Needs Assessment and Comprehensive Plan: FYI: See the attached, detailed timelines.

JCPC: FYI: The JCPC responded in the following way to the Council's invitation to consolidate meetings: The JCPC would like to:

1. Have their meetings immediately after the Comprehensive HIV Planning Committee meeting has adjourned.
2. Encourages all members of the Comprehensive HIV Planning Committee to participate as consumers and general members of the JCPC. Voting rights at these meetings are described in Chapter 10 of the 2000 Comprehensive Plan.
3. The JCPC will meet in May and June 2003 in order to organize the Summit, specifically in order to:
 - A. Approve the facilitator (to be recommended by Malone and Hartranft).
 - B. Fine-tune the agenda.
 - C. Approve the guest list.
 - D. Approve the invitation.

The JCPC will be meeting in May and June to work on the Summit (all-agency quarterly meetings).

Advances in Meds/Treatments

2003 Educational Presentations: Walters, Jr. stated that there were 127 people who participated in the April 19, 2003 event that provided a Retrovirus Update. Cable News 24 was present and broadcast some of the presentation. There were three speakers. The dietician's presentation on tricks for eating received the most positive feedback.

Administrative Assessment Committee: Michael DeGuzman, Chair, reported on the following:

FY 2003 Committee Meeting Dates: FYI: This committee will be meeting at:

- 11:00 a.m., Wednesday, May 21, 2003
- 2:00 p.m., Thursday, July 24, 2003
- 2:00 p.m., Thursday, October 2, 2003
-

Hartranft and DeGuzman have been working on the Service Assessment Monitoring Tool.

Reports from the Administrative Agent: FYI: See the following, attached reports:

- Service Utilization 3/1/02-11/30/02
- FY 2002 Procurement and Expenditure Report 3rd Quarter- 2 attachments
- Administrative Cost Report 3rd Quarter
- WICY Expenditures March 2002-February 2003

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

How To Best Meet the Need: FYI: The committee assigned 2-6 PWA's to participate in each of the How To Best Meet the Need Work Groups.

FY 2003 Community Meeting Locations: FYI: The committee will be meeting at the following community locations:

- 2:00 p.m., Tuesday, May 20, 2003 – Thomas St. Clinic
- 12:00 p.m., Monday, July 21, 2003 – St. Hope Foundation in Conroe
- Tentative: September – Brentwood Foundation

Client Complaint/Grievance Summary Report: FYI: See attached report.

Operations Committee: Steven Walker, Chair, stated that the Policies and Procedures are a guide to help the Council operate in a manner that is in the best interest of all. Walker continued by giving the following reports:

Attendance Policy: FYI: All Council members should be aware of the attached attendance policy.

Committee Vice Chair: FYI: Thomas Urban is the committee Vice Chair.

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

Allocation of FY2003 Unspent Funds: *Motion: To fund proposal control number 14 in the amount of \$46,794 because of future cost savings. (See above amendment added to a related motion under the Quality Assurance Committee - CPCDMS.) (See attached for dollar amountst.)* Discussion: Guajardo asked if the Council has considered the cost of this to the agencies? DeGuzman stated that he believes the internet will be a secure system. He is also confident in the technical support and their efforts to get all providers on a standardized level. His concern was regarding the operating piece and mandating the use of Windows XP which leaves those who are not at that level unable to access the system. McNeese-Ward stated that much discussion took place at the Steering Committee meeting and earlier in the Council meeting. A small work group is being formed to help the Council and the public better understand the details regarding the CPCDMS system. **Motion carried.**

Allocation of FY2003 Unspent Funds: *Motion: To fund proposal control numbers 1, 2, 5 and 13 using the percents listed and to fully fund proposal control number 10 at the amount requested. Do not fund proposal #3 because the documentation did not demonstrate that they can effectively target youth with the funds and they do not demonstrate Criteria Step 1 – B and Criteria Step 2 – A. Do fund proposal control number 13 because it shows a cost savings for other Title I services. Proposal control number 13 also meets Principle D, Criteria Step 1 – B and C and Criteria Step 2 – I.* Discussion: Miertschin, after declaring a conflict of interest, stated that she doesn't see why proposal #3 was passed over by proposals from service categories with lower priority numbers. Proposal #3 addresses primary care and youth services. Williams, T stated that Miertchin's agency submitted proposal #3 and that it would not be fair for the Council to allow a member to provide information about a particular proposal when members of the audience who also submitted proposals are not allowed the same opportunity. Miertschin stated that her concerns were not about providing information about the proposal but about the process. Her first concern is that the proposal that addresses the Council's number one priority was not recommended when proposals that address lower priorities are. This could set a precedent. Her second concern was that this proposal was specifically targeting adolescents and if we refer back to the Administrative Assessment Committee's WICY report, the Council met less than half of its goal for serving youths last year. This recommendation seems to be in violation of the Council's priorities. Sahm responded by stating that the proposal did not demonstrate a history of successfully serving youth. Proposals with lower priority numbers demonstrated a history of covering their costs and saving Title I dollars. DeGuzman added that there was a lot of discussion regarding proposal #3. The information submitted did not convince the committee that proposal # 3 was stronger than the other requests.

Motion: *it was moved and seconded (Urban, Garza, V.) to call for the question. Abstention: Miertschin.*
Motion carried.

*The Council voted on the Priority and Allocations Committee motion as stated above: Abstentions: Guajardo, Mendiola, Miertschin. **Motion carried.***

Allocation of FY2003 Unspent Funds: *Motion: If additional funds become available in the amount of \$200,000 or more, HIV Services will notify the Office of Support and the Priority and Allocations Committee will hold a special meeting to allocate these funds. **Motion carried.***

2003 Principles and Criteria: *Motion: To accept the attached, revised 2003 Principles and Criteria to Guide Decision Making. **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.

Old Business: None.

New Business:

From PC Members:

McNeese-Ward asked the Office of Support to contact the County's government liaison, King Hillier, and request more information on Rider 53. Williams agreed.

Brudner reminded the Council that Rider 53 is "someone else's fight". The County did not suggest the rider and King has not been working on that particular piece of legislation.

McNeese-Ward requested that King be asked to contact Turner's office to see if he can get more information.

Walker asked where the legislature stands on this issue?

Henley responded that the legislature is currently in conference committee.

McNeese-Ward stated that, as a point of information, the legislature will be looking at that rider now and if individuals wish to take action, the time is now.

Spokesperson from STAGE to Title I: Jackson stated that all committees are up and running.

Prevention Group: Walker stated that the CDC has made some major changes. They are not sure whether to target HIV as a high-risk population or those that are known to have HIV for Prevention.

Mayor's Task Force: McNeese-Ward stated that there is a meeting this Friday at 10:00 a.m. at 8000 Stadium Drive.

SCSN: Miertschin stated that the committee has decided to cut meetings from four times a year to three. The client survey form is being revised Houston's feedback will be incorporated at the May 23rd meeting. New members are being added to this hard working group.

Adjournment: *Motion: it was moved and seconded (Boyle, Downes) to adjourn the meeting at 1:23 p.m. **Motion carried.***

Respectfully submitted,

Victoria Williams

Victoria Williams, Manager

6/5/03
Date

Draft Certified by
Council Chair:

Richard L. Williams

6/5/03
Date

Final Approval by
Council Chair:

Steve W.

6/12/03
Date