

# FINAL September 2, 2004

## 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

11:30 a.m., Thursday, August 12, 2004

2223 W. Loop South, Room 416

Houston, Texas 77027

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Steven Walker, Chair	Paula Downes, excused	Alvin Byrd, Riverside Hospital
Ken Malone, Vice-Chair	Johnetta Evans-Thomas, excused	Martin Piggee, DRW
Skeet Boyle, Secretary	Joe Fuentes, Jr.	Larry Bryant, Houston Hous.Corp.
Gary Ainsworth	Kimberly Griffin, excused	James Malone, Greeter
Lester Byrd	Johnny Harris, Jr., excused	Charles Henley, HIV Services
Felicia Farrar	Gretchen Hollingsworth, excused	Glenn Taggart, BOCS
Tonya Fisher	Priscilla Jenkins-Roberts, excused	Laura Valentine, BOCS
David Garner	Leonard Kincaid, excused	Maurice Peterson, Greeter
Daniel Garza	Lynn King, Jr.	Jim Stanley, Health Department
Veronica Garza	Lesley Lopez-Williams, excused	Jennifer Kim, Ofc. Of Support
Hector Guajardo	Marlene McNeese-Ward	G.L. Monaghan, Ofc. Of Support
Kevin Jackson	Sylvia Mazique, excused	
Albert McKinney	Kimbrae Sanders, excused	
Nancy Miertschin	Fred Walters, Jr., excused	
Michael Miller	Tracy Wilson, excused	
Joseph Osei-Frimpong	Torelen Winbush, excused	
Yvette Proctor		
Marvin Pruitt		
John Sahn		
Bruce Turner		
Thomas Urban		
Cathy Wiley		

**Call to Order:** Steven Walker, Chair, called the meeting to order at 11:40 a.m. by asking for a moment of reflection.

The training for 2005 Comprehensive Plan was postponed due to the absence of updated guidance from HRSA.

Walker acknowledged Charles Henley's receipt of HRSA's Hank Carde Award. Walker presented Henley with a small gift from the Council.

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

Adoption of the Minutes: *Motion: it was moved and seconded (Ainsworth, Jackson) to adopt the July 8, 2004 minutes. **Motion carried.*** Abstention: Proctor.

**Public Comment:** None.

**Reports from the Committees** (see the attached chart at the end of the minutes for individual voting information):

Quality Assurance Committee: No report.

Comprehensive HIV Planning Committee: Malone stated that the 2005 Comprehensive Planning Process has been postponed until November. The committee needs to have more guidance from HRSA that includes due dates, instructions on how to address CDC's new initiatives, unmet needs and more. Malone stated that getting involved would be like a "retreat for the community", and encouraged people to sign-up once the dates for the process have been established.

Advances in Medications and Treatments: No report.

Administrative Assessment Committee: Sahn reported on the following:

*Motion 1: Evaluation of the Administrative Mechanism: In response to the attached evaluation of the administrative mechanism, ask the Administrative Agent to reiterate the existing policy that states that Title I agencies are encouraged to bring questions, barriers, problems, comments, concerns or technical assistance needs to the attention of HIV Services at any time, especially during the site-visit process. **Motion carried.***

Evaluation of the Administrative Mechanism: See the attached FY 2003 Contractor Reimbursement Processing Report.

HRSA Grant Application Scores for FY 2002-2003: See attached reports.

Affected Community Committee: Jackson gave the following reports:

Public Comment: See attached.

2004 World AIDS Day Events: See Monaghan if members wish to participate in 2004 World AIDS Day events scheduled for Wednesday, December 1, 2004

Greeters: Many thanks to today's Greeters: J. Malone and Peterson.

Jackson presented certificates to Boyle, Sahn, and Peterson for their hard work on behalf of the committee in 2004.

Walker asked that an Ad Hoc Committee be formed to develop a mechanism for distributing information to clients and others about changes to Title I services. Jackson will be the chairperson. Other members include: Boyle, Sahn, Garza, D., Pruitt, Urban, and Garza, V.

Operations Committee: Boyle reported on the following:

*Motion 2: Add the following text to the Conflict of Interest Policy: When there is no exchange of Title I funds with a subcontract, there is no Title I conflict of interest for the subcontractor. **Motion carried.***

Attendance Policy and Bylaws Change: FYI: See the attached recommendations regarding the Bylaws and Attendance Policy. Since these are bylaws change, they cannot be voted on until the September Council meeting.

Contentious Meetings: Walker stated that the set up for the June Council meeting was challenging because the Council was using one of the largest rooms in the building and there were no additional chairs available. At future meetings, a verbal explanation of the rules will be presented at the beginning of the meeting. Walker thanked Malone for chairing the June Council meeting. Ainsworth stated that the Council ought to plan on the June meeting being well attended in the future and schedule a larger site.

Priority & Allocations Committee: Danny Garza, Co-Chair, made the following report:

*Motion 3: To accept the attached recommendations regarding the July 2004 allocation increases.*

Discussion: Miertschin asked if the Medical Care Coordination was broken out. Henley responded that once the Council approves this motion, his office will work with the providers to do this. This year the Medical Care Coordination dollars were wrapped in with Primary Care dollars. In October, this will be fined tuned and next year the allocation will be reported separately. Currently the Medical Care Coordination is in transition. Sahm stated that the committee's focus was to ramp up services to match the originally funded 2004 levels. ***Motion carried.***

**Report from Office of Support:** Jennifer Kim, Health Planner, summarized the attached Manager's Report.

**Report from HIV Services:** Charles Henley, Director HIV Services, Harris County Health Department (HCHD), summarized the attached report. To Priority 15.d, add "673" under the column entitled Unduplicated Clients Served YTD. The report shows that females, African-Americans, and Hispanic populations were over represented while the White-non-Hispanic population was under represented. A report reviewed by the CPCDMS Work Group appeared to indicate 10% fewer clients being served in FY 2004. Since that meeting, Henley has found out that the Public Clinic did not report 600 clients being served at the Northwest Clinic.

**Old Business:** See the attached Quarterly Committee Reports.

**New Business – Updates from:**

The green Parliamentary Procedures Crib Sheet will be used for the next couple of months. If it is helpful to Council members, it will be laminated and available at all meetings.

Spokesperson for Title I to STAGE – Skeet Boyle: STAGE did not meet in July. The Quality Assurance Committee is developing Standards of Care. The Priority and Allocations Committee is traveling to different HSDAs to see their allocation process. The Bylaw Committee is working on attendance procedures. And, there is a retreat in Galveston in October.

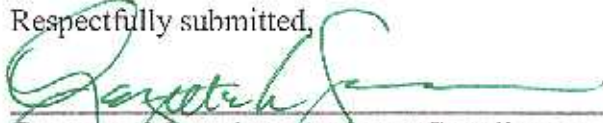
HOPWA: Farrar stated that their geographic service area has been expanded to include 4 additional counties which means her department will receive additional HOPWA funds. The Mayor defines the periods when HOPWA can release funds. Walker asked if Vickie McBride could represent HOPWA at the Comprehensive Planning meetings.

**Announcements:** Garner thanked everyone for their sympathy calls and cards. Sahm stated that there is a Medical Study presentation at the Center for AIDS tonight at 6:00 p.m. Urban stated that Lark Lands

would be the speaker at an upcoming Buyers Club event. Farrar stated that Bread of Life is giving out food every Wednesday from 8:00 to 10:00 p.m. Walker reminded members that the September Council meeting would be on the 3<sup>rd</sup> Thursday.

**Adjournment:** The meeting was adjourn 12:35 p.m.

Respectfully submitted,

  
Georgette Monaghan, Assistant Coordinator


8/24/04  
Date

Draft Certified by  
Council Chair:



Date 9/2/04

Final Approval by  
Council Chair:



Date 9/2/04

**2004 Council Meeting Voting Record for Meeting Date: August 12, 2004**

MEMBERS	ABSENT	Motion 1	Carried	Motion 2	Carried	Motion 3	Carried	MEMBERS	ABSENT	Motion 1	Carried	Motion 2	Carried	Motion 3	Carried
	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES		NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO
Gary Ainsworth		x		x			x	Lesley Lopez-Williams	x						
Skeet Boyle		x		x			x	Albert McKinney		x		x		x	
Lester Byrd		x		x			x	Marlene McNeese-Ward	x						
Paula Downes	x							Ken Malone		x		x			x
Johnetta Evans-Thomas	x							Sylvia Mazique	x						
Tonya Fisher		x		x			x	Nancy Miertschin		x		x			x
Felicia Farrar		x			x		x	Michael Miller		x		x		x	
Joe Fuentes, Jr.	x							Joseph Osei-Frimpong		x		x		x	
David Garner		x		x			x	Yvette Proctor		x			x	x	
Daniel Garza		x		x			x	Marvin Pruitt		x		x			x
Verónica Garza				x				John Sahn		x		x		x	
Kimberly Griffin	x							Kimberly Sanders	x						
Hector Guajardo		x		x			x	Bruce Turner		x			x	x	
Johnny Harris, Jr.	x							Thomas Urban		x		x		x	
Gretchen Hollingsworth	x							Cathy Wiley		x				x	x
Kevin Jackson		x		x			x	Steve Walker		x		c		c	c
Priscilla Jenkins-Roberts	x							Fred Walters, Jr.	x						
Leonard Kincade	x							Tracy Wilson	x						
Lynn King, Jr.	x							Torelen Winbush	x						