

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, December 9, 2004

Council on Alcohol and Drug Abuse

303 Jackson Hill, Room 106

Houston, Texas 77007

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Steven Walker, Chair	Ken Malone, excused	Charles Henley, HIV Services
Skeet Boyle	Paula Downes, excused	James Malone, Greeter
Gary Ainsworth	Jhonna Evans-Thomas	Larry Bryant
Lester Byrd	Felicia Farrar, excused	Tammy Garrison, Greeter
David Garner	Tonya Fisher, excused	Samuel Robinson
Daniel Garza	Joe Fuentes, Jr.	Tori Williams, Ofc. of Support
Veronica Garza	Kimberly Griffin	Jen Kim, Ofc. Of Support
Johnny Harris, Jr.	Hector Guajardo	Diane Clark, Ofc. Of Support
Gretchen Hollingsworth	Priscilla Jenkins-Roberts	G.L. Monaghan, Ofc. Of Support
Kevin Jackson	Lynn King, Jr., excused	
Lesley P. Williams	Michael Miller, excused	
Albert McKinney	Joseph Osei-Frimpong, excused	
Marlene McNeese-Ward	Yvette Proctor, excused	
Sylvia Mazique	Kimbrae Sanders, excused	
Nancy Miertschin	Cathy Wiley, excused	
Marvin Pruitt	Tracy Wilson	
John Sahn	Torelen Winbush, excused	
Bruce Turner		
Thomas Urban		

2004 COUNCIL ACTIVITIES – This Power Point presentation was provided by Diane Clark, Council Coordinator.

Call to Order: Steven Walker, Chair, Ryan White Planning Council, called the meeting to order at 11:50 a.m. by asking for a moment of reflection. There were fourteen members present, five short of a quorum. Therefore, the Council agreed to review FYI information until a quorum was established. Walker recognized the following Council members who had reached the end of their term limits: Veronica Garza, Albert McKinney and Kimbrae Sanders. Walker thanked them for their service and stated that he hoped they would apply to be external committee members in 2005.

Training: New Ryan White Planning Council Travel Reimbursement Policy. Walker and McNeese-Ward reviewed the attached the Travel Reimbursement portion of the Petty Cash Policy.

Public Comment: None.

Reports from Committees:

Comprehensive HIV Planning Committee: Walker reported on the following:

2005 HIV/AIDS Needs Assessment: The final draft of the report will be available for review on Friday, December 17, 2004. The meeting to critique the document will be at 2:30 p.m. on Monday, January 5, 2005. Council approval will be sought in February 2005.

Advances in Medication & Treatment: Walker reported on the following:

The following presentations are tentatively scheduled for 2005: January 18, 2005 – Stress and the Immune System and February 15, 2005 – Clinical Trials.

Administrative Assessment Committee: Ainsworth, Vice-Chair, reported on the following:

Reports from the Administrative Agent (see attached reports):

FY 2004 Service Utilization – 2nd Quarter

FY 2004 Procurement

FY 2004 WICY – March – August 2004

2005 Evaluation of the Administrative Mechanism: There was a discussion about making significant changes to this process at the November committee meeting. At 2:00 p.m. on Wednesday, February 2, 2005, the committee will continue the discussion. The Chairs of the Operations and Priority and Allocation Committees are encouraged to attend in order to provide input from their point of view.

Affected Community Committee: Lesley P. Williams, Chair, reported on the following:

2004 Committee Meetings: Over 13 residents from Corder Place attended the November Committee meeting. The residents had a number of questions about changes scheduled to occur with Title I services in FY 2005.

2004 Outreach: The committee organized and/or represented the Council at 6 outreach events and a number of World AIDS Day events in 2004. McNeese-Ward added that there was a great World AIDS Day Forum on Friday, December 3, 2004 that featured an African-American Male Panel. Garner and Jackson also had positive things to say about their participation in the the December 3rd event.

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

Report from HIV Services: Charles Henley, Director, HIV Services, Harris County Health Department summarized the attached report.

(Quorum was met at 12:45 p.m.)

Adoption of the Agenda: *Motion: it was moved and seconded (Williams, L., Boyle) to adopt the agenda with the following changes: move the Quality Assurance Committee Report before the Operations Committee Report, and move the Reports from the Office of Support and HIV Services before the Quality Assurance Committee Report. Motion carried.*

Adoption of the Minutes: *Motion: it was moved and seconded (Williams, L., Pruitt) to adopt the November 11, 2004 minutes. **Motion carried.*** Abstentions: Williams, L., McNeese-Ward and Harris, Jr.

(See attached chart at the end of this document for individual voting information.)

Quality Assurance Committee: Veronica Garza, Chair, reported on the following:
FY 2004 Outcome Measures: See attached highlights of the 2nd Quarter FY 2004 Outcome Measure Report. A complete copy is available on the information table.

FY 2005 Standards of Care: *Motion 1: To approve the attached FY 2005 Standards of Care. **Motion carried.***

FY 2005 Outcome Measures: *Motion 2: To approve the attached FY 2005 Outcome Measures. **Motion carried.***

CPCDMS Reports: The CPCDMS reports will be presented semi-annually to the Quality Assurance Committee in March and mid-Fall.

Operations Committee: McNeese-Ward, Chair, gave the following reports:

2005 Elections of Officers: Walker reviewed the election policy and then gave each candidate one minute to state why they felt they were a good candidate. *Motion 3: To accept the following slate of nominees running for office in 2005: Chair: Steven Walker; Vice Chair: Kevin Jackson, Ken Malone and Thomas Urban; Secretary: Johnetta Evans-Thomas, Kevin Jackson and Marlene McNeese-Ward (Nomination made from the floor by McKinney). **Motion carried.*** Walker reminded Council members that election ballots can be reviewed by anyone during or after the meeting.

Steven Walker was elected as the 2005 Chair of the Council by acclamation.

While the votes were being tallied, Walker presented each Council Member with a Certificate of Appreciation for their service in 2004.

Ken Malone was elected to be the 2005 Council Vice-Chair.

Since one of the officers must be a self-identified person with AIDS, McNeese-Ward withdrew her name from the slate of nominees for the Secretary.

Kevin Jackson was elected to be the 2005 Council Secretary.

2005 Council Orientation: The 2005 Council Orientation is scheduled for all day, Thursday, January 27, 2005.

Priority & Allocations Committee: No report.

Old Business: Quarterly Committee Reports – see the attached reports.

New Business – Updates from:

SCSN: Miertschin stated that the new members met in Austin last month. The committee is in a lame duck status until the Care Act is approved. The future role of the committee has been an ongoing

SCSN: Miertschin stated that the new members met in Austin last month. The committee is in a lame duck status until the Care Act is approved. The future role of the committee has been an ongoing discussion item in the last couple of months. The committee would like to continue to support statewide planning. The Unmet Need Committee will meet the last week of February 2005. If there are any concerns, please route these to Miertschin as the committee does not want to leave anyone in the dark.

Spokesperson for Title I to STAGE: Turner stated that the first draft of the 2005 HIV/AIDS Needs Assessment has been distributed to the representatives of the fifty-one counties for review.

Spokesperson from STAGE to Title I: Jackson stated that new members to STAGE include Title II Provider John Huckaby, and Title IV provider Amy Leonard.

CDC Planning and Prevention Group: Walker stated that McNeese-Ward has been selected as the new government representative. There are two chairs for the group, one is elected, and one is appointed. McNeese-Ward has been appointed to represent the Department of Health. Barbara Joseph will be the elected CPG Chair beginning on January 1, 2005.

Mayor's Task Force: Walker stated that the new State of Emergency Plan can be found on the website for the City of Houston.

Announcements: Williams, L. thanked Greeters Malone and Garrison. Sahn stated that he is very concerned about the Council's difficulty in meeting quorum. Walker and McNeese Ward will meet with Office of Support Manager Williams to review attendance records. Walker will contact those who have had poor attendance recently.

Adjournment: The meeting was adjourned at 1:22 p.m.

Respectfully submitted,



Victoria Williams, Manager

2/3/05
Date _____

Preliminary Draft Certified
By Council Chair:  _____

Date 2/3/05 _____

Final Draft Certified
By Council Chair:  _____

Date 2/10/05 _____

