

COUNCIL APPROVED MAY 14, 2009

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, April 9, 2009

Meeting Location: 2223 W. Loop South, Suite 101

Houston, Texas 77027

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Bruce Turner, Chair	Fide Cisnero	JayDee Fredricksen, Tibotec Therapeutics
Claudine Alexandre-McGill	Paula Downes, excused	Januari Leo, St. Hope
Jackie Baldwin	David Garner, excused	Anna Langford, The Resource Group
David Bartholomew	Tammy Garrison, excused	Tom Ricciardello, HCPHES
David Benson	Morenike Giwa, excused	
Keith Bynam	Dena Gray	
Tonya Fisher	Charlotte Harris, excused	Modelle Brudner, Liaison for County Judge Emmett
Jerry Garza	Linda Hollins	
Thomas Giordano	J. Hoxi Jones, excused	<i>Ryan White Grant Administration</i>
Eddie Givens	Patrick Martin, excused	Charles Henley
Gabriel Gonzalez	Ernesto Macias, excused	Carin Martin
Terry Hobbs	Askari Naqvi, excused	
Sheron Jackson	Pete Rodriguez, excused	<i>Office of Support:</i>
Asia Johnson	Glenn Taggart, excused	Tori Williams
Melvin Johnson	Cathy Wiley, excused	
Osaro Mgbere		Georgette L. Monaghan
Michael Miller		
Greg Monk		
Ruben Rosas		
Ryan Rushing		
Josie Salazar		
Eulalia Seymore		
Cecilia Smith		
John Tuttle		
Steven Vargas		

See the attached chart at the end of the minutes for individual voting information.

Council Training: Michael Miller gave a brief overview of the How to Best Meet the Need Process.

Call to Order: Bruce Turner, Chair, Ryan White Planning Council, called the meeting to order at 11:38 a.m. and asked for a moment of reflection.

Adoption of the Agenda: **Motion #1:** *it was moved and seconded (Miller, Baldwin) to adopt the meeting agenda. Motion carried.*

Adoption of the Minutes: **Motion #2:** *it was moved and seconded (Givens, Fisher) to adopt the March 12, 2009 minutes. Motion carried.* Abstentions: A. Johnson, Harris, Hobbs, Miller, Rosas.

Public Comment: None.

Reports from Committees:

Quality Assurance Committee: Michael Miller reported on the following:

FY 2010 Criteria for Selecting Services: **Motion #3:** *To accept the attached criteria for selecting the FY 2010 Ryan White Part A, Part B and State HIV services. Motion carried.*

CPCDMS Update: See the attached report. The Committee has agreed to review this report on an annual, as opposed to a semi-annual, basis with periodic updates as needed.

FY 2008 Reports from the Part B Administrative Agent: See the attached: FY 08/09 RW Part B Procurement Report 04/01/08 – 03/31/09; FY 2008/2009 State Services Procurement Report 09/1/08 – 02/28/09; FY 08/09 RW Part B & DSHS State Services Utilization Report (as of 03/12/09).

2009 Criteria for Reviewing New Ideas: **Motion #4:** *To accept the attached 2009 Criteria for reviewing proposed new ideas. Motion carried.*

Assessing the Administrative Mechanism: **Motion #5:** *To accept the attached 2009 checklist for assessing the administrative mechanism. Motion carried.*

Quarterly Committee Report: See the attached Quarterly Committee Report.

Comprehensive HIV Planning Committee: No Report

Affected Community Committee: Ruben Rosas, Co-Chair gave the following reports:

FY 2010 How To Best Meet the Need Process: At the committee meeting, Jen Kim walked members through the How To Best Meet the Need process and members signed up to participate in specific workgroups.

Monthly Training Topics: See the attached list of 2009 monthly training topics.

The AIDS Walk: The Affected Community Committee staffed a hoopla table at the 2009 AIDS Walk.

Operations Committee: Terry Hobbs, Co-Chair, reported on the following:

Policy for Event Co-Sponsorship: **Motion #6:** *To approve the addition of the following text to the Policy for Event Co-Sponsorship. Motion carried.*

If the sponsoring organization requests the use of a Council logo or permission to add the Council's website link to the sponsoring organization's website, the following applies. The Council does not have a logo and is not authorized to use the Harris County logo. Adding the Council's website link to the sponsoring organization's website can only be done when the Chair of the Planning Council and the Manager of the Office of Support have provided written approval for 1.) adding the link to the other organization's website and 2.) the text describing the link to the

Council's website. If the sponsoring agency requests that their logo or website link be added to the Council's website, the Council will only include the agency's website address within the electronic version of the Blue Book which is posted on the Council's website.

Petty Cash Policy: **Motion #7**: *To approve the following alternative text for the petty cash policy. **Motion carried.***

Transportation - Traveling by cab should be the option of last resort, with the following exceptions. Council and external committee members who are accompanied by children are allowed to take a cab to and from work, home and/or the child care provider. Parents must provide the Office of Support with the location from where they will be coming at least 24 hours in advance of a meeting. Members are also allowed to use a cab if no other means of transportation is available or there are barriers to existing transportation. Members are allowed to ask the Operations Committee for additional exemptions if necessary.

Meals - Snacks are provided at all Council related meetings to assist individuals with dietary needs. Individuals will not be reimbursed for purchasing a meal if staff notifies members that a meal is being provided at a particular meeting. Exceptions will be made for individuals with special dietary needs. If a meeting takes place near a meal time and the Office of Support has not announced that a meal will be provided, members are allowed to purchase a meal one hour before the scheduled start time of the meeting. Members will not be reimbursed if the receipt indicates that a meal was purchased after the scheduled start time for the meeting. Members will be reimbursed for food as well as transportation and childcare when representing the Council at off-site events such as health fairs, unless a meal is provided at the event.

Childcare - Members will not be reimbursed for transportation, childcare and/or food if they arrive 20 minutes after the scheduled start time for the meeting. Members are allowed two exemptions from this within the calendar year. If necessary, members are allowed to ask the Operations Committee for additional exemptions for reimbursement if they are more than 20 minutes late to a meeting.

Monthly Training Topics: See the attached list of 2009 Monthly Training Topics. Rosas is going to try to line up a speaker from the Texas Department of Criminal Justice for the October 8, 2009 training.

Quarterly Committee Report: See the attached Quarterly Committee Report.

Priority and Allocations Committee: No report.

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

Report from Ryan White Grants Administration: Charles Henley, Manager, Ryan White Grant Administration (RWGA), Public Health and Environmental Services, summarized the attached report.

New Business:

Ryan White Part F SPNS: Henley stated that the SPNS funded research project ends in September 2009. Current activities are focused on data analysis.

Latino Task Force on HIV/AIDS: Steven Vargas reported that the Latino HIV Task Force will be meeting at 10:00 a.m. on Wednesday, April 22, 2009 at AIDS Foundation Houston to plan events for *Cinco de Mayo* and *National HIV Testing Day*. For more information, please call 713-987-4740.

HOPWA: Keith W. Bynam stated that stimulus funds have been allocated to address homelessness.

Announcements: Turner stated that Beau Mitts has organized a new MSM Prevention Task Force which is meeting at 6:30 p.m. on April 9, 2009 at the Montrose Counseling Center.


Adjournment: Motion #8: *it was moved and seconded (Miller, Rosas) to adjourn the meeting at 12:14 p.m. Motion carried.*

Respectfully submitted,



Victoria Williams, Manager

05-06-09
Date

Draft Certified by
Council Chair: 

Date 05-07-09

Final Approval by
Council Chair: 

Date 5-14-09

2009 Council Meeting Voting Record for Meeting Date: April 9, 2009

	Motion #1				Motion #2				Motion #3					Motion #1				Motion #2				Motion #3							
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN				
MEMBERS													MEMBERS																
Claudine Alexandre-McGill		X				X				X			Asia Johnson		X				X				X				X		
Jackie Baldwin		X				X				X			Melvin Johnson		X				X				X				X		
David Bartholomew, 11:39		X				X				X			J. Hoxi Jones	X				X					X				X		
David Benson		X				X				X			Ernesto Macias	X				X					X				X		
Keith Bynam		X				X				X			Patrick Martin	X				X					X				X		
Fide Cisnero	X				X				X				Osaro Mgbere, 11:32		X				X				X				X		
Paula Downes	X				X				X				Michael Miller		X				X				X				X		
Tonya Fisher		X				X				X			Greg Monk		X				X				X				X		
David Garner	X				X				X				Askari Naqvi	X				X					X				X		
Tammy Garrison	X				X				X				Pete Rodriguez	X				X					X				X		
Jerry Garza	X				X				X				Ruben Rosas		X				X				X				X		
Thomas Giordano, 11:45	X				X				X				Ryan Rushing		X				X				X				X		
Eddie Givens		X				X				X			Josie Salazar, 11:35		X				X				X				X		
Morénike Giwa	X				X				X				Eulalia Seymore		X				X				X				X		
Gabriel Gonzalez		X				X				X			Cecilia Smith		X				X				X				X		
Dena Gray	X				X				X				Glenn Taggart	X				X					X				X		
Charlotte Harris	X				X				X				Bruce Turner				C				C								C
Terry Hobbs		X				X				X			John Tuttle		X				X				X				X		
Linda Hollins		X				X				X			Steven Vargas, 11:48	X				X					X				X		
Sheron Jackson	X				X				X				Cathy Wiley	X				X					X				X		

2009 Council Meeting Voting Record for Meeting Date: April 9, 2009

	Motion #4				Motion #5				Motion #6					Motion #4				Motion #5				Motion #6			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
Claudine Alexandre-McGill		X				X				X			Asia Johnson		X				X				X		
Jackie Baldwin		X				X				X			Melvin Johnson		X				X				X		
David Bartholomew		X				X				X			J. Hoxi Jones	X				X				X			
David Benson		X				X				X			Ernesto Macias	X				X				X			
Keith Bynam		X				X				X			Patrick Martin	X				X				X			
Fide Cisnero	X				X				X				Osaro Mgbere		X				X				X		
Paula Downes	X				X				X				Michael Miller		X				X				X		
Tonya Fisher		X				X				X			Greg Monk		X				X				X		
David Garner	X				X				X				Askari Naqvi	X				X				X			
Tammy Garrison	X				X				X				Pete Rodriguez	X				X				X			
Jerry Garza	X				X				X				Ruben Rosas		X				X				X		
Thomas Giordano	X				X					X			Ryan Rushing		X				X				X		
Eddie Givens		X				X				X			Josie Salazar		X				X				X		
Morénike Giwa	X				X				X				Eulalia Seymore		X				X				X		
Gabriel Gonzalez		X				X				X			Cecilia Smith		X				X				X		
Dena Gray	X				X				X				Glenn Taggart	X				X				X			
Charlotte Harris	X				X				X				Bruce Turner				C				C				C
Terry Hobbs		X				X				X			John Tuttle		X				X				X		
Linda Hollins		X				X				X			Steven Vargas	X				X				X			
Sheron Jackson	X				X				X				Cathy Wiley	X				X				X			

2009 Council Meeting Voting Record for Meeting Date: April 9, 2009

	Motion #7				Motion #8										Motion #7				Motion #8									
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN							ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN						
MEMBERS																												
Claudine Alexandre-McGill		X				X									Asia Johnson		X				X							
Jackie Baldwin		X				X									Melvin Johnson		X				X							
David Bartholomew		X				X									J. Hoxi Jones	X				X								
David Benson, 12:01		X			lm										Ernesto Macias	X				X								
Keith Bynam	X					X									Patrick Martin	X				X								
Fide Cisnero	X				X										Osaro Mgbere		X				X							
Paula Downes	X				X										Michael Miller				X		X							
Tonya Fisher		X				X									Greg Monk		X				X							
David Garner	X				X										Askari Naqvi	X				X								
Tammy Garrison	X				X										Pete Rodriguez	X				X								
Jerry Garza	X				X										Ruben Rosas		X				X							
Thomas Giordano		X				X									Ryan Rushing		X				X							
Eddie Givens		X				X									Josie Salazar		X				X							
Morénike Giwa	X				X										Eulalia Seymore		X				X							
Gabriel Gonzalez		X				X									Cecilia Smith		X				X							
Dena Gray	X				X										Glenn Taggart	X				X								
Charlotte Harris	X				X										Bruce Turner				C				C					
Terry Hobbs		X				X									John Tuttle		X				X							
Linda Hollins		X				X									Steven Vargas				X		X							
Sheron Jackson	X				X										Cathy Wiley	X				X								