

**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 14, 2011

Meeting Location: 2223 W. Loop South, Room 416

Houston, Texas 77027

MEMBERS PRESENT	MEMBERS PRESENT	OTHERS PRESENT
Cecilia Smith-Ross, Chair	Venita Ray	Kalvin Marshall-Greeter
Pete Rodriguez, Vice-Chair	Ruben Rosas	Sandy Stacy, Bering Omega
Billie Lackins, Secretary	Ryan Rushing	Jennifer Davis, Bering Omega
Sherifat Akorede	Beverlee Solomon	Juan Flores, Bering Omega
Claudine Alexandre-McGill	C. Bruce Turner	Scott Lawson
Roland Amboree	Eric Twombly	Frank Levely
Melody Barr	Steven Vargas	Marcus Carter
Michael Bass	David Watson	
Chris Escalante	MEMBERS ABSENT	<i>Ryan White Grants Administration</i>
David Garner	Jackie Baldwin, excused	Charles Henley
Jerry Garza	Ben Barnet, excused	Carin Martin
Eddie Givens	David Benson excused	
Morénike Giwa	Gabriel Gonzalez, excused	<i>The Resource Group</i>
Linda Hollins	Sheron Jackson, excused	Yvette Garvin
Melvin Johnson	J. Hoxi Jones, excused	
Ernesto Macias	Januari Leo, excused	<i>Office of Support</i>
Osaro Mgbere	Terrence Redix, excused	Tori Williams
Greg Monk	Lisa Tallent, excused	Georgette L. Monaghan
Lyla Ordonez	Nadine Wallace	

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

Call to Order: Cecilia Smith-Ross, Chair, Ryan White Planning Council, called the meeting to order at 11:40 a.m.

Welcoming Remarks: Smith-Ross thanked those who helped with the special ADAP meeting, especially Rosas, Escalante, Schurmann, Williams and Henley. She then presented certificates to those who made significant contributions to the 2011 Town Hall meetings.

Smith-Ross announced that two Council members have resigned, Paula Downes and Josie Salazar. One will be moving out of state and the other has had a significant increase in her work load. David Benson will be the new Co-Chair for the Quality Assurance Committee.

Smith-Ross also announced that none of the committees met the March 30, 2011 deadline for the Open Meetings Act Training Contest. Hence, the contest will continue until all members of a committee have viewed the training video and submitted their certificates to the Office of Support.

Smith-Ross asked for a moment of reflection.

Training: 2011 Houston Area HIV/AIDS Needs Assessment: Jen H. Kim, Health Planner, walked the members through the attached presentation which provided a summary of the results of the 2011 Houston Area HIV/AIDS Needs Assessment.

Update on the Town Hall Meetings: Williams stated that seven Town Hall meetings have taken place. Please see the attached Town Hall Meetings Evaluation which indicates that those who filled out an evaluation form felt that the meetings were informative, useful and appreciated. There is a chance that two more meetings will be scheduled.

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

Adoption of the February 10, 2011 Minutes: Motion #2: *it was moved and seconded (Givens, Barr) to adopt the March 10, 2011 minutes with the following change: in between the HOPWA report and a reference to Nike Lukan, insert: "In a written report provided by Dr. Beverlee Solomon, the following update on the African American Task Force was given: ". Motion carried.* Abstentions: Alexandre-McGill, Amboree, Garner, Hollins, Ordonez, Twombly.

Public Comment: A gentleman stated that he has been a client of the Adult Day Treatment Program at Bering Omega Community Services. The food they have provided has helped him maintain his weight.

A second gentleman stated that he is currently in the Bering Omega Community Services Day Treatment program and has benefited from being a client of the program.

Reports from Committees:

Ad Hoc EIIHA Strategy Committee: Steven Vargas, Co-Chair, gave the following reports:
ECHPP: See the attached presentation on the *Enhanced Comprehensive HIV Prevention Planning and Implementation for MSA's most affected by HIV/AIDS (ECHPP)*.

ECHPP vs. EIIHA: See the attached explanation of the differences between ECHPP and EIIHA (Early Identification of Individuals with HIV/AIDS).

April Committee Meeting: There will be no April committee meeting so that members can attend the How To Best Meet the Need training and workgroups.

Quality Assurance Committee: Ryan Rushing, Co-Chair, reported on the following:
FY 2012 Service Categories: Motion #3: *Approve the attached FY 2012 How To Best Meet the Need Justification Chart for Each Service Category. Motion carried.*

Update on Health Insurance: No report.

2012 Criteria and New Idea Form: Motion #5: *Approve the attached 2012 Criteria and New Idea form. Motion carried.* Abstentions: Amboree, Barr, Solomon.

Assessment of the Administrative Mechanism: **Motion #6**: *Approve the attached checklist to be used in 2011 to assess the administrative mechanism. **Motion carried.*** Abstentions: Amboree, Barr.

Reports from Part A Administrative Agent: See the attached:

- Annual CPCDMS Update (dated March 17, 2011)
- 2012 Mid-Year Outcomes Report (dated November 11, 2010)
- 2010 Clinical Chart Reviews for:
 - Hospice Care
 - Vision Care
 - Oral Health
 - Primary Care

Reports from Part B Administrative Agent: See the attached:

- FY 09/10 Part B Procurement Report (dated 4/10 – 02/11)
- FY 09/10 Part B Service Utilization Report (dated 03/16/11)
- FY 10/11 State Services Procurement Report (dated 09/01/10 – 02/28/11)
- FY 10/11 DSHS Utilization Report (dated 03/16/11)

FY 2012 How To Best Meet the Need Process: See the attached list of workgroups. And, please note that the training for the FY 2012 How To Best Meet the Need process will begin immediately after the Council meeting adjourns.

Quarterly Committee Report: See the attached report.

Comprehensive HIV Planning Committee: Sherifat Akorede, Co-Chair, reported on the following:
2011 HIV/AIDS Needs Assessment: **Motion #7**: *Approve the 2011 Houston Area HIV/AIDS Needs Assessment. **Motion carried.***

2011 Houston Area Epidemiological Profile: **Motion #8**: *Approve the 2011 Integrated Epidemiological Profile for HIV/AIDS Prevention and Care: Houston HSDA & EMA, dated March 2011. **Motion carried.***

Affected Community Committee: Melvin Johnson, Co-Chair, gave the following reports:
HIV Prevention for Youth: see the attached presentation from the March committee meeting.

March Committee Training: See the attached presentation on the purpose of the Planning Council and more.

Quarterly Committee Report: See the attached report.

Operations Committee: Morénike Giwa, Co-Chair, reported on the following:
2011 Council Orientation: See the attached evaluation of the 2011 Council Orientation. Giwa thanked the members of the 2010 Operations Committee for their hard work which resulted in a very successful 2011 Council Orientation.

FY 2011 Council Support Budget: **Motion #9**: *Approve the attached changes to the FY 2011 Council Support Budget in order to address a projected 10% decrease in Ryan White Part A funding for the Houston EMA. **Motion carried.*** Abstentions: Turner, Mgbere.

2011 Council Training Topics: See the attached list of topics.

2011 Member Attendance: Soon, the committee will review attendance records for all 2011 Council and committee meetings. Per the attached policy, members missing four or more meetings within a calendar year are subject to removal.

Priority and Allocations Committee: Linda Hollins Co-Chair, gave the following reports:

Public Comment: The members of the Priority and Allocations Committee have reviewed the attached public comment and prefer to consider the suggested edits in 2012 since the policy has already been approved by the Council.

FY 2012 Priority Setting Process: ***Motion #10:*** Use the same priority setting process for FY 2012 that was used by the Council for FY 2011. (See the attached FY 2011 policy.) ***Motion carried.***

2011 Policy for Addressing Unobligated and Carryover Funds: ***Motion #11:*** *Approve the attached 2011 Policy for Addressing Unobligated and Carryover Funds.* ***Motion carried.***

Special June 2011 Committee Meeting Dates: The Committee has scheduled the following meetings at which they will develop recommendations for the FY 2012 allocations for Ryan White Part A and B and State Services funding:

- 1 – 5 pm, Tuesday, June 7, 2011
- 1 – 5 pm, Wednesday, June 8, 2011
- 1:30 – 5:30 pm, Thursday, June 9, 2011
- 12:30 pm, Thursday, June 23, 2011 – the full committee will review and approve the recommended FY 2012 allocations

Quarterly Committee Report: See the attached report.

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

Report from Ryan White Grants Administration: Charles Henley, Manager, summarized the attached report.

Report from the Part B and State Services Administrative Agent: Patrick Martin, Development Director, The Houston Regional, HIV/AIDS Resource Group summarized the attached report.

New Business:

PC Members: Smith-Ross invited Council standing committee Co-Chairs and Vice-Chairs to stand so that all members could meet them and review the attached “Getting to Know You Forms”.

Latino Task Force on HIV/AIDS: Vargas stated that the Task Force is now meeting at Thomas Street. They reviewed their mission statement and established a committee to work on the upcoming Hip Hop event.

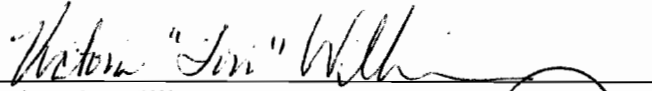
SIRR: Lackins stated that the next meeting will be on April 27, 2011 at the Montrose Counseling Center.

AIDS Trial Network: Williams read the following report left by Giwa: With regard to the AIDS Clinical Trials Network, solicitations are being accepted for community members who have been active volunteers at their clinical research sites. Also, 10 U.S. research sites have been granted funds to support efforts to research, i.e. minorities and women. Finally, several of the networks are currently registering for summer research conferences that are open to the public. Adolescents and young adults can receive scholarships to assist them in attending if needed.

Texas HIV/AIDS Coalition: Turner stated that the Texas Senate is backing the \$19.2 million ADAP increase but the House is not. Some of the Representatives that indicated they would support the increase ended up voting against it. If the increase is not passed by the Texas Legislature, the Coalition will be holding a bake sale to raise the needed \$19.2 million.

Adjournment: Smith-Ross adjourned the meeting at 1:04 p.m.

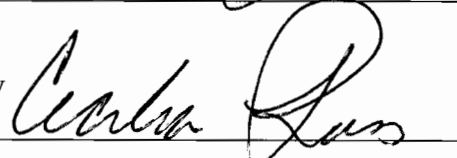
Respectfully submitted,


Victoria Williams, Manager

05/04/11
Date

Draft Certified by
Council Chair: 

Date 05/05/11

Final Approval by
Council Chair: 

Date 05/12/11

(CONTINUED)

VOTING RECORDS FOR THE 04-14-11 COUNCIL MEETING – Page 1 of 4

JA = Just arrived at meeting, LR = Left room temporarily, LM = Left the meeting, C = Chair of the meeting

	Motion #1				Motion #2				Motion #3					Motion #1				Motion #2				Motion #3			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO
Sherifat Akorede		X				X					X		Januari Leo	X											
Claudine Alexandre-McGill		X					X				X		Ernesto Macias		X				X						X
Roland Amboree		X					X				X		Osaro Mgbere, 11:41		X				X						X
Jackie Baldwin	X												Greg Monk		X				X						X
Ben Barnett	X												Lyla Ordonez		X					X					X
Melody Barr		X				X					X		Venita Ray		X				X						X
Michael Bass		X				X					X		Terrence Redix	X											
David Benson	X												Pete Rodriguez, 12:00		X				X						X
Chris Escalante		X				X					X		Ruben Rosas, 12:55	X				X				X			
David Garner, 11:47		X					X				X		Ryan Rushing		X				X						X
Jerry Garza, 11:45		X				X					X		Cecilia Smith-Ross				C				C				C
Eddie Givens		X				X					X		Beverlee Solomon		X				X						X
Morénike Giwa		X				X					X		Lisa Tallent	X											
Gabriel Gonzalez	X												Bruce Turner		X				X						X
Linda Hollins		X					X				X		Eric Twombly, 11:51		X					X					X
Sheron Jackson	X												Steven Vargas		X				X						X
Melvin Johnson		X				X					X		Nadine Wallace	X											
J. Hoxi Jones	X												David Watson		X				X						X
Billie Lackins		X				X					X														

VOTING RECORDS FOR THE 04-14-11 COUNCIL MEETING – Page 2 of 4

JA = Just arrived at meeting, LR = Left room temporarily, LM = Left the meeting, C = Chair of the meeting

	Motion #4				Motion #5				Motion #6					Motion #4				Motion #5				Motion #6																							
	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																
Sherifat Akorede		X				X																							Januari Leo	X															
Claudine Alexandre-McGill		X				X				X																			Ernesto Macias		X				X										
Roland Amboree		X						X				X																	Osaro Mgbere, 11:41		X				X										
Jackie Baldwin	X																												Greg Monk		X				X										
Ben Barnett	X																												Lyla Ordonez		X				X										
Melody Barr		X						X				X																	Venita Ray		X				X										
Michael Bass		X				X				X																			Terrence Redix	X															
David Benson	X																												Pete Rodriguez, 12:00		X				X										
Chris Escalante		X				X				X										X				X					Ruben Rosas, 12:55	X					X				X						
David Garner, 11:47		X				X				X																			Ryan Rushing		X				X										
Jerry Garza, 11:45		X				X				X																			Cecilia Smith-Ross				C				C				C				
Eddie Givens		X				X				X										X				X					Beverlee Solomon		X								X						
Morenike Giwa		X				X				X																			Lisa Tallent	X															
Gabriel Gonzalez	X																												Bruce Turner		X				X										
Linda Hollins		X				X				X																			Eric Twombly, 11:51		X				X										
Sheron Jackson	X																												Steven Vargas		X				X										
Melvin Johnson		X				X				X																			Nadine Wallace	X															
J. Hoxi Jones	X																												David Watson		X				X										
Billie Lackins		X				X				X																																			

VOTING RECORDS FOR THE 04-14-11 COUNCIL MEETING – Page 3 of 4

JA = Just arrived at meeting, LR = Left room temporarily, LM = Left the meeting, C = Chair of the meeting

	Motion #7				Motion #8				Motion #9					Motion #7				Motion #8				Motion #9			
	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	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
Sherifat Akorede		X				X				X			Januari Leo	X											
Claudine Alexandre-McGill		X				X				X			Ernesto Macias		X				X					X	
Roland Amboree		X				X				X			Osaro Mgbere, 11:41		X				X						X
Jackie Baldwin	X												Greg Monk		X				X					X	
Ben Barnett	X												Lyla Ordonez		X				X					X	
Melody Barr		X				X				X			Venita Ray		X				X					X	
Michael Bass		X				X				X			Terrence Redix	X											
David Benson	X												Pete Rodriguez, 12:00		X				X					X	
Chris Escalante		X				X				X			Ruben Rosas, 12:55	X				X						X	
David Garner, 11:47		X				X				X			Ryan Rushing		X				X					X	
Jerry Garza, 11:45		X				X				X			Cecilia Smith-Ross				C								C
Eddie Givens		X				X				X			Beverlee Solomon		X				X					X	
Morénike Giwa		X				X				X			Lisa Tallent	X											
Gabriel Gonzalez	X												Bruce Turner		X				X						X
Linda Hollins		X				X				X			Eric Twombly, 11:51		X				X					X	
Sheron Jackson	X												Steven Vargas		X				X					X	
Melvin Johnson		X				X				X			Nadine Wallace	X											
J. Hoxi Jones	X												David Watson		X				X					X	
Billie Lackins		X				X				X															

VOTING RECORDS FOR THE 04-14-11 COUNCIL MEETING – Page 4 of 4

JA = Just arrived at meeting, LR = Left room temporarily, LM = Left the meeting, C = Chair of the meeting

	Motion #10				Motion #11								Motion #10				Motion #11								
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN					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
Sherifat Akorede		X				X				X			Januari Leo	X											
Claudine Alexandre-McGill		X				X				X			Ernesto Macias		X				X				X		
Roland Amboree		X				X				X			Osaro Mgbere, 11:41		X				X				X		
Jackie Baldwin	X												Greg Monk		X				X				X		
Ben Barnett	X												Lyla Ordonez		X				X				X		
Melody Barr		X				X				X			Venita Ray		X				X				X		
Michael Bass		X				X				X			Terrence Redix	X											
David Benson	X												Pete Rodriguez, 12:00		X				X				X		
Chris Escalante		X				X				X			Ruben Rosas, 12:55	X				X				X			
David Garner, 11:47		X				X				X			Ryan Rushing		X				X				X		
Jerry Garza, 11:45		X				X				X			Cecilia Smith-Ross				C				C				C
Eddie Givens		X				X				X			Beverlee Solomon		X				X				X		
Morénike Giwa		X				X				X			Lisa Tallent	X											
Gabriel Gonzalez	X												Bruce Turner		X				X				X		
Linda Hollins		X				X				X			Eric Twombly, 11:51		X				X				X		
Sheron Jackson	X												Steven Vargas		X				X				X		
Melvin Johnson		X				X				X			Nadine Wallace	X											
J. Hoxi Jones	X												David Watson		X				X				X		
Billie Lackins		X				X				X															