APPROVED July 10, 2014

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

12 noon, Thursday, June 12, 2014 Meeting Location: 2223 W. Loop South, Room 416 Houston, Texas 77027

MEMBERS PRESENT	MEMBERS PRESENT	OTHERS PRESENT
Steven Vargas, Chair	Kevin Moore	Modelle Brudner, Liaison for Co. Judge Ed Emmett
Herman Finley, Vice-Chair	Teresa Pruitt	Ramiro Hernandez
Leslie Raneri, Secretary	Terrence Redix	Contraction & etheralized & brook even
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Ruth Atkinson	C. Bruce Turner	a terre de la construcción de la c
Melody Barr	Larry Woods	STAFF PRESENT
Curtis Bellard	MEMBERS ABSENT	Ryan White Grant Administration
David Benson	Michael Bass	Carin Martin
Skeet Boyle	Burnest Carter	Heather Keizman
Bianca Burley	Ella Collins-Nelson	
Chris Escalante	Amber David	The Resource Group
Evelio Salinas Escamilla	Rene de Buenrostro	Sha'Terra Johnson-Fairley
Gene Ethridge	Jerry Garza	
Gabriel Gonzalez	Januari Leo	Office of Support
Tracy Gorden	Greg Monk	Tori Williams
Paul Grunenwald	Shital Patel	Amber Alvarez
Connie Harris	Eric Twombley	Georgette L. Monaghan
J. Hoxi Jones	Nadine Wallace	
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See attached chart for individual voting information

Call to Order: Steven Vargas, Chair, called the meeting to order at 12:12 p.m. and thanked everyone who participated in the May 27, 2014 Public Hearing.

Vargas asked for a moment of reflection.

Adoption of the Agenda: <u>Motion #1</u>: it was moved and seconded (Turner, Gonzalez) to adopt the agenda. Motion carried unanimously.

Adoption of the Minutes: <u>Motion #2</u>: it was moved and seconded (Turner, Pruitt) to adopt the April 10, 2014 minutes. Motion carried. Abstentions: Benson, Ethridge, Gonzalez, Miertschin, Moore, Pruitt, Woods.

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Training: The Priority Setting Process: Bruce Turner, Co-Chair, Priority and Allocations Committee, led the members through the attached Priority Setting Policy and other materials.

Public Comments and Announcements: Vargas asked members to read the attached Public Comment.

Reports from Committees:

Comprehensive HIV Planning Committee: Evelio Salinas Escamilla, Co-Chair, reported on the following: 2014 Epidemiological Supplement: The Committee reviewed 2010 and 2012 data options for the percentage of Houston EMA PLWHA living in Harris County and the percentage of Houston EMA new diagnoses in Harris County. Committee agreed to use 2012 data in the Executive Summary, provide a footnote explaining why 2012 data was selected, and use asterisks to mark instances where 2010 data is utilized in the remainder of the Supplement.

Year 2 Comprehensive HIV Plan Evaluation Workgroup: The Year 2 Comprehensive HIV Plan Evaluation Workgroup will take place at 2:00 p.m. on June 11, 2014. See Alvarez to sign up for workgroup meeting reminders.

2014 Special Studies: <u>Motion #3</u>: Approve two 2014 Special Studies:

- 1. Health Insurance Marketplace Enrollment Among Ryan White Clients
- 2. Feasibility Study of a Pilot Project to Assist Clients below 100% Federal Poverty Level with Health Insurance Marketplace Enrollment

See accompanying Special Study prospectuses. Approval of a third Special Study, Targeted Assessment of Out-of-Care PLWHA Needs, was deferred until additional information can be gathered for the June Committee meeting. *Motion carried.* Abstention: Turner.

FY 2015 Early Identification of Individuals with HIV/AIDS (EIIHA) Plan: <u>Motion #4</u>: In order to meet HRSA grant application deadlines, request that the Planning Council allow the Comprehensive HIV Planning Committee to have final approval of the FY 2015 EIIHA Plan as long as:

- 1. The FY 2015 EIIHA Plan is developed through a collaborative process that includes stakeholders from prevention and care, community members, and consumers; and
- 2. The recommended FY 2015 EIIHA Plan is distributed to Planning Council members for input prior to final approval from the Comprehensive HIV Planning Committee.

Motion carried. Nay: Turner.

Affected Community Committee: Gene Ethridge, Co-Chair, reported on the following:

HIV: Close to ZERO: At the May committee meeting, HACS representative, Danielle Houston, gave the attached information about biomedical interventions as prevention.

Monthly Meeting Topics: See the attached list of monthly training topics and off site meeting locations.

2014 Community Events: See the attached list of 2014 events where the Council will have a presence.

Ryan White Public Hearing: Ethridge stated that the Affected Community Committee hosted the May Public Hearing where the results of the How to Best Meet the Need process were presented. Also, highlights from the 2014 HIV/AIDS Needs Assessment were reviewed.

Quarterly Committee Report: See the attached Quarterly Committee Report.

Quality Assurance Committee: Cecilia Ross, Co-Chair, gave the following reports: FY 2015 Service Definitions for Ryan White Parts A, Part B and State Services Funding: <u>*Motion #5*</u>: Approve the attached

recommendations regarding the FY 2015 Service Definitions for Ryan White Parts A, Part B and State Services funding. *Motion carried*. Abstentions: Barr, Benson, Finley, Miertschin, Woods.

FY 2015 Targeting Chart: <u>Motion #6</u>: Use the same Targeting Chart in FY 2015 that was used in FY 2014. Motion carried. Abstentions: Barr, Benson, Finley, Miertschin, Woods.

Assessment of the Administrative Mechanisms: <u>Motion #7</u>: Approve the attached Assessment Checklist for the 2014 assessments of the local Ryan White HIV/AIDS Program administrative mechanisms. **Motion carried unanimously.**

2014 Proposed Idea Form: <u>Motion #8:</u> Approve the attached 2014 Proposed Idea form. Motion carried unanimously.

Waitlist Workgroup: The May workgroup meeting was postponed until 11:00 a.m., Thursday, June 19, 2014.

Priority and Allocations Committee: Bruce Turner, Co-Chair, gave the following reports: Public Comment: Turner instructed members to read the attached written comment.

Presentation on the Impact of the Affordable Care Act on the Ryan White Program: See attached document in a question and answer format regarding the Impact of the Affordable Care Act on the Ryan White Program and the Health Insurance Program (HIP) Utilization Report dated 05/22/14.

Reports from the Administrative Agency – Part A: See the attached reports:

- > FY13 Procurement, Ryan White Part A/MAI, revised 05/21/14
- ➤ FY13 Service Utilization, Ryan White Part A /MAI Final, dated 04/08/14

Reports from the Administrative Agent – Part B: See the attached reports:

- > Health Insurance Assist. Service Utilization -9/1/13 3/31/14
- ▶ FY13 Procurement Ryan White Part B, dated 5/14/14
- ▶ FY13 Service Utilization Ryan White Part B, dated 5/5/14
- ▶ FY13/14 Procurement State Services, dated 5/14/14
- ➤ FY13/14 Service Utilization State Services, dated 5/5/14

FY 2014 Allocations - Increase Funding Scenario: See the attached FY 2014 Allocations Increase Funding Scenario based upon the Actual Award (includes \$1,167,547 of the \$1.8 million increase in Ryan White Part A and MAI funds).

FY 2014 Allocations - \$632,453: <u>Motion #9:</u> Approve the attached allocations in the amount of \$632,453. This is the remainder of the \$1.8 million FY 2014 increase in Ryan White Part A and MAI funds. Motion carried unanimously.

FY 2015 Service Priorities: On Thursday, May 22, 2014, the Committee created the recommended FY 2015 Service Priorities. These will be presented at the June 30, 2014 Public Hearing and move forward to the Steering Committee and Council for final approval in July 2014.

FY 2015 Allocations: At 2:00 p.m. on Monday, June 9, 2014, the Priority and Allocations Committee will meet to begin the FY 2015 Allocations process. All are welcome to attend and/or send public comment.

Operations Committee: Ruth Atkinson, Co-Chair, reported on the following:

How To Best Meet the Need: 2014/15 Blue Book: <u>Motion #10</u>: Recommend that the FY 2015 Council Support Budget include a budget item in the amount of \$18,000 for reprinting copies of the 2014 – 2015 Blue Book. Motion carried unanimously.

FY 2015 Council Support Budget: <u>Motion #11</u>: Approve the attached FY 2015 Council Support Budget. Motion carried unanimously.

Petty Cash: <u>Motion #12:</u> Approve the attached amendment to the Petty Cash Policy regarding caps on Ryan White petty cash reimbursements (see underlined text). Please pay particular attention to line 101 in the policy as this text is new. Motion carried unanimously.

Election Policy: <u>Motion #13</u>: Ask the Harris County Attorney's Office to review the Ryan White Planning Council's Election Policy to make certain current voting procedures are in line with the Open Meetings Act. Motion carried unanimously.

Response to a Public Comment dated 04/09/14: In response to a public comment asking the Council to submit a letter to HRSA, the Operations Committee believes that the Chair of the Ryan White Planning Council cannot send a letter to HRSA regarding the proposed merger of Ryan White Parts C and D because the Council is a federally funded organization and, hence, the letter would be considered lobbying. Escamilla asked if Brudner could ask the County Judge to write a letter.

2014 Attendance: The Operations Committee regularly reviews Council and external committee attendance records and will soon be sending letters to members whose attendance is low.

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

Report from Ryan White Grant Administration (RWGA): Carin Martin, Interim Manager, summarized the attached report.

Report from The Resource Group: Sha-Terra Johnson-Fairley, Health Planner, summarized the attached report.

New Business:

Ryan White Part C Urban and Part D: Miertschin reported on the following: The Ryan White Part C application is due July 21, 2014. The guidance includes a major focus on the Continuum of Care. This is a significant change from past years, and might be of interest to Part A in anticipating what the upcoming Part A guidance might include.

The Part D application for supplemental funds also requests information about the Continuum of Care and is due July 14.

SPNS Grant: HIV and the Homeless Program: Miertschin stated that they have hired a new social worker/medical case manager for SPNS. Her name is Shannon Terry. They have posted a second Service Linkage Worker position for SPNS.

HOPWA: Barr stated that HOPWA received increase funding last month. Agencies will soon begin data entry into their new information system. The exciting news is that Houston is being looked at as a leader in this regard.

Community Prevention Group (CPG): Finley reported that CPG met last month. The Houston HITS Home volunteer training will take place at 2:00 pm on Friday, June 13, 2014, see attached flyer. The concert will be at

Minute Maid Park in late July following an Astros baseball game. The City has asked the Office of Support to distribute tickets to case managers and others to make sure that teens who are already HIV positive can participate in the baseball game and concert.

Update from Task Forces:

African American: Johnson-Fairley stated that the next meeting will be at 12 noon on July 13, 2014.

Latino: Vargas gave the following report: LHTF members met to finalize plans for the June men's health event. Education on various topics will be had and snacks and drinks will be provided to attendees. Various raffle items will be given away to participants between sessions at the newly revamped Leonel Castillo Neighborhood Center. All are invited to join the group for an entertaining, educational evening, and please "LIKE" them on Facebook. The Latino HIV Task Force Houston Facebook page has photos from the events in which they have participated in 2014. <u>Next Meeting:</u> Friday, June 27, 2014 from 2:00-4:00 p.m. at the West End Multi-service Center, 170 Heights Boulevard, Houston, TX, 77009.

MSM: Vargas stated that the group did not meet in May. However, MPACT Task Force members will be collaborating with the Latino HIV Task Force for the "Entre Hombres - Guy Talk" men's health event on June 12, 2014, from 6:00-8:00 p.m. at the Leonel Castillo Neighborhood Center. The group will be meeting to plan their participation in Pride in June. <u>Next Meeting:</u> Monday, June 16, 2014 from 6:30-8:00 p.m. at The Montrose Center, 401 Branard Street, Houston, TX, 77006.

Transgender: Escalante gave the following report: Since they terminated their lease for the Community Center, the group continues to meet at three different locations: Montrose Center, Grace Lutheran Church and a private home. They will be involved in Pride.

Youth: Johnson-Fairley reported that the June meeting was cancelled. They are seeking volunteers so please share the information about their meetings. The next meeting will be at 10:00 a.m. on Tuesday, July 8, 2014, see Johnson-Fairley to be added to the membership list.

Hepatitis C: Vargas reported that the HCV Task Force completed a series of events to promote HCV awareness. Activities included Univision Phone Bank promotion (May 14), radio spots/interviews (May 15 & May 18), a segment on Debra Duncan's Great Day Houston Show (May 19) and HCV testing at various agencies and locales between May 15 (*National Hispanic Hepatitis Awareness Day*) and May 19 (*National Hepatitis Testing Day*). All are invited to attend a meeting. Please note there are no meetings in June or July. <u>Next Meeting:</u> Wednesday, August 20, 2014 from 3:00-4:30 p.m. at the Third Ward Multiservice Center, 3611 Ennis, Houston, TX, 77004.

Syphilis: Finley stated that their grant ended this month the task force ended as well.

HIV and Aging: Turner stated that Penny Rhody from St. Hope and Gilead spoke to the group about the medical aspects of HIV and Aging in May. Lunch was provided by Gilead. Some attendees stayed afterwards to compose a focus group for the Grants Administration. In June the group will be addressed by Melody Barr who will speak about HIV and Housing. They meet on the third Friday of the month at noon in the Montrose Center in room 106. Upcoming speakers and topics will be: July speaker Hyron Hall from the City of Houston will discuss HIV/STD Prevention; the August speaker will be Dr. Kass from Thomas Street Clinic presenting information on H.A.N.D. and in September the Alzheimer's Association will discuss services available for htose with neurocognitive disorders.

Legislative Updates and Texas HIV/AIDS Coalition: Turner stated that there is nothing to report because the Senate is going one way and Congress is going the other way.

with neurocognitive disorders.

Legislative Updates and Texas HIV/AIDS Coalition: Turner stated that there is nothing to report because the Senate is going one way and Congress is going the other way.

Announcements: Finley stated that St. Hope Foundation is still conducting Healthy Relationship Workshops that focus on positive intervention. AIDS Foundation Houston invited the Healthy Relationship coordinators to collaborate with them for the Teen Leadership Conference scheduled for late June.

Adjournment: The meeting adjourned at 1:16 p.m.

Respectfully submitted,

Victoria Williams, Manager

Draft Certified by Council Chair:

Final Approval by Council Chair:

Date 07 Date 0

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Council Voting Records for June 12, 2014

C = Chair of the meeting LM = Left the meeting LR= Left the room	Motion #1	Agenda	Carried		Motion #2	Minutes	Carried			Motion #1	Agenda	Carried		Motion #2	Minutes	Carried	
MEMBERS				r				I					I				7
	ABSENT	YES	ON	ABSTAIN	ABSENT	YES	ON	ABSTAIN		ABSENT	YES	NO	ABSTAIN	ABSENT	YES	ON	ABSTAIN
Steven Vargas, Chair				С				С	Teresa Pruitt		Х				Х		Х
Herman Finley, Vice-Chair		Х				Χ			Terrence Redix		Х				Х		
Leslie Raneri, Secretary		Х				Χ			Cecilia Ross		Х				Х		
Roland Amboree, 12:40		Х				Χ			C. Bruce Turner		Х				Х		
Ruth Atkinson		Х				Χ			Larry Woods		Х						Χ
Melody Barr		Х				Χ											
Curtis Bellard		Х				Χ			MEMBERS ABSENT								
David Benson		Х						Х	Michael Bass								
Skeet Boyle		Х				Χ			Burnest Carter								
Bianca Burley		Х				Χ			Ella Collins-Nelson								
Chris Escalante		Х				Χ			Amber David								
Evelio Salinas Escamilla		Х				Χ			Rene de Buenrostro								
Gene Ethridge		Х						Х	Jerry Garza								
Gabriel Gonzalez		Х						Х	Januari Leo								
Tracy Gorden		Х				Χ			Greg Monk								
Paul Grunenwald		Х				Χ			Shital Patel								
Connie Harris		Х				Χ			Eric Twombley								
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Peta-gay Ledbetter						Χ			David Watson								
Nancy Miertschin		Х						Х	Tamika White								
Kevin Moore		Х						Х									

C = Chair of the meeting LM = Left the meeting LR= Left the room	Motion #3	Special Studies	Carried		Motion #4	EIIHA	Carried			Motion #3	Special Studies	Carried		Motion #4	EIIHA	Carried	
MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
Steven Vargas, Chair				С				С	Teresa Pruitt		Х				Х		
Herman Finley, Vice-Chair		Х				Х			Terrence Redix		Х				Х		
Leslie Raneri, Secretary		Х				Χ			Cecilia Ross		Х				Х		
Roland Amboree, 12:40		Х				Х			C. Bruce Turner				Х			Х	

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MEMBERS																	
	ABSENT	YES	ON	ABSTAIN	ABSENT	YES	ON	ABSTAIN		ABSENT	YES	NO	ABSTAIN	ABSENT	YES	ON	ABSTAIN
Ruth Atkinson		Х				Χ			Larry Woods		Х				Х		
Melody Barr		Χ				Χ											
Curtis Bellard		Х				Χ			MEMBERS ABSENT								
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Skeet Boyle		Х				Χ			Burnest Carter								
Bianca Burley		Χ				Χ			Ella Collins-Nelson								
Chris Escalante		Χ				Χ			Amber David								
Evelio Salinas Escamilla		Χ				Χ			Rene de Buenrostro								
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C = Chair of the meeting LM = Left the meeting LR= Left the room	Motion #5	Service Definitions	Carried		Motion #6	Targeting Chart	Carried			Motion #5	Service Definitions	Carried		Motion #6	Targeting Chart	Carried	
MEMBERS																	
	ABSENT	YES	ON	ABSTAIN	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	ON	ABSTAIN	ABSENT	YES	ON	ABSTAIN
Steven Vargas, Chair				С				С	Teresa Pruitt		Х				Х		
Herman Finley, Vice-Chair				Х				Х	Terrence Redix		Х				Х		
Leslie Raneri, Secretary		Х				Х			Cecilia Ross		Х				Х		
Roland Amboree, 12:40		Х				Х			C. Bruce Turner		Х				Х		
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Melody Barr				Х				Χ									
Curtis Bellard		Х				Х			MEMBERS ABSENT								
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Chris Escalante		Х				Х			Amber David								
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Gene Ethridge		Х				Х			Jerry Garza								
Gabriel Gonzalez		Х				Х			Januari Leo								
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Peta-gay Ledbetter		Χ				Х			David Watson								
Nancy Miertschin				Х				Х	Tamika White								
Kevin Moore		Х				Х											

C = Chair of the meeting LM = Left the meeting LR= Left the room	Motion #7	Assessment	Carried		Motion #8	Idea Form	Carried			Motion #7	Assessment	Carried		Motion #8	Idea Form	Carried	
MEMBERS																	
WEWDERS	ABSENT	YES	ON	ABSTAIN	ABSENT	YES	ON	ABSTAIN		ABSENT	YES	ON	ABSTAIN	ABSENT	YES	ON	ABSTAIN
Steven Vargas, Chair				С				С	Teresa Pruitt		Х				Х		
Herman Finley, Vice-Chair		Х				Χ			Terrence Redix		Х				Х		
Leslie Raneri, Secretary		Х				Х			Cecilia Ross		Х				Х		
Roland Amboree, 12:40		Х				Χ			C. Bruce Turner		Х				Х		
Ruth Atkinson		Х				Х			Larry Woods		Х				Х		
Melody Barr		Х				Χ											
Curtis Bellard		Х				Х			MEMBERS ABSENT								
David Benson		Х				Χ			Michael Bass								
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Peta-gay Ledbetter		Х				Х			David Watson								
Nancy Miertschin		Х				Χ			Tamika White								
Kevin Moore		Х				Х											

C = Chair of the meeting LM = Left the meeting LR= Left the room	Motion #9	Allocation	Carried		Motion #10	Blue Book	Carried			Motion #9	Allocation	Carried		Motion #10	Blue Book	Carried	
MEMBERS																	
	ABSENT	S	(ABSTAIN	ABSENT	S	(ABSTAIN		ABSENT	S	(ABSTAIN	ABSENT	S	0	ABSTAIN
	AB	YES	NO	AE	AB	YES	NO	AE		AE	YES	NO	AE	AE	YES	NO	AB
Steven Vargas, Chair				С				С	Teresa Pruitt		Х				Х		
Herman Finley, Vice-Chair		Х				Х			Terrence Redix		Х				Х		
Leslie Raneri, Secretary		Х				Х			Cecilia Ross		Х				Х		
Roland Amboree, 12:40		Х				Χ			C. Bruce Turner		Х				Х		
Ruth Atkinson		Х				Χ			Larry Woods		Х				Х		
Melody Barr		Х				Х											
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Nancy Miertschin		Χ				Х			Tamika White								
Kevin Moore		Х				Χ											

C = Chair of the meeting lr= Left the room	Motion #11	Council Support Budget	Carried		Motion #12	Petty Cash	Carried			Motion #11	Council Support Budget	Carried		Motion #12	Petty Cash	Carried	
MEMBERS																	
	ABSENT	YES	ON	ABSTAIN	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
Steven Vargas, Chair				С				С	Teresa Pruitt		Х				Χ		
Herman Finley, Vice-Chair		Х				Х			Terrence Redix		Х				Х		
Leslie Raneri, Secretary		Х				Х			Cecilia Ross		Х				Χ		
Roland Amboree, 12:40		Х				Х			C. Bruce Turner		Х				Х		
Ruth Atkinson		Х				Х			Larry Woods		Х				Х		
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Tracy Gorden		Х				Х			Greg Monk								
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J. Hoxi Jones, 12:16		Χ				Χ			Nadine Wallace								
Peta-gay Ledbetter		Х				Х			David Watson								
Nancy Miertschin		Х				Х			Tamika White								
Kevin Moore	lr				lr												

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MEMBERS				-				1					1				_
	ABSENT	YES	ON	ABSTAIN	ABSENT	YES	ON	ABSTAIN		ABSENT	YES	ON	ABSTAIN	ABSENT	YES	ON	ABSTAIN
Steven Vargas, Chair				С				С	Teresa Pruitt		Х						
Herman Finley, Vice-Chair		Х							Terrence Redix		Х						
Leslie Raneri, Secretary		Х							Cecilia Ross		Х						
Roland Amboree, 12:40		Х							C. Bruce Turner		Х						
Ruth Atkinson		Х							Larry Woods		Х						
Melody Barr		Х															
Curtis Bellard		Х							MEMBERS ABSENT								
David Benson		Х							Michael Bass								
Skeet Boyle		Х							Burnest Carter								
Bianca Burley		Х							Ella Collins-Nelson								
Chris Escalante		Х							Amber David								
Evelio Salinas Escamilla		Х							Rene de Buenrostro								
Gene Ethridge		Х							Jerry Garza								
Gabriel Gonzalez		Х							Januari Leo								
Tracy Gorden		Х							Greg Monk								
Paul Grunenwald		Х							Shital Patel								
Connie Harris		Х							Eric Twombley								
J. Hoxi Jones, 12:16		Х							Nadine Wallace								
Peta-gay Ledbetter		Х							David Watson								
Nancy Miertschin		Х							Tamika White								
Kevin Moore		Х															