

# Council Approved December 10, 2015

## 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, November 12, 2015  
2223 W. Loop South, Room 532; Houston, Texas 77027

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Steven Vargas, Chair	Roland Amboree	Modelle Brudner, Liaison, Judge Emmett
Tracy Gorden, Vice-Chair	Melody Barr, excused	Shabaura Perryman, Bristol-Myers Squibb
Connie Barnes, Secretary	Chad Brandt	Mikel Marshall, ViiV Healthcare
Ted Artiaga	Bianca Burley, excused	Christopher Allen, UT Austin
Ruth Atkinson	Amber David	Alex Farpan, Southside Pharmacy
Curtis Bellard	Steven Harris, excused	Lionel Pennamon
David Benson	J. Hoxi Jones	Isis Torrente
Skeet Boyle	Januari Leo, excused	Denis Kelly
Ella Collins-Nelson	Nancy Miertschin, excused	Rodney Mills
Evelio Salinas Escamilla	Leslie Raneri, excused	Gloria Sierra
Gene Ethridge		Tam Kiehnhoff
Herman Finley	<b>STAFF PRESENT</b>	Michael Kennedy
Paul Grunenwald	<i>Ryan White Grant Administration</i>	Kelvin Harris
Angela F. Hawkins	Carin Martin	Alex Moses
Arlene Johnson	Heather Keizman	
John Lazo	Tasha Traylor	
Peta-gay Ledbetter		
Kevin Moore	<i>The Resource Group</i>	
Robert Noble	Sha'Terra Johnson-Fairley	
Shital Patel	Ka'Cha Tousant, Intern	
Tana Pradia		
Teresa Pruitt	<i>Office of Support</i>	
Cecilia Ross	Tori Williams	
Carol Suazo	Amber Alvarez	
C. Bruce Turner	Diane Beck	
David Watson		
Larry Woods		

**Call to Order:** Steven Vargas, Chair, called the meeting to order at 12:04 p.m.; he welcomed everyone and asked for a moment of reflection.

During the welcoming remarks, Vargas thanked everyone who attended the Comprehensive Plan Leadership Team and Needs Assessment Group meetings on October 29, 2015. They were both well attended and there was good discussion. Everyone is invited to participate in these important processes.

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

**Approval of the Minutes:** **Motion #2:** *it was moved and seconded (Pruitt, Ethridge) to approve the September 10, 2015 minutes. Motion carried.* Abstentions: Atkinson, Benson, Boyle, Escamilla, Grunenwald, Johnson.

**Honoring External Committee Members :** Vargas welcomed the External Committee members and thanked them for their work this year. Each External Committee member received a certificate of appreciation.

**Training:** The 2016 EIIHA Strategy: Amber Alvarez, Health Planner, presented the attached PowerPoint presentation.

**Public Comment and Announcements:** Shabaura Perryman, Bristol-Myers Squibb she said they now provide support with linkage to care and viral suppression in Louisiana and Texas. She is in the process of relocating from Atlanta and is looking to restore relationships with the community.

Denis Kelly said that he attended the AIDS Foundation Houston conference on HIV and Human Needs which focused on needs of consumer as well as stigma. He said if anyone would like more information on the presentations they can contact Nike Blue at AIDS Foundation Houston.

### **Reports from Committees:**

**Comprehensive HIV Planning Committee:** David Benson, Co-Chair, reported on the following: 2016 Needs Assessment and 2017 Comprehensive Plan: The Leadership Teams for the 2016 Needs Assessment and the 2017 Comprehensive Prevention and Care Services Plan held their first meetings on Thursday, October 29, 2015. If you are not a member of one of the Leadership Teams, and if you are not a member of one of the Workgroups, please sign up to participate in the development of these important work products. Please see Amber Alvarez if you have questions and/or wish to sign up.

**Operations Committee:** Ruth Atkinson, Co-Chair, reported on the following: 2016 Council Orientation: Please note that the all-day 2016 Council Orientation will take place on Thursday, January 21st. The mentor luncheon is scheduled for 12 noon on Thursday, January 14, 2015.

2016 Council Election Policy: Nominations for officers for the 2016 Planning Council may be submitted to the Manager of the Office of Support up until the end of the November Steering Committee meeting. After this time, nominations are added from the floor the day of the election. See the attached list of members who are eligible to run for Chair of the Planning Council.

2016 Slate of Officers: **Motion #3:** *Accept the attached Slate of Nominees for the 2016 Ryan White Planning Council Officers. Motion carried unanimously.*

**Conflict of Interest:** The Committee continues to discuss the Council's conflict of interest policy and

is comparing it against the 2013 HRSA Part A manual.

**Affected Community Committee:** Herman Finley, Co-Chair, reported on the following:

HIV and Hepatitis C: On Tuesday, October 20, 2015, committee members benefited from a presentation on Hepatitis C presented by Dr. Stanley Lewis, Medical Director, St. Hope Foundation. See the attached list of all educational presentations made at 2015 Affected Community Committee meetings.

2015 Community Events: See the attached list of events at which there was a Council presence.

2015 Greeters: See the attached list of greeters at Council meetings in 2015. Many thanks to these individuals for their generous commitment of time and valuable efforts to make Council meetings more accessible to our guests.

Quarterly Committee Report: See the attached 2015 Quarterly Committee Report.

November and December Committee Meetings: The Affected Community Committee will not be meeting in November and December so that members can participate in Waitlist Workgroup meetings, the 2016 Needs Assessment and the 2017 Comprehensive Planning meetings and World AIDS Day events. A new event that is not included on the attach event list is the Motown Review at Meteor on November 22, 2015.

**Quality Improvement Committee:** Cecilia Ross, Co-Chair, reported on the following:

Waitlist Workgroup: The Committee did not meet in October so that the Waitlist Workgroup could meet to review the attached results of the Dental Waitlist Focus Groups and Survey Feedback. The Workgroup will meet again at 1:30 pm on Thursday, November 12, 2015 to develop questions that will help staff collect information related to waitlists and wait times during the needs assessment process.

**Priority and Allocations Committee:** C. Bruce Turner, Co-Chair, reported on the following:

October 2015 Requests for Increased Allocations – Part A: ***Motion #4:*** *Approve \$755,025 as outlined on the attached chart regarding October 2015 requests for increased funds from Ryan White Part A FY 2015 unspent funds. Motion carried.* Abstentions: Artiaga, Finley, Noble, Patel.

FY 2015 Unspent Funds: ***Motion #5:*** *In the final quarter of the FY 2015 Ryan White Part A, Part B and State Services grant years, after implementing the year end Council-approved reallocation of unspent funds and utilizing the existing 10% reallocation rule to the extent feasible, Ryan White Grant Administration (RWGA) may reallocate any remaining unspent funds as necessary to ensure the Houston EMA has less than 5% unspent Formula funds and no unspent Supplemental funds. The Resource Group (TRG) may reallocate any remaining unspent funds as necessary to ensure no funds are returned to the Texas Department of State Health Services. RWGA and TRG must inform the Council of these shifts no later than the next scheduled Ryan White Planning Council Steering Committee meeting. Motion carried unanimously.*

Ryan White Part A - FY 2015 Carryover Funds: ***Motion #6:*** *If there are FY 2015 Ryan White Part A carryover funds, it is the intent of the committee to recommend allocating up to \$680,325 to Outpatient/Ambulatory Primary Medical Care. Motion carried.* Abstentions: Artiaga, Finley, Noble, Patel.

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

- FY15 RW/A/MAI Service Utilization – 2<sup>nd</sup> Qtr., dated 10/01/15
- FY15 RW/A/MAI Procurement Report, dated 10/01/15

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

- FY14/15 RW/B Service Utilization – 4th Qtr., dated 10/29/15
- FY14/15 State Services Service Utilization – 4th Qtr., dated 10/21/15

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

**Report from Ryan White Grant Administration:** Carin Martin, Manager, summarized the attached report. She said there was an error on the procurement report, she will send an updated version to the Office of Support for distribution.

**Report from The Resource Group:** Sha'Terra Johnson-Fairley summarized the attached report.

**Medical Updates:** See attached.

**New Business:**

**Community Development Advisory Council:** See attached.

**Announcements:** Gorden said that there are flyers available for Project LEAP 2016 and Road 2 Success classes. He asked everyone to please distribute this information, especially to private doctors, pharmacies, etc.

**Adjournment:** The meeting was adjourned at 1:55 p.m.

Respectfully submitted,

Victoria "Tori" Williams  
 Victoria Williams, Manager

12-01-15  
 Date

Draft Certified by  
 Council Chair: S. Sargaw

Date 12-03-15

Final Approval by  
 Council Chair: S. Sargaw

Date 12-10-15

## Council Voting Record for November 12, 2015

C = Chair of the meeting ja = just arrived lm = Left the meeting lr = Left the room VP = Via phone	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 2016 Slate of Officers Carried					Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 2016 Slate of Officers Carried			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO
MEMBERS													MEMBERS												
Steven Vargas, Chair				C				C				C	Tana Pradia		X				X				X		
Tracy Gorden, Vice-Chair		X				X				X			Teresa Pruitt		X				X				X		
Connie Barnes, Secretary		X				X				X			Cecilia Ross		X				X				X		
Ted Artiaga		X				X				X			Carol Suazo		X				X				X		
Ruth Atkinson		X					X			X			C. Bruce Turner		X				X				X		
Curtis Bellard		X				X				X			David Watson		X				X				X		
David Benson		X					X			X			Larry Woods ja 1:19pm	X					X				X		
Skeet Boyle		X					X			X															
Ella Collins-Nelson		X				X				X															
Evelio Salinas Escamilla		X					X			X			<b>MEMBERS ABSENT</b>												
Gene Ethridge		X				X				X			Roland Amboree												
Herman Finley		X				X				X			Melody Barr												
Paul Grunenwald		X					X			X			Chad Brandt												
Angela F. Hawkins		X				X				X			Bianca Burley												
Arlene Johnson		X					X			X			Amber David												
John Lazo		X				X				X			Steven Harris												
Peta-gay Ledbetter lm 1:35 pm		X				X				X			J. Hoxi Jones												
Kevin Moore		X				X				X			Januari Leo												
Robert Noble		X				X				X			Nancy Miertschin												
Shital Patel		X				X				X			Leslie Raneri												

**Council Voting Record for November 12, 2015 (continued)**

C = Chair of the meeting ja = just arrived lm = Left the meeting lr = Left the room VP = Via phone	Motion #4 Allocation Increases Carried				Motion #5 FY15 Unspent funds Carried				Motion #6 FY15 Carryover funds Carried					Motion #4 Allocation Increases Carried				Motion #5 FY15 Unspent funds Carried				Motion #6 FY15 Carryover funds Carried			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO
MEMBERS													MEMBERS												
Steven Vargas, Chair				C				C				C	Tana Pradia		X				X				X		
Tracy Gorden, Vice-Chair		X				X				X			Teresa Pruitt		X				X				X		
Connie Barnes, Secretary		X				X				X			Cecilia Ross		X				X				X		
Ted Artiaga				X		X						X	Carol Suazo		X				X				X		
Ruth Atkinson		X				X				X			C. Bruce Turner		X				X				X		
Curtis Bellard		X				X				X			David Watson		X				X				X		
David Benson		X				X				X			Larry Woods ja 1:19pm	X				X				X			
Skeet Boyle lm 1:45 pm		X				X				X															
Ella Collins-Nelson		X				X				X															
Evelio Salinas Escamilla		X				X				X			<b>MEMBERS ABSENT</b>												
Gene Ethridge		X				X				X			Roland Amboree												
Herman Finley				X		X						X	Melody Barr												
Paul Grunenwald		X				X				X			Chad Brandt												
Angela F. Hawkins		X				X				X			Bianca Burley												
Arlene Johnson		X				X				X			Amber David												
John Lazo		X				X				X			Steven Harris												
Peta-gay Ledbetter lm 1:35 pm		X				X				X			J. Hoxi Jones												
Kevin Moore		X				X				X			Januari Leo												
Robert Noble				X		X						X	Nancy Miertschin												
Shital Patel				X		X						X	Leslie Raneri												