

**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, March 10, 2016  
2223 W. Loop South, Room 532; Houston, Texas 77027

<b>MEMBERS PRESENT</b>	<b>MEMBERS PRESENT</b>	<b>OTHERS PRESENT</b>
Steven Vargas, Chair	Shital Patel	Scott Brooks, Janssen Pharmaceuticals
Tracy Gorden, Vice-Chair	Tana Pradia	Mikel Marshall, ViiV Healthcare
Carol Suazo, Secretary	Teresa Pruitt	Denis Kelly
Curtis Bellard	Cecilia Ross	
David Benson	Gloria Sierra	<b>STAFF PRESENT</b>
Skeet Boyle	Isis Torrente	<i>Ryan White Grant Administration</i>
Ella Collins-Nelson	C. Bruce Turner	Carin Martin
Amber David	David Watson	Heather Keizman
Gene Ethridge	Larry Woods	Tasha Traylor
Herman Finley		
Paul Grunenwald	<b>MEMBERS ABSENT</b>	<i>The Resource Group</i>
Steven Harris	Ted Artiaga, excused	Sha'Terra Johnson-Fairley
Angela F. Hawkins	Ruth Atkinson, excused	
Arlene Johnson	Rodrigo Avila, excused	<i>Office of Support</i>
J. Hoxi Jones	Connie Barnes, excused	Tori Williams
John Lazo	Melody Barr, excused	Amber Alvarez
Peta-gay Ledbetter	Bianca Burley	Diane Beck
Nancy Miertschin	Denny Delgado	
Rodney Mills	Evelio Salinas Escamilla, excused	
Allen Murray	Leslie Raneri	
Robert Noble	Steven Stellenwerf, excused	

**Call to Order:** Steven Vargas, Chair, called the meeting to order at 12:05 p.m.

During the welcoming remarks, Vargas said that Judge Emmett has appointed two new Council members: Rodrigo Avila and Rodney Mills, both are Project LEAP graduates. Please note that the Office of Support is still looking for some good Project LEAP students. The Jeopardy Game will have to be postponed because Connie Barnes is unable to join us today.

**Adoption of the Agenda:** ***Motion #1:** it was moved and seconded (Pruitt, Ethridge) to adopt the agenda with two changes: correct the date and move the Ryan White Grant Administration report so that it is before the committee reports. Motion carried unanimously.*

**Approval of the Minutes:** ***Motion #2:** it was moved and seconded (Harris, Escamilla) to approve the February 11, 2016 minutes. Motion carried.* Abstentions: Johnson, Mills, Pradia, Ross.

**Training: The How to Best Meet the Need Process:** Cecilia Ross and Robert Noble, co-chairs of the Quality Improvement Committee, presented the attached PowerPoint.

**Public Comment and Announcements:** None.

**Report from Ryan White Grant Administration:** Carin Martin, Manager, summarized the attached report.

**Reports from Committees:**

**Comprehensive HIV Planning Committee:** John Lazo, Co-Chair, reported on the following: The Chamber of Commerce Workgroup has been renamed the Speaker's Bureau Workgroup, and will begin meeting in April, August and December. As of February, 11th, there were six speakers recruited to present on a variety of topics, with the goal of adding two alternate speakers in 2016. Six presentations were given in 2015, and three have been scheduled for 2016. The workgroup will be meeting on May 12<sup>th</sup>, please contact the Office of Support if you wish to participate.

**Update on the 2016 Needs Assessment:** The Committee reviewed the 2016 Needs Assessment Sampling Summary through February 11, 2016, see attached. Harbolt said that we now have 116 completed surveys and several large sites scheduled in March.

**Update on the 2017 Comprehensive Plan process:** The Committee reviewed the 2017 Comprehensive Plan Mission and Vision statements, Guiding Principles, Goals and Objectives documents. See attached. Please contact the Office of Support if you are interested in participating on one or more of the Comprehensive Plan Workgroups.

**March and April meetings:** The March and April Comprehensive HIV Planning Committee meetings have been cancelled to allow member participation on the Comprehensive Plan Workgroups, NAG, and the How to Best Meet the Need process.

**Affected Community Committee:** Tana Pradia, Co-Chair, reported on the following:

**Committee Training:** See the attached items re committee training on the purpose of the Council and the role of the committee at public hearings and health fairs. Also questions for role playing at health fairs.

**2016 Greeters:** See the attached list of 2016 volunteer greeters at monthly Council meetings.

**Council Co-Sponsorship:** ***Motion #3:** It is recommended that the Houston Ryan White Planning Council be a co-sponsor for the HIV and Aging Symposium as outlined in the attached request provided the Council be allowed to have a Ryan White booth at the event. Motion carried.*

**2016 Community Events:** See the attached list of 2016 events at which there will be a Council presence. Suazo and Ledbetter volunteered for Miss Utopia. Ethridge said that the committee will

have a booth at the Pride Parade this year and they need volunteers. Ledbetter, Vargas, Gorden, Suazo and Lazo volunteered.

**Quality Improvement Committee:** Cecilia Ross, Co-Chair, reported on the following:  
2016 Reports from Administrative Agent – Part B/SS: See the attached 2016 report schedule.

FY 2017 How to Best Meet the Need Workgroup Schedule: See the attached schedule. There will be two additional workgroups dedicated to retention in care and serving young MSMs of color. Meeting details to be announced.

Wait List Workgroup: The motion to approve the definition of Wait Time - the calculation of time from the first appointment given after a request for service until the actual receipt of service – failed in the Steering Committee. Hence, it will go back to the Quality Improvement committee for review and revision. If you have any suggestions please send them to the Office of Support.

**Priority and Allocations Committee:** Peta-gay Ledbetter, Co-Chair, reported on the following:  
FY 2017 Guiding Principles and Criteria: ***Motion #4: Approve the attached FY 2017 Guiding Principles and Decision Making Criteria. Motion carried unanimously.***

FY 2017 Priority Setting Process: ***Motion #5: Approve the attached FY 2017 Priority Setting Process. Motion carried.*** Abstention: Boyle

FY 2016 Policy for Addressing Unobligated and Carryover Funds: ***Motion #6: Approve the attached FY 2016 Policy for Addressing Unobligated and Carryover Funds. Motion carried unanimously.***

FY 2016 Increase Funding Request Form: See the attached, revised Increase Funding Request form. Changes were made to the form in response to information provided in the minutes of the Wait List Workgroup, see attached.

FY 2016 Unspent Funds: ***Motion #7: Send a request for proposal (RFP) for the Legal Assistance service category since the agency receiving Ryan White Part A funds has declined the contract renewal option in the amount of approximately \$293,406. Motion carried unanimously.***

**Operations Committee:** Curtis Bellard, Co-Chair, reported on the following:  
2016 Texas Open Meetings Act Training: If you have never viewed the 60 minute Texas Open Meetings Act video, please see the enclosed flyer. All Council and external committee members are required to view it once in a lifetime and provide the Office of Support with the certificate that proves you took the training. If you have never seen it, or wish to see it again, the Office of Support will be showing it after Council adjourns today in room 240. Popcorn and soda will be served.

Committee Orientation: Per Council policy, members of the Operations Committee signed Statements of Confidentiality forms.

2016 Council Training Topics: See the attached list of 2016 Council training topics.

Council Conflict of Interest Policy and Procedures: Committee members spent several meetings reviewing the current Ryan White Planning Council Conflict of Interest policy, the tools being used to manage conflict of interest and a statement made in 2012 by the Harris County Attorney after reviewing the Council policy and procedures against the HRSA Ryan White Part A manual in 2012.

Based on the Committee's recent review, it is recommended that no changes be made to the current policy or procedures.

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

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

**Medical Updates:** Dr. Patel said that she spoke to Williams about doing a shorter version of the PrEP summit for the Planning Council. In a recent report, the new Tenofovir or TAF shows some bone loss at first but then some is gained and now researchers are looking at giving bone loss medication to those on HAART. There are currently two medications with the new Tenofovir. As for the Zika virus, she said that it is recommended to use a condom if you have sex with someone who visited the region where the virus comes from for at least 21 days after they return.

**New Business:**

**Ryan White Part C Urban and Part D:** Miertschin said that the Part D non-compete application was submitted on Monday.

**Community Development Advisory Council:** Gorden said that the group has not met.

**HOPWA:** Vargas said that recently there was a HOPWA 101 training for providers where he gave information on the Comprehensive Plan process.

**Updates from Task Forces:**

- **African American:** Johnson-Fairley said that they are meeting tomorrow at the Fifth Ward Multiservice Center. Today, the Texas Black Women's Coalition and the City of Houston teamed up for National Women and Girls HIV Awareness Day to provide services at a salon on Greenbriar.
- **Latino:** Vargas presented the attached report.
- **MPact:** Vargas said that they have been doing outreach in the Montrose area. This week they will be at Neon Boots.
- **Youth:** Lazo reported that they will have a health fair event on April 8, 2016 at Madison High School from 9:15 am until 12:00 pm. Let him know if you would like to volunteer.
- **Hepatitis C:** Vargas presented the attached report.
- **Sexually Transmitted Infections (STI):** Finley reported that the group recently met at Hiram Clarke Multiservice Center. They are still looking to do some PSAs for airing on Comcast. They have started doing testing in collaboration with Saint Hope Foundation and are averaging 5-6 tests per day. Noble added that they partnered with FLAS, Inc. on a PSA and also sent out letters to providers about diagnosing syphilis.
- **Urban AIDS Ministry:** David reported that March 6 started the National Week of Prayer for the Healing of AIDS and St. John's had a large presence at the AIDS Walk.
- **Heterosexual HIV Awareness:** Atkinson submitted the attached report.

**HIV and Aging:** Turner said to see the flyer for this month's meeting. He thanked everyone for agreeing to co-sponsor the September event.

**SPNS Grant: HIV and the Homeless Program:** Miertschin reported that the semi-annual meeting will take place in June in Portland in conjunction with the National Healthcare for the Homeless conference. She will be presenting at the Healthcare for the Homeless conference on attitudes and behaviors of clinic staff toward the homeless. This is year four of the five year project; year five will

begin on September 1<sup>st</sup>.

**Announcements:** Johnson-Fairley said that the Pos713 support group is having a presentation this evening for National Women and Girls HIV Awareness Day at the Leonel Castillo Community Center. Vargas thanked everyone who participated in the AIDS Walk. Gorden said he has a couple of places lined up for distribution of Project LEAP materials, if anyone wants to volunteer please let him know.

**Adjournment:** The meeting was adjourned at 1:27 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Victoria Williams, Manager

03/29/16  
Date

Draft Certified by  
Council Chair:  \_\_\_\_\_

Date 04/07/16

Final Approval by  
Council Chair:  \_\_\_\_\_

Date 04/14/16





C = Chair of the meeting lm = Left the meeting lr = Left the room VP = Via phone	Motion #7 Re-RFP Legal Services Carried			Motion #7 Re-RFP Legal Services Carried		
	MEMBERS	ABSENT	YES	NO	ABSTAIN	MEMBERS
Steven Vargas, Chair					C	Robert Noble
Tracy Gorden, Vice-Chair			X			Tana Pradia
Carol Suazo, Secretary			X			Teresa Pruitt
Curtis Bellard			X			Cecilia Ross
David Benson			X			Gloria Sierra
Ardry Skeet Boyle			X			Isis Torrente
Ella Collins-Nelson			X			C. Bruce Turner
Amber David			X			David Watson
Gene Ethridge			X			Larry Woods
Herman Finley			X			
Paul Grunenwald			X			<b>MEMBERS ABSENT</b>
Steven Harris			X			Ted Artiaga
Angela F. Hawkins			X			Ruth Atkinson
Arlene Johnson			X			Rodriga Avila
J. Hoxi Jones			X			Connie Barnes
John Lazo			X			Melody Barr
Peta-gay Ledbetter			X			Bianca Burley
Nancy Miertschin			X			Denny Delgado
Rodney Mills			X			Evelio Salinas Escamilla
Allen Murray			X			Leslie Raneri
Shital Patel			X			Steven Stellenwerf