

**HOUSTON AREA HIV SERVICES
RYAN WHITE PLANNING COUNCIL**



We envision an educated community where the needs of all persons living with HIV 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 living with and/or affected by HIV by taking a leadership role in the planning and assessment of HIV resources.

MINUTES

12 noon, Thursday, March 12, 2020

Meeting Location: Ryan White Offices, 2223 W. Loop South, Rm 532; Houston, Texas 77027

MEMBERS PRESENT	MEMBERS PRESENT	OTHERS PRESENT
Tana Pradia, Chair	Shital Patel	Ayo Isola
Allen Murray, Vice Chair	Pete Rodriguez	Karla Mills
Crystal Starr, Secretary	Faye Robinson	Shabaura Perryman, Merck
Kevin Aloysius	Imran Shaikh	
Veronica Ardoin	Carol Suazo	STAFF PRESENT
Mauricia E. Chatman	Bruce Turner	<i>Ryan White Grant Administration</i>
Enrique Chavez	Steven Vargas	Carin Martin
Bobby Cruz	Andrew Wilson	Heather Keizman
Johnny Deal		
Ronnie Galley	MEMBERS ABSENT	<i>The Resource Group</i>
Angela F. Hawkins	Rosalind Belcher	Sha'Terra Johnson-Fairley
Dawn Jenkins	Tony Crawford	Crystal Townsend
Daphne L. Jones	Ahmier Gibson	Mayra Ramirez, Intern
Denis Kelly	Gregory Hamilton	
Tom Lindstrom	Arlene Johnson	<i>Office of Support</i>
Holly McLean	Mel Joseph, excused	Tori Williams
Josh Mica	J. Hoxi Jones, excused	Amber Harbolt
Rodney Mills	Niquita Moret	Diane Beck
Deondre Moore	John Poole	
Matilda Padilla	Gloria Sierra	

Call to Order: Tana Pradia, Chair, called the meeting to order at 12:02 p.m.

During the opening remarks, Pradia thanked everyone who is helping to recruit Project LEAP applicants. According to staff, there are some excellent applicants this year so it should be another good year for the program. She thanked Galley for taking on the important job of coordinating the tables at agencies and the volunteers who staff the tables. We could not have Project LEAP without all of our dedicated efforts.

She also thanked Galley and Murray for working with Williams and herself to orient new Affiliate Committee members. The training went well and hopefully new committee members are getting comfortable with their committees. Please be on the lookout for new members and help them to feel welcome and part of the team.

Pradia then called for a Moment of Reflection.

Adoption of the Agenda: Motion #1: *it was moved and seconded (Starr, Galley) to adopt the agenda with one change, add the attached motion regarding teleconferencing at meetings to before Reports from Committees. Motion carried.*

Approval of the Minutes: Motion #2: *it was moved and seconded (Kelly, Galley) to approve the February 13, 2020 minutes. Motion carried.* Abstentions: Deal Lindstrom, Moore, Rodriguez.

Training: How to Best Meet the Need Process: Denis Kelly and Pete Rodriguez, co-chairs of the Quality Improvement Committee, presented the attached PowerPoint presentation.

Public Comment and Announcements: None.

Council Policy 200.03 –Teleconferencing at Meetings and Quorum: See attached. Motion #3: *it was moved and seconded (Galley, Kelly) that it is considered to be a public health emergency if the Harris County Judge declares an emergency or the Public Health Department is activated as a first responder. Under a declared health emergency, quorum for the Ryan White Planning Council will be determined by the number of Council members present in the meeting room and/or on the conference call at the official start time for the meeting. Documentation is to be provided to the Council, which determines the beginning, and the end dates of the public health emergency. Motion carried.*

Reports from Committees

Comprehensive HIV Planning Committee: Daphne L. Jones, Co-Chair, reported on the following:
Epidemiologic Supplement Report: **Motion #4:** *Approve the attached 2020 Epidemiologic Supplement report, with formatting changes to come from the Houston Health Department (HHD). Motion carried.*
Abstentions: Starr, Turner.

Houston Ending the Epidemic (EHE) Draft Plan: Beau Mitts, Crystal Townsend, Carin Martin, and Amber Harbolt presented information about the strategies to create a local plan to end the HIV epidemic in Houston, and asked the Committee and audience members for input and consensus. Additional presentations were provided to the END HIV Houston Coalition on 2/26/20 and the Community Planning Group on 2/27/20. Please see the attached presentation.

Motion #5: *As the 2017-2021 Comprehensive Plan and the Roadmap to End HIV in Houston expire, the Ryan White Planning Council concurs with the development of one unified local EHE plan to serve as both the joint Comprehensive/Integrated Plan and the new Roadmap. Motion carried.* Abstention: Turner.

Motion #6: *Accept the attached EHE planning timeline. Motion carried.* Abstentions: Kelly, Turner.

Motion #7: *Support an EHE planning structure that is a mix of the best parts of the two options presented, with additional feedback from the END HIV Houston Coalition and the Community Planning*

Group, to be decided by the EHE Steering Committee. **Motion carried.** Abstentions: Chatman, Kelly, Starr. See attached updated planning structure dated 03/05/2020.

2020 Houston Medical Monitoring Project Questions: Please see the attached proposed 2020 Houston Medical Monitoring Project Local Questions. Any feedback or suggestions may be submitted directly to Osaro Mgbere at Osaro.Mgbere@houstontx.gov.

Committee Vice Chair: Denis Kelly was elected as vice chair for the 2020 Comprehensive HIV Planning Committee.

Affected Community Committee: Veronica Ardoin, Co-Chair, reported on the following:

Committee Orientation: All committees dedicated the first portion of their February meeting to general orientation, which included a review of the purpose of the committee, requirements, such as the Open Meetings Act training deadline, work products, meeting dates and more. The Affected Community Committee also reviewed the Purpose of the Planning Council and Public Hearings, and role played questions that members might receive while staffing a booth at a health fair, see attached.

HIV Molecular Surveillance Training: The National Alliance of State and Territorial AIDS Directors (NASTAD) is developing training on HIV Molecular Surveillance. They have asked the Affected Community Committee if they would go through a brief summary of the training and then fill out a survey that critiques the training. All members of the Council are welcome to attend the training, which will take place at 12 noon on Monday, March 23 in room 101. See attached email from Vargas of comments he received from Venita Ray.

2020 Community Events: See the attached list of 2020 Community Events.

Greeters for 2020 Council Meetings: See the attached list of Greeters.

Committee Vice Chair: Ronnie Galley was elected as vice chair of the Affected Community Committee.

Quality Improvement Committee: Pete Rodriguez, Co-Chair, reported on the following:

Reports from Administrative Agent – Part B/SS: See the attached reports from the Part B/State Services Administrative Agent:

- FY19 Procurement Report – Part A & MAI, dated 02/18/20
- FY19 Service Utilization Report – Part A & MAI, dated 03/02/20
- Clinical Quality Management Quarterly Report, 11/15/19

Reports from Administrative Agent – Part B/SS: See the attached reports from the Part B/State Services Administrative Agent:

- How To Read TRG Reports 2020
- FY 19/20 Procurement Reports Part B – dated 01/21/20
- FY 19/20 Procurement Reports DSHS – dated 01/24/20
- FY 2018/29 Service Utilization Report DSHS – dated 01/08/20
- Health Insurance Program Reports – dated 01/08/20 & 02/05/20
- 2019 Chart Review Packet regarding:
 1. Early Intervention Services – Incarcerated
 2. Home and Community Based Services
 3. Hospice Services
 4. Mental Health Services

5. Oral Health Care Services
 6. Referral for Healthcare Services – ADAP
- TRG Consumer Engagement Feedback Results 2019

Committee Vice Chair: Crystal Starr was elected as vice chair of the Quality Improvement Committee.

Priority and Allocations Committee: Bobby Cruz, Co-Chair, reported on the following:
FY 2021 Priority Setting Process: **Motion #8:** *Approve the attached FY 2021 Priority Setting Process.*
Motion carried.

2020 Guiding Principles and Criteria: **Motion #9:** *Approve the attached 2020 Guiding Principles and Decision Making Criteria.* **Motion carried.**

2020 Policy for Addressing Unobligated and Carryover Funds: **Motion #10:** *Approve the attached FY 2019 Policy for Addressing Unobligated and Carryover Funds.* **Motion carried.** Abstentions: Shaikh.

Committee Vice Chair: Josh Mica was elected as vice chair of the Priority and Allocations Committee.

Operations Committee: Ronnie Galley, Co-Chair, reported on the following:
2020 Council Orientation Evaluation Results: See the attached evaluation results of the 2020 Council Orientation.

Future Council Orientations: See the attached Public Comment from Steven Vargas suggesting that the Council and CPG combine their annual Orientations. The Operations Committee will be discussing this public comment at their March 17, 2020 meeting. If members have comments on this subject, please provide public comment at the meeting, or submit it in writing to the Office of Support so it can be included in the discussion.

Committee Vice Chair: Crystal Starr was elected as vice chair of the Operations Committee.

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

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

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

Medical Updates: Dr. Patel presented the attached report regarding COVID-19. She will forward additional information to the Office of Support for distribution to the Council.

Ryan White Part C and D Urban: Jenkins said that HRSA has released a guide for community health workers which is available on the targetHIV.org website.

Community Prevention Group (CPG): Vargas, CPG Community Co-Chair, said that they had the same Ending the Epidemic presentation at the last meeting that was presented at the Comprehensive HIV Planning meeting last month. He said the CPG meets on the 4th Thursday of the month at 3:00 p.m.

Updates from Task Forces

African American: Johnson-Fairly said that they will meet on Friday.

Latino: Vargas presented the attached report.

Project PATHH: Galley said they will meet at 1:00 p.m. on Saturday at the Shrine of the Black Madonna.

Positive Women's Network (PWN): Pradia said they met on Tuesday.

Texas Black Women's Initiative: Johnson-Fairley stated that the group meets on the third Thursday of the month at 6:30 pm at The Resource Group.

Texas HIV Syndicate: Harbolt said if anyone was interested in participating on this group to let her know and she would get them an application.

END HIV Houston: Townsend said that all workgroups will be meeting virtually until further notice. Community engagement is a concern.

Texans Living with HIV Network: Vargas said he is considering stepping down because they need a foundational leader.

Announcements: Moore said that AIDS Healthcare Foundation is looking for volunteers. Harbolt said that the Needs Assessment Group (NAG) will meet on March 26th at 2:00 p.m. to review and provide feedback on the Needs Assessment report for the Comprehensive HIV Planning Committee to consider. The Comprehensive HIV Planning Committee will meet at 2:00 p.m. on March 26th.

Adjournment: The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

Victoria "Joni" Williams
Victoria Williams, Director

Date 03/25/20

Draft Certified by
Council Chair: Jana Pradea

Date 04/02/20

Final Approval by
Council Chair: Jana Pradea

Date 04/09/20

Council Voting Record for March 12, 2020

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 Council Teleconference & Quorum Carried					Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 Council Teleconference & Quorum 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																									
Tana Pradia, Chair				C				C				C	Faye Robinson		X				X				X		
Allen Murray, Vice Chair		X				X				X			Pete Rodriguez		X				X				X		
Crystal Starr, Secretary		X				X				X			Imran Shaikh		X				X				X		
Kevin Aloysius		X						X		X			Carol Suazo ja 12:08pm	X				X					X		
Veronica Ardoin		X				X				X			Bruce Turner		X				X				X		
Mauricia Chatman		X						X		X			Steven Vargas		X				X				X		
Enrique Chavez		X						X		X			Andrew Wilson		X				X				X		
Bobby Cruz ja 12:09pm	X				X					X															
Johnny Deal		X				X				X															
Ronnie Galley		X				X				X															
Angela F. Hawkins		X				X				X			MEMBERS ABSENT												
Dawn Jenkins ja 12:10pm	X				X					X			Rosalind Belcher												
Daphne L. Jones		X				X				X			Tony Crawford												
Denis Kelly		X				X				X			Ahmier Gibson												
Tom Lindstrom		X						X		X			Gregory Hamilton												
Holly McLean		X				X				X			Arlene Johnson												
Josh Mica ja 12:10pm	X				X					X			Mel Joseph												
Rodney Mills		X				X				X			J. Hoxi Jones												
Deondre Moore		X						X		X			Niquita Moret												
Matilda Padilla		X				X				X			John Poole												
Shital Patel		X				X				X			Gloria Sierra												

Council Voting Record - continued

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room VP = Via phone	Motion #4 2020 Epi Supplement Carried				Motion #5 Joint Comp/ Integrated/EHE Plan Carried				Motion #6 EHE Planning Timeline Carried				Motion #4 2020 Epi Supplement Carried				Motion #5 Joint Comp/ Integrated/EHE Plan Carried				Motion #6 EHE Planning Timeline Carried								
	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																													
Tana Pradia, Chair				C				C				C	Faye Robinson		X				X				X						
Allen Murray, Vice Chair		X				X				X			Pete Rodriguez		X				X				X						
Crystal Starr, Secretary		X				X				X			Imran Shaikh		X				X				X						
Kevin Aloysius		X						X		X			Carol Suazo ja 12:08pm	X				X					X						
Veronica Ardoin		X				X				X			Bruce Turner		X				X				X						
Mauricia Chatman		X						X		X			Steven Vargas		X				X				X						
Enrique Chavez		X						X		X			Andrew Wilson		X				X				X						
Bobby Cruz ja 12:09pm	X				X					X																			
Johnny Deal		X				X				X																			
Ronnie Galley		X				X				X																			
Angela F. Hawkins		X				X				X			MEMBERS ABSENT																
Dawn Jenkins ja 12:10pm	X				X					X			Rosalind Belcher																
Daphne L. Jones		X				X				X			Tony Crawford																
Denis Kelly		X				X				X			Ahmier Gibson																
Tom Lindstrom		X						X		X			Gregory Hamilton																
Holly McLean		X				X				X			Arlene Johnson																
Josh Mica ja 12:10pm	X				X					X			Mel Joseph																
Rodney Mills		X				X				X			J. Hoxi Jones																
Deondre Moore		X						X		X			Niquita Moret																
Matilda Padilla		X				X				X			John Poole																
Shital Patel		X				X				X			Gloria Sierra																

Council Voting Record - continued

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room VP = Via phone	Motion #7 Support the EHE Planning Structure Carried				Motion #8 FY21 Priority Setting Process Carried				Motion #9 2020 Principles & Criteria Carried				Motion #7 Support the EHE Planning Structure Carried				Motion #8 FY21 Priority Setting Process Carried				Motion #9 2020 Principles & Criteria Carried								
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN FY21 Priority	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN					
MEMBERS																													
Tana Pradia, Chair				C				C				C	Faye Robinson		X				X				X						
Allen Murray, Vice Chair		X				X				X			Pete Rodriguez		X				X				X						
Crystal Starr, Secretary		X				X				X			Imran Shaikh		X				X				X						
Kevin Aloysius		X						X		X			Carol Suazo ja 12:08pm	X					X				X						
Veronica Ardoin		X				X				X			Bruce Turner		X				X				X						
Mauricia Chatman		X						X		X			Steven Vargas		X				X				X						
Enrique Chavez		X						X		X			Andrew Wilson		X				X				X						
Bobby Cruz ja 12:09pm	X				X					X																			
Johnny Deal		X				X				X																			
Ronnie Galley		X				X				X																			
Angela F. Hawkins		X				X				X			MEMBERS ABSENT																
Dawn Jenkins ja 12:10pm	X				X					X			Rosalind Belcher																
Daphne L. Jones		X				X				X			Tony Crawford																
Denis Kelly		X				X				X			Ahmier Gibson																
Tom Lindstrom		X						X		X			Gregory Hamilton																
Holly McLean		X				X				X			Arlene Johnson																
Josh Mica ja 12:10pm	X				X					X			Mel Joseph																
Rodney Mills		X				X				X			J. Hoxi Jones																
Deondre Moore		X						X		X			Niquita Moret																
Matilda Padilla		X				X				X			John Poole																
Shital Patel		X				X				X			Gloria Sierra																

Council Voting Record - continued

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room VP = Via phone	Motion #10 2020 Policy for Addressing Unobligated & Carryover Funds Carried					Motion #10 2020 Policy for Addressing Unobligated & Carryover Funds Carried			
	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	NO	ABSTAIN
MEMBERS					MEMBERS				
Tana Pradia, Chair				C	Faye Robinson		X		
Allen Murray, Vice Chair		X			Pete Rodriguez		X		
Crystal Starr, Secretary		X			Imran Shaikh		X		
Kevin Aloysius		X			Carol Suazo ja 12:08pm	X			
Veronica Ardoin		X			Bruce Turner		X		
Mauricia Chatman		X			Steven Vargas		X		
Enrique Chavez		X			Andrew Wilson		X		
Bobby Cruz ja 12:09pm	X								
Johnny Deal		X							
Ronnie Galley		X							
Angela F. Hawkins		X			MEMBERS ABSENT				
Dawn Jenkins ja 12:10pm	X				Rosalind Belcher				
Daphne L. Jones		X			Tony Crawford				
Denis Kelly		X			Ahmier Gibson				
Tom Lindstrom		X			Gregory Hamilton				
Holly McLean		X			Arlene Johnson				
Josh Mica ja 12:10pm	X				Mel Joseph				
Rodney Mills		X			J. Hoxi Jones				
Deondre Moore		X			Niquita Moret				
Matilda Padilla		X			John Poole				
Shital Patel		X			Gloria Sierra				