

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee Meeting

12 noon, Tuesday, March 22, 2016

Meeting Location: 2223 West Loop South, Room 532

Houston, TX 77027

AGENDA

- I. Call to Order
 - A. Welcome
 - B. Determine the person chairing the meeting
 - C. Moment of Reflection
 - D. Adoption of the Agenda
 - E. Approval of the Minutes

Gene Ethridge and
Tana Pradia
Committee Co-Chairs

- II. Public Comment

(NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV/AIDS status. All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV/AIDS status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a person with HIV/AIDS", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization. If you work for an organization, but are representing your self, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to a member of the staff who would be happy to read the comments on behalf of the individual at this point in the meeting.)

- III. Old Business
 - A. Project LEAP Recruitment Efforts
 - B. Monthly Topics & Off Site Meeting Locations
 - C. 2016 Community Events
 - D. Greeters

Cecilia Ross
Tori Williams
Eric Moreno

- IV. Training: The How to Best Meet the Need Process

Tori Williams

- V. Sign Up for How to Best Meet the Need Workgroups

- VI. Announcements
 - A. No April Committee Meeting
 - B. Open Meetings Act Training

- VII. Adjourn

- VIII. Optional: Members Meet with Committee Mentor

Cecilia Ross

Houston Area HIV Services Ryan White Planning Council**Affected Community Committee Meeting**

12 noon, Tuesday, February 23, 2016

Meeting Location: 2223 West Loop South, Suite 240, Houston, TX 77027**MINUTES**

MEMBERS PRESENT	MEMBERS PRESENT	OTHERS PRESENT
Gene Ethridge , Co-Chair	Lionel Pennamon	Tash Traylor, RWGA
Tana Pradia, Co-Chair	Viviana Santibanez	Pamela Chambers
Herman Finely		
Arlene Johnson		
Allen Murray		
Teresa Pruitt	MEMBERS ABSENT	Office Of Support
Cecilia Ross	Rodney Mills	Tori Williams
J. Evans Thomas		Eric Moreno

Call to Order: It was decided that Gene Ethridge would chair the meeting. Ethridge called the meeting to order at 12:00 p.m. and asked for a moment of reflection.

Adoption of the Agenda: ***Motion #1:** it was moved and seconded (Pruitt, Bellard) to adopt the agenda, with the addition of Item III.G. Co-Sponsorship Request. Motion carried unanimously.*

Approval of the Minutes: ***Motion #2:** it was moved and seconded (Pruitt, Bellard) to approve the September 22, 2015 minutes. Motion carried. Abstentions: Murray, Pennamon, Evans-Thomas, Santibanez.*

Nuts and Bolts for New Members: Williams reviewed the attached documents: Nuts and Bolts for New Members and a memorandum regarding End of Year Petty Cash Procedures.

Public Comment: None.

Purpose of the Committee: Williams reviewed the Standing Committee Structure, see attached.

2016 Committee Goals: Williams reviewed the attached, recommended 2016 Committee Goals. ***Motion #3:** it was moved and seconded (Pruitt, Bellard) to approve the 2016 Committee Goals Motion carried.*

Review 2016 Critical Timeline: Williams reviewed the attached 2016 Critical Timeline of Council Activities.

Monthly Educational Topics & Off Site Meeting Locations: ***Motion #4:** it was moved and seconded (Finley, Pennamon) to change the monthly committee meeting time to 12:30 p.m. The vote was tied at four to four with 2 abstentions. Ethridge broke the tie by voting to keep the meeting time as 12:00 p.m.*

Co-Sponsorship Request: The HIV and Aging Coalition invited the Planning Council to be a co-sponsor for their first HIV and Aging Summit, scheduled to take place on September 16, 2016 at The Montrose Center. If approved, the Council will provide volunteers and help promote the event. **Motion # 5:** it was moved and seconded (Ross/Pruitt) to approve the invitation to co-sponsor the September 16, 2016 HIV and Aging Summit as long as the Council is allowed to have a booth at the event. **Motion carried unanimously**

Road 2 Success Evaluation: Williams summarized the attached evaluation of the three Road 2 Success classes. The presenters, and the event as a whole, received high marks.

Greeters: Volunteers signed up to be greeters at monthly Council meetings, see attached.

Elect Committee Vice Chair: Murray agreed to serve as the Committee Vice Chair.

2016 Community Events: Members made the following suggestions for committee speakers in 2016:

- Substance Abuse or any topic presented by Dr. Stanley Lewis. Conroe location requested.
- HIV in the Rural Community, Access Health staff
- PReP, Bee Busy
- HIV in the Asian Community, Peta-gay Ledbetter, Hope Clinic
- The HIV and Heterosexual Community Advisory Board (CAB), Change Happens!

AIDS Walk: Murray agreed to distribute Project LEAP information at the 2016 AIDS Walk.

Pride Festival: Williams said that the Council did not host a booth at the 2015 Pride Festival because the extreme temperature has been a health risk for many. To participate in the Festival in 2016, there will need to be more participants in order to make the shifts shorter. Those who volunteered for 2016 are: Lazo, Pradia, Ethridge, Murray, Pruitt, Johnson, and Evans-Thomas (1st shift if possible). Ballard will assist with set up and take down. Pruitt and Johnson will also assist with setting up.

Houston Splash will be on May 6, 2016 at the Doubletree Hotel, from 5 p.m. - 9 p.m. There will be a welcome reception and a number of other festivities. Volunteers for the event are: Murray, Pruitt, Ballard, Johnson, and Ross.

Announcements:

- Finley said that St. Hope Foundation in Bellaire is having an open house on Thursday, March 3, 2016 at 12 noon.
- The Gay Men's Health survey will take place on April 18-28, 2016 at the Hiram Clarke Multiservice Center.
- Gay Men's Health Summit Location: TBD; Volunteers for the event are: Pruitt, Ballard, Murray, Ross, Johnson.

Adjourn: The meeting was adjourned at 1:36 p.m.

Submitted by:

Approved by:

Tori Williams, Manager

Date

Committee Chair

Date

Schedule of Topics for 2016 Affected Community Committee Meetings

(revised 03-14-16)

Shaded areas indicate an off-site meeting location; black areas = meeting rooms not available

Confirmed	Month 2016	Topic	Speaker/Facilitator	Meeting Location
✓	12 noon, Tues. February 23	<ul style="list-style-type: none"> Purpose of the Council and Public Hearings Participation in Health Fairs Why meetings are held off-site 	Tori Williams	Office of Support
✓	12 noon, Tues. March 17	Joint meeting of the Affected Community, Priority and Allocations & Quality Improvement Committees	Committee Co-Chairs	Office of Support
✓	12 noon, Tues. March 22	<u>Training for Consumers:</u> The RW How To Best Meet the Need Process - Part 1	Tori Williams	Office of Support
✓	1:30 - 4 p.m., Thurs. April 14	How To Best Meet the Need Training – Part 2	Planning Council Chairs	Office of Support
✓	10:30 a.m. – 4 p.m. Tues. April 26 &/or Wed. April 27	How To Best Meet the Need Workgroups	Quality Improvement Committee	Office of Support
TENTATIVE	12 noon, Tues. May 24	HIV and the Asian Community	Peta-gay Ledbetter, PhD	Hope Clinic 7001 Corporate Dr., #120 Houston, Tx 77036 713 773-0803
TENTATIVE	12 noon, Tues. June 21	PRoP	Darcy Padgett darcy@beebusy.org	Bee Busy
TENTATIVE	12 noon, Tues. July 26	HIV and the Heterosexual Community Advisory Board (CAB)	Amana Turner aturner@changehappenstx.org	Change Happens!
✓	12 noon, Tues. August 23	<u>Training for Consumers:</u> Standards of Care, Why Should I Care?	Amber Harbolt, Health Planner, Office of Support	Office of Support
✓	12 noon, Tues. Sept. 20	Standards of Care and Performance Measures <u>Consumer Only</u> Workgroup	Carin Martin, Manager Ryan White Grant Administration	Office of Support
TENTATIVE	12 noon, Tues. October 25	HIV and the Rural Community	????	Access Health
TENTATIVE	12 noon, Tues. November 22	Substance Abuse	Stanley Lewis, MD	St. Hope Foundation, <u>Conroe</u>

Possible Topics:

Community Involvement in HIV Clinical Research Trials - Morénike Giwa

Medication Updates – Shital Patel, MD or Ben Barnett, MD OR invite all drug reps. Include info on getting Rx's FDA approved, change to generic status – how does this impact ADAP pricing?

Affected Community Committee

2016 Community Events (as of 03-14-16)

Point Person (PP): Committee member who picks up display materials and makes sure they are returned to the Office of Support.

Day, date, times	Event	Location	Participants
Sunday, March 6 1pm-Walk	AIDS Foundation Houston (AFH) AIDS Walk	Houston Park Downtown-1100 Bagby Street, 77002	Allen Murray will distribute Project LEAP flyers.
April date TBD	Gay Men's Health Summit	Hiram Clarke Multi Service Center	Teresa (PP), Curtis, Allen, Cecilia, Arlene
Friday, May 6 6 – 9 pm	Houston Splash 2016	Double Tree Hotel – Galleria	Allen, Teresa, Curtis, Arlene, Cecilia PP: _____
Saturday, June 25 Noon – 7:00 pm	Pride Festival	Downtown near City Hall	<u>Need Min. of 7 Volunteers</u> Tana, John L., Gene , Allen, Teresa, Arlene, Johnetta (1 st shift), Peta, Steven V, Tracy, Carol PP(s) : Arlene, Teresa, Curtis B.
Friday, September 16	HIV and Aging Symposium	Montrose Center	
October	Road 2 Success		
October	MISS UTOPIA Road 2 Success		<u>Need 3 volunteers</u> Carol, Peta
Tuesday, December 1	World AIDS Day Events		Most committee members attend events
January 2017	Road 2 Success		

Greeters for 2016 Council Meetings

(Revised: 02-23-16)

Meeting Dates (Please arrive at 11:45 a.m. Unless otherwise noted, the meetings are held at 2223 W. Loop South))	Greeter #1 External Member	Greeter #2	Greeter #3
Thurs. March 10	Viviana Santibanez	Teresa Pruitt	Arlene Johnson
Thurs. April 14	Johnetta Evans Thomas	Gene Ethridge	Allen Murray
Thurs. May 12	Lionel Pennamon	Gene Ethridge	Teresa Pruitt
Thurs. June 9 Off-Site Location:	Johnetta Evans Thomas	Allen Murray	Teresa Pruitt
Thurs. July 14			
Thurs. August 11			
Thurs. September 8			
Thurs. October 13			
Thurs. November 10 External Committee Member Appreciation			
Thurs. December 8			

What is the “How To Best Meet the Need” process?

Council members use data from needs assessments, client utilization reports, alternative funding sources and more to design services that are within HRSA guidelines and best meet the needs of the local consumers.

- ⌘ MARCH 22: The Affected Community Committee hosts a training for consumers and others on the How To Best Meet the Need process.
- ⌘ APRIL 14: Members of all committees are invited to come together to review information about service needs and alternative funding sources. The training starts at 1:30 pm, immediately after the April Council meeting adjourns.
- ⌘ **NEW:** APRIL 19: In 2016, the Council will host two special workgroups to address issues of concern that impact many services. At 10 am there will be a special workgroup to discuss ways to improve retention in care. At 1 pm there will be a special workgroup to look at ways to get and keep young men who have sex with men (MSMs) of color in care. All are welcome to attend.
- ⌘ APRIL 26 and 27: The Quality Assurance Committee hosts workgroups where all members of the community are invited to review each Ryan White funded service and recommend:
 - If the service should be funded with Ryan White dollars.
 - If the service needs to be changed so that it will better meets the needs of local consumers.
 - The financial eligibility for that service.

Over for the How To Best Meet the Need workgroup schedule.

All who attend the workgroup meetings must declare their conflict of interest and, although agencies can send more than one staff person to participate in the workgroup, only one agency representative can vote. No one can vote on a particular service category if they have a conflict of interest with that service category.

EXAMPLE OF A HRSA SERVICE CATEGORY:

Substance abuse services outpatient is the provision of medical or other treatment and/or counseling to address substance abuse problems (i.e., alcohol and/or legal and illegal drugs) in an outpatient setting, rendered by a physician or under the supervision of a physician, or by other qualified personnel.

FY 2017 HOW TO BEST MEET THE NEED WORKGROUP SCHEDULE (Revised 03/01/16)
 Houston Ryan White Planning Council, 2223 W. Loop South; Houston, TX 77027

TRAINING FOR ALL PARTICIPANTS:

1:30 p.m. ~ Thursday, April 14, 2016 ~ 2223 West Loop South, Room 532

SPECIAL WORKGROUPS:

**Tuesday, April 19, 2016 ~ 10 a.m. Retention in Care ~ 1 p.m. Young MSMs of Color
 2223 West Loop South, Room 416**

All workgroup packets are available online at www.rwpcHouston.org on the calendar for each date below (packets are in pdf format and are posted as they become available).

Workgroup 1	Workgroup 2	Workgroup 3	Workgroup 4
10:30 a.m. Tuesday, April 26, 2016 Room #532	1:30 p.m. Tuesday, April 26, 2016 Room #532	3:00 p.m. Wednesday, April 27, 2016 Room #416	11:00 a.m. Tuesday, May 17, 2016 Room #240
<u>Group Leaders:</u> Skeet Boyle & Gloria Sierra	<u>Group Leaders:</u> Robert Noble & Isis Torrente	<u>Group Leaders:</u> Cecilia Ross & Steve Stellenwerf	<u>Group Leaders:</u> Ruth Atkinson & Curtis Bellard
<u>SERVICE CATEGORIES:</u> Ambulatory/Outpatient Medical Care (includes Local Pharmacy Assistance, Medical Case Management and Service Linkage) – Adult and Rural Ambulatory/Outpatient Medical Care (includes Medical Case Management and Service Linkage) – Pediatric Only Clinical Case Management Non-Medical Case Management (Service Linkage at Test Sites) Vision Care	<u>SERVICE CATEGORIES:</u> Health Insurance Premium & Co-pay Assistance Home & Community-based Health Services (Adult Day Treatment) [†] Hospice Linguistic Services [†] Medical Nutritional Therapy and Supplements Mental Health Services (Professional Counseling) [†] Oral Health – Rural & Untargeted[†] Substance Abuse Treatment/ Counseling	<u>SERVICE CATEGORIES:</u> Early Intervention Services (Incarcerated) [†] Legal Assistance Transportation (Van-based – untargeted & rural)	<u>SERVICE CATEGORIES:</u> Blue Book

Part A categories in **BOLD** print are due to be RFP'd.

[†] Service Category for Part B/State Services only; Part B/State Services categories are RFP'd every year. **To confirm information for Part B/State Services, call 713 526-1016.**

Service Category	Is this a core service? If no, how does the service support access to core services & support clients achieving improved outcomes?	How does this service assist individuals <i>not in care</i> * to access primary care? <i>*EIIHA: Early Identification of Individuals with HIV/AIDS</i> seeks to identify the status-unaware and link them into care <i>*Unmet Need:</i> Individuals diagnosed with HIV but with no evidence of care for 12 months <i>*Continuum of Care:</i> The continuum of interventions that begins with outreach and testing and concludes with HIV viral load suppression is generally referred to as the Continuum of HIV Care or Care Treatment Cascade.	Documentation of Need (Sources of Data include: 2014 Needs Assessment, 2012-2014 Comp Plan, 2013 Outcome Measures, 2013 Chart Reviews, Special Studies and surveys, etc.)	Identify non-Ryan White Part A or Part B/ non-State Services Funding Sources (i.e., Alternative Funding Sources) Is this service typically covered under a Qualified Health Plan (QHP)?	Justify the use of Ryan White Part A, Part B and State Services funds for this service. Is this a duplicative service or activity?	Service Efficiency Can we make this service more efficient? For: a) Providers b) Clients Can we bundle this service? Has a recent capacity issue been identified?	Recommendation(s)
Part 1: Services offered by Ryan White Part A, Part B, and State Services in the Houston EMA/HSDA as of 03-14-15							
Ambulatory/Outpatient Primary Medical Care (incl. Vision):							
CBO, Adult – Part A, Including LPAP, MCM & Svc Linkage (Includes OB/GYN) <i>See below for Public Clinic, Rural, Pediatric, Vision</i>	✓ Yes ___ No	<input type="checkbox"/> EIIHA <input type="checkbox"/> Unmet Need <input type="checkbox"/> Continuum of Care					
				Covered under QHP? ✓ Yes ___ No			

‡ Service Category for Part B/State Services only.

IMPORTANT

From: Tori Williams, Director, Office of Support

Date: March 14, 2016

Re: NEW LINK to Open Meetings Act Training

It is a requirement of the Open Meetings Act that all Council, external committee members and staff participate in a 60 minute training on the Open Meetings Act at least once while serving with the Ryan White Program. At the end of the training there is a code that allows viewers to print a certificate. All members must turn in their certificates to the Office of Support before March 31, 2016. To see the video in the comfort of your own home or office, it is available online at: <https://texasattorneygeneral.gov/faq/og-open-government-training-information>.

Council members from whom we need a certificate include:

Ted Artiaga

Rodriga Avila

Denny Delgado

Rodney Mills

Robert Noble

Shital Patel

Tana Pradia

Steve Stellenwerf

Carol Suazo

Isis Torrente

IMPORTANT

From: Tori Williams, Director, Office of Support
Date: February 23, 2016
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To see the video with friends and colleagues, please join us in the Office of Support conference room immediately after the Council adjourns on Thursday, March 10th. Staff will print the certificates for you at the end of the video presentation. And, popcorn will be served. ☺

Council members from whom we need a certificate include:

Ted Artiaga	Shital Patel
Rodriga Avila (May deadline)	Tana Pradia
Denny Delgado	Gloria Sierra
Angela Hawkins	Steve Stellenwerf
Rodney Mills (May deadline)	Carol Suazo
Allen Murray	Isis Torrente

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Date: February 23, 2016

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If you need assistance seeing the video, please see Diane Beck and she will make an appointment for you to view the video in our office. Diane can be reached at: diane.beck@cjo.hctx.net or 713 572-3724.