

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee Meeting

12 noon, Monday, February 20, 2017

Meeting Location: 2223 West Loop South, Room 532
Houston, TX 77027

AGENDA

- I. Call to Order Rodney Mills and
Tana Pradia, Co-Chairs
 - A. Welcome and Introductions
 - B. Announce who will be chairing the meeting
 - C. Moment of Reflection
 - D. Adoption of the Agenda
 - E. Approve the Minutes (11-22-16)
 - F. Nuts, Bolts, and Petty Cash Tori Williams
 - G. Open Meetings Act Tori Williams

- 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. New Business Tori Williams
 - A. Purpose of the Council, Public Hearings & Health Fairs
 - B. Purpose of the Committee
 - C. Road 2 Success Proposal
 - 1. List of Monthly Topics & Off Site Locations
 - 2. 2016 Community Events (see attached)
 - a. *AIDS Walk – 12 noon, Sun. March 5, 2017*
 - 3. Review 2017 Critical Timeline
 - 4. 2017 Monthly Meeting Dates and Times
 - D. Adopt 2017 Committee Goals

- IV. Old Business Tori Williams
 - A. Greeters
 - B. Elect a Committee Vice-Chair

- V. Announcements

- VI. Adjourn

- VII. Members meet with committee mentor Teresa Pruitt

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee Meeting

12 noon, Tuesday, November 22, 2016

Meeting Location: St. Hope Foundation, 1414 S. Frazier Street, Conroe, Texas 77301

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Tana Pradia, Co-Chair	Amber David	Heather Keizman, RWGA
Allen Murray, Co-Chair	Herman Finley, excused	Diane Beck, Office of Support
Curtis Bellard	Arlene Johnson, excused	Rodrigo Avila, Office of Support
Ardry "Skeet" Boyle	Cecilia Ross, excused	
Rodney Mills, excused	Johnetta Evans-Thomas	
Teresa Pruitt	Lionel Pennamon	
	Jacob Sandler	
	Viviana Santibanez, excused	

Call to Order: Tana Pradia, Co-Chair of the Affected Community Committee called the meeting to order at 12:00 noon and asked for a moment of reflection.

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

Approval of the Minutes: ***Motion #2:** it was moved and seconded (Pruitt, Boyle) to approve the September 20, 2016 minutes. Motion carried. Abstentions:* Mills.

Public Comment: None.

Training: HIV and Substance Abuse: Unfortunately, the speaker had an emergency and could not attend the meeting. The training will be rescheduled to a future date.

Old Business: Members reviewed the list of monthly meeting topics and off-site meeting locations, 2016 Community Events, and the list of Greeters for 2016 Planning Council meetings. And, Pradia will fill out the Quarterly Committee Report.

2017 Committee Goals: Motion #3: it was moved and seconded (Boyle, Curtis) to use the 2016 goals in 2017 with the addition of the following goal: in 2017, dedicate committee efforts to getting a better understanding of the needs of the transgender community. This will be done through trainings and by participating in meetings with the transgender community.

Announcements: None.

Adjourn: Motion #5: *it was moved and seconded (Boyle, Pruitt) to adjourn the meeting at 12:40 p.m. Motion carried.*

Submitted by:

Approved by:

Tori Williams, Director Date

Committee Chair Date

Nuts and Bolts for New Members

Staff will mail meeting packets a week in advance; if they do not arrive in a timely manner, please contact the Office of Support.

The meeting packet will have the date, time and room number of the meeting; this information is also posted on signs on the first and second floor the day of the meeting.

Sign in upon arrival and use the extra agendas on the sign in table if you didn't bring your packet.

Only Council/committee members sit at the table since they are the voting members; staff and other non-voting members sit in the audience.

The only members who can vote on the minutes are the ones who were present at the meeting. If you were absent at the meeting, please abstain from voting.

Due to County budgeting policy, there will be no petty cash reimbursements in March and possibly April so save receipts and turn them into Eric for payment in April.

Be careful about stating personal health information in meetings as all meetings are tape recorded and, due to the Open Meetings Act, are considered public record. Anyone can ask to listen to the tapes, including members of the media.

Houston Area HIV Services Ryan White Planning Council
Office of Support
2223 West Loop South, Suite 240, Houston, Texas 77027
713 572-3724 telephone; 713 572-3740 fax

MEMORANDUM

To: Members, Ryan White Planning Council
External Members, Ryan White Committees

Copy: Carin Martin

From: Tori Williams, Director, Office of Support

Date: January 26, 2017

Re: End of Year Petty Cash Procedures

The fiscal year for Ryan White Part A funding ends on February 28, 2017. Due to procedures in the Harris County Auditor's Office, it is important that all volunteers are aware of the following end-of-year procedures:

- 1.) Council and External Committee members must turn in all requests for petty cash reimbursements **at or before 2 p.m. on Friday, February 3, 2017.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2015 **will not be reimbursed at all if they are turned in after March 31, 2017.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and May 31, 2017. This means that volunteers should give Rod the usual reimbursement request forms for transportation, food and childcare expenses incurred after March 1, 2017 but the Office may not be able to reimburse volunteers for these expenses until mid to late May 2017.

We apologize for this significant inconvenience. Please call Tori Williams at the number listed above if you have questions or concerns about how these procedures will affect you personally.

(OVER FOR TIMELINE)

March 1	Feb 3	Feb 28	March 31
2016.....	2017.....	2017.....	2017.....
Beginning of fiscal year 2016	Turn in all receipts	End of fiscal year 2016. No money available to write checks until April or May	Turn in all receipts or you will not be reimbursed for any expenses incurred between March 1, 2016 and Feb. 28, 2017

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713 572-3724 telephone; 713 572-3740 fax
www.rwpchouston.org

Memorandum

To: Members, Houston Ryan White Planning Council

From: Tori Williams, Director, Ryan White Office of Support

Date: January 27, 2017

Re: Open Meetings Act Training

As a follow up to Council Orientation and Venita Ray's excellent presentation on The Open Meetings Act, please note that all Council members are legally required to take the Open Meetings Act training at least once in their life time. If you have never taken the training, or if you do not have a certificate of completion on file in our office, you must take the training and submit the certificate to the Office of Support before March 31, 2017. The training takes 60 minutes and can be accessed through the following link:

<https://www.texasattorneygeneral.gov/og/oma-training>

If you do not have high-speed internet access, you are welcome to view the video in the Office of Support. We will make the training available in suite 240 after the Council adjourns on Thursday, February 9th; popcorn will be provided. Or, you can contact Diane Beck and make an appointment to see it on one of the computers in our office.

Upon completion of training, you will be provided with a code that is used to print a certificate of completion. Using the code, you may obtain the certificate from the Attorney General's Office in the following ways:

Print it from the Attorney General web link at:

https://www.texasattorneygeneral.gov/forms/openrec/og_certificates.php

Or, call the Office of Support with the validation code and the staff will print it for you.

We appreciate your attention to this important requirement. Do not hesitate to call our office if you have questions.

LIST OF COUNCIL MEMBERS WHO HAVE NOT SUBMITTED THEIR
OPEN MEETINGS ACT TRAINING CERTIFICATE
(as of 02-03-17)

NAME	Certificate in Chart	Missing Certificate
Cecilia Ross, Chair	X	
John Lazo, Vice Chair	X	
Carol Suazo, Secretary	X	
Ted Artiaga	X	
Connie L. Barnes	X	
Curtis W. Bellard	X	
David Benson	X	
Ardry "Skeet" Boyle, Jr.	X	
Bianca Burley	X	
Ella Collins-Nelson	X	
Amber David	X	
Johnny Deal	Submitted 02/03/17	X
Denny Delgado		X
Evelio Salinas Escamilla	X	
Herman L. Finley III	X	
Tracy Gorden	X	
Paul E. Grunenwald	X	
Angela F. Hawkins	X	
Arlene Johnson	X	
J. Hoxi Jones	X	
Denis Kelly	X	
Peta-gay Ledbetter	X	
Tom Lindstrom		X
Osaro Mgbere	X	
Nancy Miertschin	X	
Rodney Mills	X	
Allen Murray	X	
Robert Noble	X	
Shital Patel		X
John Poole	X	
Tana Pradia	X	
Teresa Pruitt	X	
Venita Ray	X	
Viviana Santibanez		X
Gloria Sierra	X	
Krystal Shultz		X
Isis Torrente	X	
Steven Vargas	X	
Larry Woods	X	

Affected Community Committee Training

Purpose of the Planning Council
Participation in Health Fairs
Purpose of Public Hearings

February 20, 2017

Purpose of the Planning Council

- What does the Planning Council do?
 - Conducts a Needs Assessment
 - Creates a plan to improve HIV services in Houston
 - Reviews data about existing Ryan White funded HIV services
 - Designs HIV services that will be provided using Ryan White funds in the Houston EMA/HSDA
 - Makes a list of the most important services
 - Decides the amount of Ryan White funding that will be allocated to each of the services

Purpose of the Planning Council

- What does the Planning Council NOT do?
 - Review grant applications from agencies
 - Decide which agencies in Houston get money
 - Hire and fire staff at agencies
 - Respond to complaints from consumers about specific agencies
 - Write letters to politicians in Washington
 - March at protests
 - Conduct HIV prevention
- HRSA sets the rules for Planning Councils
 - HRSA says Planning Councils can only focus on services, not specific agencies.
 - The Administrative Agency (Carin's office) monitors grants and agencies.

Participation in Health Fairs



- Tell the public about what the Ryan White Planning Council does
- Tell the public about services by giving out the Blue Book
- Tell the public how to volunteer with the Planning Council



- Give out condoms or HIV prevention materials
- Do HIV prevention
- Tell the public about specific agencies

Purpose of Public Hearings

- Twice a year
- Inform the community about recommended changes that the Planning Council will decide upon.
- Get feedback from consumers of Ryan White services as to how the recommended changes will affect their ability to receive care and support services.
- Community input is vital to all of the Planning Councils processes and is encouraged at every level.
 - Public Hearings are televised to help all PLWHAs participate in the planning process – especially PLWHAs who cannot travel to Planning Council meetings

Houston Area HIV Services Ryan White Planning Council

Standing Committee Structure

(Reviewed 07-15-16)

1. Affected Community Committee

This committee is designed to acknowledge the collective importance of consumer participation in Planning Council (PC) strategic activities and provide consumer education on HIV-related matters. The committee will serve as a place where consumers can safely and in an environment of trust discuss PC work plans and activities. This committee will verify consumer participation on each of the standing committees of the PC, with the exception of the Steering Committee (the Chair of the Affected Community Committee will represent the committee on the Steering Committee).

When providing consumer education, the committee should not use pharmaceutical representatives to present educational information. Once a year, the committee may host a presentation where all HIV/AIDS-related drug representatives are invited.

The committee will consist of HIV+ individuals, their caregivers (friends or family members) and others. All members of the PC who self-disclose as HIV+ are requested to be a member of the Affected Community Committee; however membership on a committee for HIV+ individuals will not be restricted to the Affected Community Committee.

2. Comprehensive HIV Planning Committee

This committee is responsible for developing the Comprehensive Needs Assessment, Comprehensive Plan (including the Continuum of Care), and making recommendations regarding special topics (such as non-Ryan White Program services related to the Continuum of Care). The committee must benefit from external membership and expertise.

3. Operations Committee

This committee combines four areas where compliance with Planning Council operations is the focus. The committee develops and facilitates the management of Planning Council operating procedures, guidelines, and inquiries into members' compliance with these procedures and guidelines. It also implements the Open Nominations Process, which requires a continuous focus on recruitment and orientation. This committee is also the place where the Planning Council self-evaluations are initiated and conducted.

This committee will not benefit from external member participation except where resolve of grievances are concerned.

4. Priority and Allocations Committee

This committee gives attention to the comprehensive process of establishing priorities and allocations for each Planning Council year. Membership on this committee does include external members and must be guided by skills appropriate to priority setting and allocations, not by interests in priority setting and allocations. All Ryan White Planning Council committees, but especially this committee, regularly review and monitor member participation in upholding the Conflict of Interest standards.

5. Quality Improvement Committee

This committee will be given the responsibility of assessing and ensuring continuous quality improvement within Ryan White funded services. This committee is also the place where definitions and recommendations on “how to best meet the need” are made. Standards of Care and Performance Measures/Outcome Evaluation, which must be looked at within each year, are monitored from this committee. Whenever possible, this committee should collaborate with the other Ryan White planning groups, especially within the service categories that are also funded by the other Ryan White Parts, to create shared Standards of Care.

In addition to these responsibilities, this committee is also designed to implement the Planning Council’s third legislative requirement, assessing the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area, or assessing how well the grantee manages to get funds to providers. This means reviewing how quickly contracts with service providers are signed and how long the grantee takes to pay these providers. It also means reviewing whether the funds are used to pay only for services that were identified as priorities by the Planning Council and whether all the funds are spent. This Committee may benefit from the utilization of external members.

PROPOSED
2017 Road 2 Success/Camino hacia tu Salud

Proposed change: Move Road 2 Success/Camino hacia tu Salud under the auspices of the Affected Community Committee.

Goal: Increase participation in Road 2 Success by:

- Hosting 2 two- hour Road 2 Success meetings in partnership with other consumer groups between February and October 2017. These meetings will be held at the location where the partner typically hosts meetings with consumers. Example: a large support group, community advisory group (like Thomas Street Advisory Council), HIV housing complex, etc.
- In November 2017 and January 2018 the Committee will host 3 four-hour Road 2 Success events. Advertise to those who attended the shorter classes, as well as the general HIV community, to increase participation and build momentum for the half day classes. The location for the four-hour classes could continue to be the Montrose Center and the Leonel Castillo Community Center.

Format for the two-hour Road 2 Success meetings:

Hour 1: A speaker and a consumer will team up to present information that is relevant to the partner group.

Hour 2: A focus group in which consumers can talk about barriers to their care and ways to improve services. The Health Planner for the Office of Support and the Project Coordinator for Ryan White Grant Administration will facilitate the focus group portion of the class. The findings from the focus groups and the *We Are Listening* class will be reported to the Affected Community Committee in February of each year so that the findings can be used in the How To Best Meet the Need process and to develop content for future Road 2 Success/Camino classes.

Affected Community Committee Meeting Schedule:

See page 2.

(OVER)

PROPOSED
2017 Affected Community Committee Meeting Schedule

January - 2 four-hour Road 2 Success Classes (*Camino* and *We Are Listening*)

February – Committee orientation and training.

March - Training for the How To Best Meet the Need process (HTBMN).

April - No meeting so members can participate in HTBMN training & workgroups.

May – Organizational meeting for 2 two-hour Road 2 Success Classes

June – **FIRST 2-HOUR ROAD 2 SUCCESS CLASS @ Thomas St. Health Center?**

July – **SECOND 2-HOUR ROAD 2 SUCCESS CLASS in Spanish @ Chris Escalante's support group?**

August - Standards of Care Training

September - Consumer-Only Workgroup on Standards of Care

October - Organizational meetings for December and January Classes

November – One 4-hour Road 2 Success/Camino Classes

December – One 4-hour Road 2 Success/Camino Classes - in Spanish?

January - One 4-hour Road 2 Success Class (*We Are Listening* format)

Schedule of Topics for 2016 Affected Community Committee Meetings

(revised 10-18-16)

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 & Allocations and Quality Improvement Committees	Committee Co-Chairs	Office of Support
✓	12 noon, Tues. March 22	Training for Consumers: 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
✓	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
✓	6:30 - 8:00 p.m. WEDNESDAY June 15	HIV and the Heterosexual Community Advisory Board (CAB)	Ariana Turner	Change Happens 3353 Elgin St. Houston, TX 77004
✓	12 noon, Tues. July 26	PrEP	Adonis May	Bee Busy Wellness Center 8785 West Bellfort Ave. Houston, TX 77031
✓	12 noon, Tues. August 23	Training for Consumers: 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 Consumer Only Workgroup	Carin Martin, Manager Ryan White Grant Administration	Office of Support
✓	12 noon, Tues. October 25	Prevention of Domestic and Sexual Violence	Heather Keizman, Ryan White Grant Administration	Office of Support
✓	12 noon, Tues. November 22	HIV and Substance Abuse	Pennye Rhodes, PA St. Hope Foundation	St. Hope Foundation Conroe

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 10/18/16)

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.
Friday, May 6; 6 – 9 pm Contact: H. Finley/J. Humphries	Houston Splash 2016	Double Tree Hotel – Galleria	Allen, Teresa, Curtis, Arlene, Cecilia PP: Teresa; back up Skeet
Saturday, June 25 Noon – 7:00 pm	Pride Festival	Downtown near City Hall	<u>Shift 1 (11:30 am-2 pm)</u> : PP Curtis, Peta, Tana, Johnetta <u>Shift 2 (2-4:30 pm)</u> John L, Ruth, Teresa, Allen <u>Shift 3 (4:30-7 pm):</u> PP Teresa, John L., Tracy, Rodney To be Assigned: Steven , Carol, Arlene
Friday, September 16	HIV and Aging Symposium	Montrose Center	Tana, Allen, Curtis, Cecilia, Teresa, Rodney, Johnetta, Viviana, Tracy G. PP: Skeet
Sunday, September 18	MISS UTOPIA	Crowne Plaza Northwest-Brookhollow 12801 Northwest Freeway Houston, TX 77040	<u>Need 3 volunteers</u> Carol, Peta, Skeet, Tana, Cecilia PP: Peta, Curtis, Skeet
Saturday, November 12	Road 2 Success – Part 1	Montrose Center 401 Branard Street, 2 nd Floor, 77006	<u>Need 12 volunteers</u> Bellard, Boyle, Pruitt, Pradia, Finley
Tuesday, December 1	World AIDS Day Events		Most committee members attend events
December Contact: Herman Finley	Gay Men's Health Summit New Name: Live Out Loud	Hiram Clarke Multi Service Center 810 W. Fuqua St., 77045 MAY BE MOVED TO UNITED WAY	Teresa (PP), Curtis, Allen, Cecilia, Arlene
January 14, 2017	Road 2 Success	Montrose Center 401 Branard Street, 2 nd Floor, 77006	<u>Need 12 volunteers</u>
<u>NEW DATE:</u> Saturday, January 21 2017 8:00 a.m. – 2:30 p.m.	HIV Testing and Prevention: Tools for Your Practice	Houston Marriott Medical Center 6580 Fannin Street (Driveway Entrance on 1730 Dryden Rd) Houston, TX 77030 (713) 796-0080	Curtis, Rodney, Allen, Tracy, Tana, Cecilia, Teresa, Isis and Allen <u>CONFIRM IF AVAILABLE FOR</u> <u>NEW DATE:</u> Cecilia, Teresa, Isis

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2017 Council Activities

(Revised 01-31-17)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location. The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 713 572-3724.

General Information: The following is a list of significant activities regarding the 2017 Houston Ryan White Planning Council. Consumers, providers and members of the general public are encouraged to attend and provide public comment at any of the meetings described below. For more information on Planning Council processes or to receive monthly calendars and/or meeting packets, please contact the Office of Support at 713 572-3724 or visit our website at: www.rwpchouston.org.

Routinely, the Steering Committee meets monthly at 12 noon on the first Thursday of the month. The Council meets monthly at 12 noon on the second Thursday of the month.

Thurs. Jan. 26 Council Orientation.

Thurs. Feb. 2 12 noon. First 2017 Steering Committee meeting.

Tues. Feb. 7 10:00 am. Orientation for new 2017 External Committee Members.

Thurs. Feb. 9 12 noon. First 2017 Council meeting.

* Mon. Feb. 13 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. The Council is currently funding, or recommending funding, for 16 of the 28 allowable HRSA service categories. The Proposed Idea Form can be used to ask the Council to reconsider including a service that is no longer being funded by Ryan White Part A, Part B or State Services. The form requires documentation for why dollars should be used to fund a particular service and why it is not a duplication of a service already offered through another funding source. Anyone can submit a Proposed Idea Form. Please contact the Office of Support at 713 572-3724 to request a copy of the required forms

Thurs. Feb. 23 11:00 am. Priority & Allocations Committee meets to approve the **policy on allocating FY 2017 unspent funds, FY 2018 priority setting process** and more.

March EIIHA Workgroup meeting.

* Fri. March 3 Deadline for submitting a Project LEAP application form. See April 5 for description of Project LEAP. Call 713 572-3724 for an application form.

* Thurs. March 16 11 am. Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2018 service categories** for Part A, Part B and *State Services* funding.

* Mon. March 20 12 noon. **Consumer Training** on the How to Best Meet the Need process.

Wed. April 5 **Project LEAP** classes begin. Project LEAP is a free 17-week training course for individuals infected with and affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area.

(Continued)

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2017 Council Activities

(Revised 01-31-17)

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The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 713 572-3724.

Thurs. April 6 12 noon. Steering Committee meets.

Thurs. April 13 12 noon. Planning Council meets.

* **1:30 – 4:00 pm. Council and Community Training for the How to Best Meet the Need process.** Those encouraged to attend are community members as well as individuals from the Quality Improvement, Priority & Allocations and Affected Community Committees. Call 713 572-3724 for confirmation and additional information.

* **Tentative:** Workgroups for Proposed Ideas including ideas on linking transgender individuals into care.
April 17 or 19 and possibly others.

* **Tues. April 25** 10:30 am – 4:00 pm. **How To Best Meet the Need Workgroups #1 and #2** at which the following services will be reviewed:

- Ambulatory/Outpatient Medical Care (including Local Pharmacy Assistance, Medical Case Management & Service Linkage – Adult, Rural and Pediatric)
- Clinical Case Management
- Health Insurance Premium & Co-pay Assistance
- Home & Community-based Health Services (Adult Day Treatment)
- Hospice
- Linguistic Services
- Medical Nutritional Therapy (including Nutritional Supplements)
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Oral Health – Untargeted & Rural
- Professional Counseling (Mental Health)
- Substance Abuse Treatment/Counseling
- Vision Care

Call 713 572-3724 for confirmation and additional information.

* **Wed. April 26** 3:00 pm – 5:00 pm. **How To Best Meet the Need Workgroup #3** at which the following services will be reviewed:

- Early Intervention Services
- Legal Assistance
- Transportation (van-based-Untargeted & Rural)

Call 713 572-3724 for confirmation and additional information.

Thurs. April 27 11:00 am. Priority & Allocations Committee meets to allocate **Part A unspent funds.**

(Continued)

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Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2017 Council Activities

(Revised 01-31-17)

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The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 713 572-3724.

- * Mon. May 8 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 13 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.
- * Tues. May 16 2:00 pm. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2018 Council Support Budget.
- Thurs. May 18 11:00 am. Quality Improvement Committee meets to approve the **FY 2018 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.
- * Mon. May 22 7:00 pm., Public Hearing on the **FY 2018 How To Best Meet the Need results**.
- Tues. May 23 10:00 am. Special Quality Improvement Committee meeting to review public comments regarding **FY 2018 How To Best Meet the Need results**.
- Thurs. May 25 11:00 am. Priority & Allocations Committee meets to recommend the **FY 2018 service priorities** for Ryan White Parts A and B and *State Services* funding.
- Thurs. June 1 12 noon. Steering Committee meets to approve the **FY 2018 How to Best Meet the Need results**.
- Thurs. June 8 12 noon. Council approves the **FY 2018 How to Best Meet the Need results**. **Project LEAP** students present the results of their needs assessment to the Council.
- June 9 - 14 Meeting times to be determined. Special Priority & Allocations Committee meetings to draft the **FY 2018 allocations for RW Part A and B and State Services** funding.
- Thurs. June 15 11:00 am. Quality Improvement Committee reviews the results of the assessment of the administrative mechanism and hosts Standards of Care training.
- Wed. June 21 11:00 am. The Priority & Allocations Committee meets to approve the **FY 2018 allocations for RW Part A and B and State Services** funding. LEAP students will be in attendance.
- * Mon. June 26 7 pm. Public Hearing on the **FY 2018 service priorities and allocations**.
- Tues. June 27 11:00 am. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2018 service priorities and allocations**.
- July/Aug. Workgroup meets to complete the proposed **FY 2018 EIIHA Plan**.
- Thurs. July 6 12 noon. Steering Committee approves the **FY 2018 service priorities and allocations**.

(continued)

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2017 Council Activities

(Revised 01-31-17)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location.
The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 713 572-3724.

- Thurs. July 13 12 noon. Council approves the **FY 2018 service priorities and allocations.**
- Thurs. July 27 11:00 am. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2018 priority & allocations.** They also allocate FY 2017 carryover funds. (**Allocate even though dollar amount will not be avail. until Aug.**)
- Thurs. Aug. 3 ALL ITEMS MUST BE REVIEWED BEFORE BEING SENT TO COUNCIL – THIS STEERING COMMITTEE MEETING IS THE **LAST CHANCE TO APPROVE ANYTHING NEEDED FOR THE FY 2018 GRANT.** (Mail out date for the August Steering Committee meeting is July 27, 2017.)
- * Mon. Aug. 21 12 noon. **Consumer Training** on Standards of Care and Performance Measures.
- * Mon. Sept. 11 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 13 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.
- Thurs. Sept. 21 11:00 am. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- * Mon. Sept. 25 12 noon. **Consumer-Only Workgroup** meeting to review FY 2018 Standards of Care and Performance Measures.
- Tues. Oct. 17 2:00 pm. Review and possibly update the Memorandum of Understanding between all Part A stakeholders.
- * October or November Community Workgroup meeting to review **FY 2018 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 26 11:00 am. Priority & Allocations Committee meets to allocate FY 2017 unspent funds.
- Nov/Dec/Jan. Review the evaluation of 2017 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2018 Project LEAP.
- November The Resource Group contacts all stakeholders to see if changes need to be made to the Ryan White Part B/State Services Letter of Agreement.
- Thurs. Nov. 9 12 noon. Council recognizes all external committee members.
- Tues. Nov. 14 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- Fri. Dec. 1 **World AIDS Day.**
- Thurs. Dec. 14 12 noon Council meeting to elect the **2018 Council officers.**

2017 Ryan White Planning Council Committee Schedule - DRAFT

(as of 02/07/17)

AFFECTED COMMUNITY

Meetings are on the following Mondays starting at 12 noon.

February 20	July 24
MARCH 16*	August 21
March 20	September 25
April no meeting	October 23
May 22	November 20
June 19	December no mtg

COMPREHENSIVE HIV PLANNING

Meetings are on the following second Thursdays starting at 2:00 pm:

February 9	August 10
March 9	September 14
April 13	October 12
May 11	November 9
June 8	December 14
July 13	

OPERATIONS

Meetings are on the following Tuesdays starting at 2:00 pm:

February 14	August 15
March 14	September 19
April 18	October 17
May 16	November 14
June 13	December no mtg
July 18	

PLANNING COUNCIL

Meetings are on the following second Thursdays starting at 12 noon:

February 9	August 10
March 9	September 14
April 13	October 12
May 11	November 9
June 8	December 14
July 13	

PRIORITY & ALLOCATIONS

Meetings are on the following fourth Thursdays starting at 11:00 am:

February 23	July 27
MARCH 16*	August 24
March 23	September 28
April 27	October 26
May 25	November no mtg
JUNE (Wed) 21	December no mtg

QUALITY IMPROVEMENT

Meetings are on the following third Thursdays starting at 11:00 am:

February 16	August no mtg
March 16*	September 21
April 20	October no mtg
May 18	November 16
June 15	December no mtg
July 20	

STEERING

Meetings are on the following first Thursdays starting at 12 noon:

February 2	August 3
March 2	September 7
April 6	October 5
May 4	November 2
June 4	December 7
July 6	

***Joint meeting of the Affected Community, Priority and Allocations and Quality Improvement Committees.**

**** Time to be announced**

BOLD = Special meeting date, time or place

2017 QUARTERLY REPORT AFFECTED COMMUNITY COMMITTEE

(To be submitted April 2017)

Status of Committee Goals and Responsibilities (* indicates a HRSA mandate):

1. Educate consumers so they understand how to access HIV/AIDS treatment, medication and clinical trials. Provide information that can be understood by consumers of diverse educational backgrounds on client-centered issues such as medication side effects, toxicities, adherence and more.

Status:

2. Continue to meet 4–6 times a year in locations throughout the Houston EMA/HSDA in order to make the Council more accessible to people living with HIV/AIDS.

Status:

3. **NEW:** In 2017, get a better understanding of the needs of transgender individuals through training, attending meetings of the transgender community and more.

3. Distribute information about committee meetings and Council sponsored, educational opportunities to local service providers.

Status:

4. Assure participation by people living with HIV/AIDS in all Council work products.

Status:

5. *Work with other committees to coordinate Public Hearings regarding the FY 2018 How to Best Meet the Need Results & Priorities and Allocations for Ryan White Parts A and B and State Services.

Status:

6. Continue marketing the activities of the committee and Council through health fairs and other appropriate activities so that people living with HIV/AIDS can attend committee meetings and give input to the Council.

Status:

7. Recruit Council applicants throughout the year.

Status:

8. Annually, review the status of committee activities identified in the current Comprehensive Plan.

Status:

Committee Chairperson

Date

Greeters for 2017 Council Meetings

(Revised: 02-13-17)

2017 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 9			
Thurs. April 13			
Thurs. May 11			
Thurs. June 8			
Thurs. July 13			
Thurs. August 10			
Thurs. September 14			
Thurs. October 12			
Thurs. November 9 External Committee Member Appreciation			
Thurs. December 14			

2017 Ryan White Planning Council

STANDING COMMITTEE LIST

(Updated 02-13-17)

Red Text = Committee Mentor

STEERING	
Cecilia Ross, RWPC Chair	Curtis Bellard, Co-Chair, Operations
John Lazo, Vice Chair	Nancy Miertschin, Co-Chair, Operations
Carol Suazo, Secretary	Ella Collins-Nelson, Co-Chair, Priority and Allocations
Rodney Mills, Co-Chair, Affected Community	Paul Grunenwald, Co-Chair, Priority and Allocations
Tana Pradia, Co-Chair, Affected Community	Robert Noble, Co-Chair, Quality Improvement
Isis Torrente, Co-Chair, Comprehensive HIV Planning	Gloria Sierra, Co-Chair, Quality Improvement
Steven Vargas, Co-Chair, Comprehensive HIV Planning	

AFFECTED COMMUNITY			
1. Rodney Mills, Co-Chair	7. Arlene Johnson	<i>External Members:</i>	
2. Tana Pradia, Co-Chair	8. Denis Kelly	1. Alex Moses	
3. Curtis Bellard	9. Allen Murray	2. Jacob Sandler	
4. Ardry "Skeet" Boyle	10. John Poole		
5. Amber David	11. Teresa Pruitt		
6. Herman Finley	12. Isis Torrente		

COMPREHENSIVE HIV PLANNING			
1. Isis Torrente, Co-Chair	8. Osaro Mgbere	<i>External Members:</i>	
2. Steven Vargas, Co-Chair	9. Allen Murray	1. Taneisha Broaddus	
3. Ted Artiaga	10. Shital Patel	2. Oluseyi Orija	
4. Denny Delgado	11. Larry Woods	3. David Watson	
5. Evelio Salinas Escamilla		4. Maggie White	
6. Tracy Gorden			
7. Herman Finley			

OPERATIONS			
1. Curtis Bellard, Co-Chair	4. Denis Kelly		
2. Nancy Miertschin, Co-Chair	5. Carol Suazo		
3. Ardry "Skeet" Boyle	6. Isis Torrente		

PRIORITY AND ALLOCATIONS			
1. Ella Collins-Nelson, Co-Chair	4. J. Hoxi Jones	7. Krystal Shultz	<i>External Members:</i>
2. Paul Grunenwald, Co-Chair	5. Peta-gay Ledbetter		1. Bruce Turner
3. Angela F. Hawkins	6. John Lazo		

QUALITY IMPROVEMENT			
1. Robert Noble, Co-Chair	8. Amber David	<i>External Members:</i>	
2. Gloria Sierra, Co-Chair	9. Johnny Deal	1. Kevin Aloysius	7. Angelica Williams
3. Ted Artiaga	10. Tom Lindstrom	2. Billy Ray Grant, Jr.	
4. Connie Barnes	11. John Poole	3. Shamra Hodge	
5. Curtis Bellard	12. Teresa Pruitt	4. Esther Ogunjimi	
6. Bianca Burley	13. Venita Ray	5. Amana Turner	
7. David Benson	14. Viviana Santibanez	6. Samantha Robinson	

(Over)

FYI

Houston Area **HIV & Aging** Coalition

TOPIC

Sex and Intimacy after an
HIV Diagnosis

GUEST

Gabriel Clark and Bill O'Rourke

2 PM, February 25th Room 112/113

FOR:

Educators
Prevention staff
Elder service providers
Aging community members
regardless of status

the Montrose Center

401 Branard Street, Houston, TX 77006

MISSION: To reduce the risk of HIV transmission
in older adults and to serve the needs of those
who are aging with HIV.



New SF General clinic treats older HIV patients

By Erin Allday, San Francisco Chronicle

February 2, 2017 Updated: February 3, 2017 9:07am



Photo: Michael Macor, The Chronicle

HIV patient Pamela Phelan, (left) meets with RN Valerie Robb, (center) and pharmacist Janet Grochowski during an appointment in San Francisco Ca. on Thursday Feb. 2, 2017. San Francisco General Hospital's long-time HIV ward has made a remarkable new addition: a geriatric clinic called Golden Compass. As Ward 86 patients grow older the clinic will address the needs of an aging AIDS population.

When Ward 86 opened at San Francisco General Hospital, on the sixth floor of a faded red-brick building, the patients who came and went were mostly young gay men, and they were dying of AIDS. Nearly 35 years later, the ward has made a remarkable new addition: a geriatric clinic.

As Ward 86's patients grow older, and as AIDS no longer looms as an imminent death threat, their medical needs are changing. Instead of worrying primarily about HIV and its related infections, they are now facing heart disease, cognitive decline, bone weakness and hearing and vision problems.

They're struggling with symptoms of aging that no one — not the patients or their caregivers — ever thought they'd live long enough to experience.



Photo: Michael Macor, The Chronicle

The associate director of Golden Compass Dr. Meredith Green in San Francisco Ca. on Thursday Feb. 2, 2017. San Francisco General Hospital's long-time HIV ward has made a remarkable new addition: a geriatric clinic called Golden Compass. As Ward 86 patients grow older the clinic will address the needs of an aging AIDS population.

"This is all still new. We're still figuring out how to think about the chronic conditions people are facing and not just their viral load or T-cell count," said Dr. Meredith Greene, associate director of the geriatric clinic. "We're starting to recognize that things have changed."

The new clinic, called Golden Compass, started in January and is growing, with classes, consultations and support groups for people with HIV age 50 and older. It opened with a \$100,000 donation made last year by AIDS Walk, which recently committed another \$75,000. Ideally, clinic leaders hope to get permanent funding from the city.

Greene, a UCSF physician who specializes in geriatric care and HIV and has been consulting part-time at Ward 86 for more than a year, said the project is among the first of its kind in the United States. In the weeks since it opened, she said, people have been calling from around the country to express interest in launching similar programs.

Last Men Standing

Read "Last Men Standing," The Chronicle's award-winning story on long-term HIV and AIDS survivors, at <http://projects.sfchronicle.com/2016/living-with-aids>.

The clinic is a long-needed addition to Ward 86, where 1,600 of its 2,500 patients are 50 years or older, and where many have lived with HIV for at least two decades, said Dr. Monica Gandhi, medical director of the ward.

"It thrills me every day that we are talking about thriving, not just surviving," Gandhi said. "It's all about living until you're 90 and living well. It used to be that palliative care was all we had. Now we can talk about HIV and aging."

The services offered through the clinic cover a wide array of physical and mental health ailments that are largely related to aging. A cardiologist who focuses on HIV and heart health regularly consults with doctors.

The HIV specialists in the ward, meanwhile, use the clinic to check on bone health, cognitive problems and mobility issues. In addition, the clinic provides weekly dental, vision and hearing assessments, and classes on fitness and brain health. A patient support group meets once a month.

Even before the clinic opened, a full-time pharmacist began meeting with older patients to go over their medication load, looking for problematic drug interactions and reviewing prescriptions that may need to be updated or even stopped. It's not unusual for older Ward 86 patients to be on 20 drugs to treat everything from HIV to high blood pressure and diabetes. Sometimes their health can be improved just by juggling their meds.

"Recently we had a patient who had nausea during the day," said Janet Grochowski, the Ward 86 pharmacist. "So we looked through his medication list and saw that he was taking many medications in the morning, before he ate. We moved them to the evening so he could take them with dinner, and that helped quite a bit."

A key component of the clinic is incorporating mental health care and social support, Greene said. In studies she's done of older people with HIV, she found that most experienced loneliness

or depression, or reported low levels of social support from friends and family. More than 1 in 10 have symptoms of post-traumatic stress disorder.

The effects of social isolation are especially profound among longtime HIV survivors who might have lost many friends during the AIDS epidemic, Greene said.

“People I’ve seen who are long-term survivors, who survived the ’80s and ’90s, that comes up over and over,” she said. “Sometimes even getting an emergency contact number can be hard.”

Simply making HIV doctors aware of the potential mental health complications of longtime survival can improve patients’ access to services, which can include a psychiatric referral or an invitation to a social or support group, Greene said.

Chip Supanich, a longtime HIV survivor who has worked as an advocate for the survivor community, said the clinic is “exactly what we like to see.”

“We’ve been concerned that gerontologists didn’t know about HIV, and HIV docs were unfamiliar with issues people face in their older years,” said Supanich, 56, who is not a Ward 86 patient. “We wanted to bring the two together.”

Growing older with HIV can be confusing, said Supanich, who tested positive for HIV in 1985 but believes he became infected in 1981. Patients and their doctors can have difficulty understanding whether a new symptom is related to HIV or is just a normal part of growing older, which can complicate treatment.

Though he’s generally pretty healthy, Supanich said he’s had some recent problems with spinal stenosis and neurological issues. “It’s challenging, but it goes with the territory, I guess,” he said.

“I have had 30 extra years than they thought I would,” he added. “I live in gratitude for that pretty much every day.”

Erin Allday is a San Francisco Chronicle staff writer. Email: erallday@sfchronicle.com Twiter: @erinallday