

Houston Area HIV Services Ryan White Planning Council

Comprehensive HIV Planning Committee

2:00 p.m., Thursday, February 9, 2017

Meeting Location: 2223 W. Loop South, Room 532
Houston, Texas 77027

AGENDA

* = handout at meeting

I. Call to Order

A. Welcome and Introductions

B. Moment of Reflection

C. Adoption of the Agenda

D. Approval of the Minutes (November 10, 2016)

Isis Torrente and
Steven Vargas, Co-Chairs

II. Public Comment and Announcements

(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 yourself, 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. All information from the public must be provided in this portion of the meeting.)

III. Report from the Speaker's Bureau Workgroup

John Lazo, Workgroup Chair

IV. Nuts and Bolts for Committee Members

A. Purpose of the Committee

B. Timeline of Critical 2017 Council Activities

C. Committee Meeting Schedule

D. Petty Cash

E. Open Meetings Act Training

F. 2017 Committee Goals

Amber Harbolt, Health Planner
Office of Support

V. 2017 Committee Timetable*

VI. Announcements

Isis Torrente and
Steven Vargas, Co-Chairs

VII. Adjourn

Houston Area HIV Services Ryan White Planning Council

Comprehensive HIV Planning Committee
 11:00 a.m., Thursday, November 10, 2016
 2223 West Loop South, Room 532; Houston, Texas 77027

Minutes

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Nancy Miertschin, Co-Chair	Shital Patel	Sha'Terra Johnson-Fairley, TRG
John Lazo, Co-Chair	Kevin Aloysius	Amber Harbolt, Office of Support
Allen Murray	Tam Kiehnhoff	Diane Beck, Office of Support
Curtis Bellard	Osaro Mgbere	
David Benson	Esther Ogunjimi	
Denis Kelly		
Denny Delgado		
Evelio Salinas Escamilla		
Gloria Sierra		
Herman Finley		
Johnny Deal		
Larry Woods		
Robert Noble		
Ted Artiaga		

Call to Order: Nancy Miertschin, co-chair, called the meeting to order at 2:08 p.m. and asked for a moment of reflection.

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

Approval of the Minutes: *Motion #2:* *it was moved and seconded (Escamilla, Kelly) to approve the September 15, 2016 minutes with one correction: in the middle of the EIIHA paragraph, Escamilla said new diagnosis for Latinos has surpassed the African American population statewide. Motion carried.* Abstentions: Artiaga, Delgado, Finley, Kelly, Noble, Sierra, Woods.

Public Comment: None.

Update on Speaker's Bureau: Lazo said that the presentation that was scheduled for November 10th to the Spring-Klein Chamber of Commerce will be rescheduled due to a schedule conflict on their part. The final presentation of the year will be to the Cy-Fair Rotary Club on November 21st; Vargas will be the speaker for that one. The final workgroup meeting of the year will be November 17th at 10:15 a.m. to review the great success we've had this year and talk about what we will do next year.

2016 Houston HIV Care Services Needs Assessment: See attached. Harbolt walked the committee through the needs assessment report. Miertschin asked that 'n' be included where applicable. Harbolt asked the committee to send any grammatical errors or typos so she can make sure they are in the final document. *Motion #3:* *it was moved and seconded (Kelly, Lazo)*

to accept the needs assessment report with the recommended changes. **Motion carried unanimously.**

2016-2016 Comprehensive Plan Year 4 Evaluation: Harbolt will talk to the workgroup co-chairs to get a date for the workgroup to meet before the end of the year.

2017-2021 Comprehensive Plan Kick-Off: Harbolt said that this will take place sometime in the second week of January for all who participated in the development of the plan.

Review Committee Goals: *Motion #4:* *it was moved and seconded (Kelly, Deal) to keep the same committee goals for 2017.* **Motion carried unanimously.**

Announcements: There will be no committee meeting in December.

Adjournment: The meeting was adjourned at 3:45 p.m.

Submitted by:

Approved by:

Amber Harbolt, Office of Support Date

Chair of Committee Date

JA = Just arrived at meeting
LR = Left room temporarily
LM = Left the meeting
C = Chaired the meeting

2016 Voting Record for Meeting Date November 10, 2016

MEMBERS	Motion #1: Agenda				Motion #2: Minutes				Motion #3: 2016 Needs Assessment Report				Motion #4: 2017 Committee Goals			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
Nancy Miertschin, Co-Chair				C				C				C				C
John Lazo, Co-Chair		X				X				X				X		
Ted Artiaga		X						X		X				X		
Curtis Bellard		X				X				X				X		
David Benson		X				X				X				X		
Denny Delgado		X						X		X				X		
Evelio Salinas Escamilla		X				X				X				X		
Herman Finley		X						X		X				X		
Allen Murray		X				X				X				X		
Robert Noble		X						X		X				X		
Shital Patel	X															
Gloria Sierra		X						X		X				X		
Larry Woods		X						X		X				X		
Kevin Aloysius	X															
Denis Kelly		X						X		X				X		
Tam Kiehnhoff	X															
Osaro Mgbere	X															
Esther Ogunjimi	X															

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
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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 <i>State Services</i> funding.
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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.

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Houston Area HIV Services Ryan White Planning Council

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(Revised 01-31-17)

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

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Houston Area HIV Services Ryan White Planning Council

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- | | |
|----------------|--|
| 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 <i>State Services</i> 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 . |

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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.

- 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 02/01/17)

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 6	

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 6	

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

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

2016.....

Beginning
of fiscal year 2016

Feb 3

2017.....

Turn in all
receipts

Feb 28

2017.....

End of
fiscal year 2016.
No money
available to write
checks until April
or May

March 31

2017

Turn in all receipts
or you will not be
reimbursed for any
expenses incurred
between March 1, 2016
and Feb. 28, 2017

Houston Area HIV Services Ryan White Planning Council
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2223 West Loop South, Suite 240, Houston, Texas 77027
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 01-31-17)

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		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	

**2017 QUARTERLY REPORT
COMPREHENSIVE HIV PLANNING COMMITTEE**

Status of Committee Goals and Responsibilities (*means mandated by HRSA):

1. *Assess, evaluate, and make ongoing recommendations for the Comprehensive HIV Plan.

2. *Determine the size and demographics of the estimated population of individuals who are unaware of their HIV status.

3. *Work with the community and other committees to develop a strategy for identifying those with HIV who do not know their status, make them aware of their status, and link and refer them into care.

4. *Explore and develop on-going needs assessment and comprehensive planning activities including the identification and prioritization of special studies.

5. *Review and disseminate the most current Joint Epidemiological Profile.

Committee Chairperson

Date