

Houston Area HIV Services Ryan White Planning Council

Office of Support

2223 West Loop South, Suite 240, Houston, Texas 77027

832 927-7926 telephone; 713 572-3740 fax

www.rwpchouston.org

MEMORANDUM

To: Steering Committee Members:
Tana Pradia, Chair
Allen Murray, Vice Chair
Crystal Starr, Secretary
Veronica Ardoin, Co-Chair, Affected Community Committee
Rodney Mills, Co-Chair, Affected Community Committee
Daphne L. Jones, Co-Chair, Comprehensive HIV Planning Committee
Steven Vargas, Co-Chair, Comprehensive HIV Planning Committee
Ronnie Galley, Co-Chair, Operations Committee
Carol Suazo, Co-Chair, Operations Committee
Bobby Cruz, Co-Chair, Priority and Allocations Committee
Denis Kelly, Co-Chair, Quality Improvement Committee
Pete Rodriguez, Co-Chair, Quality Improvement Committee

Copy: Carin Martin Amber Harbolt
Heather Keizman Diane Beck
Yvette Garvin Ann Robison
Sha'Terra Johnson-Fairley David Williams (email only)

From: Tori Williams

Date: Monday, September 21, 2020

Re: Meeting Announcement

We look forward to seeing you at:

Steering Committee Meeting

12 noon, Thursday, October 1, 2020

Zoom Conference Call – Please do not come to the office

Join Zoom Meeting by clicking onto:

<https://us02web.zoom.us/j/499715637?pwd=YldZWUY1WmtHWFdVS3INbkh4MCtDUT09>

Meeting ID: 499 715 637

Passcode: 353438

Or, call 346 248-7799

Please contact Rod to RSVP, even if you cannot attend. She can be reached by telephone at: 832 927-7926 or by email at: Rodriga.Avila@cjo.hctx.net. Thank you!

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL

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STEERING COMMITTEE

AGENDA

12 noon, Thursday, October 1, 2020

Meeting Location: Online or via phone – Please do not come in person

Join Zoom Meeting by clicking onto:

<https://us02web.zoom.us/j/499715637?pwd=YldZWUYlWmtHWFdVS3lNbkh4MCtDUT09>

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Passcode: 353438

Or, call 346 248-7799

- I. Call to Order
- A. Welcoming Remarks
 - B. Moment of Reflection
 - C. Individual Updates/Check In
 - D. Select the Committee Co-Chair who will be voting today
 - E. Adoption of the Agenda
 - F. Adoption of the Minutes
- Tana Pradia, Chair
Ryan White Planning Council
- 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 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 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 living with HIV", 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. Reports from Committees
- A. Comprehensive HIV Planning Committee
 - B. Affected Community Committee
 - C. Quality Improvement Committee
- Daphne L. Jones and
Steven Vargas
- Veronica Ardoin and
Rodney Mills, Co-Chairs
- Denis Kelly and
Pete Rodriguez, Co-Chairs
- No report
- Item: Consumer Only Standards of Care Workgroup Meeting
Recommended Action: FYI: On Monday, September 21, 2020,
the Affected Community Committee met to provide input into
the FY 2021 Standards of Care and Performance Measures.*
- No report

D. Operations Committee

Item: Youth Group

Recommended Action: FYI: The Youth Group met with Tony Williams, an Employment Specialist for the HOPWA Good Hope Employment Program. Then, Rod provided box lunches, gift cards and cloth masks from Tana Pradia.

Item: Election of 2021 Ryan White Officers

Recommended Action: FYI: Nominations for the 2021 Ryan White Council officers must be submitted before the end of the November 2020 Steering Committee meeting. See the attached list of members who are eligible to run for Chair of the Council. Please submit your nominations to the Director of the Office of Support and she will contact the nominee to confirm that they would like to run for the position.

Item: Ryan White Team Building Opportunities

Recommended Action: FYI: Per a suggestion from a Council member, the Operations Committee recommends that Ryan White standing committees take turns hosting monthly a team building exercises. These will be optional activities and those invited to attend will be Council and Affiliate members, as well as Project LEAP students. Team building exercises can include Emergency Preparedness Bingo, Ryan White Jeopardy and other interactive, educational activities that can be hosted using Zoom. There will be prizes for the winners and fun for all.

E. Priority and Allocations Committee

No report

Ronnie Galley and
Carol Suazo, Co-Chairs

Bobby Cruz and
Allen Murray, Co-chairs.

IV. Report from Ryan White Office of Support

Tori Williams, Director

V. Report from Ryan White Grant Administration

Carin Martin, Manager

VI. Report from The Resource Group

Sha'Terra Johnson-Fairley,
Health Planner

VII. Announcements

VIII. Adjournment

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING
COUNCIL

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STEERING COMMITTEE

MINUTES

12 noon, Thursday, September 3, 2020

Meeting Location: Zoom teleconference

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Tana Pradia, Chair	Carol Suazo	<i>Ryan White Grant Administration</i>
Allen Murray, Vice Chair		Heather Keizman
Crystal Starr, Secretary		Rebecca Edwards
Veronica Ardoin		
Rodney Mills		<i>The Resource Group</i>
Daphne L. Jones		Sha'Terra Johnson-Fairley
Steven Vargas		
Ronnie Galley		<i>Office of Support</i>
Bobby Cruz		Tori Williams
Denis Kelly		Amber Harbolt
Pete Rodriguez		Diane Beck

Call to Order: Tana Pradia, Chair, called the meeting to order at 12:03 p.m.

During the opening remarks, Pradia said that she is glad to see everyone looking safe and well. Houston would look very different right now if Hurricane Laura had made landfall in Galveston. Our hearts and prayers go out to our neighbors in East Texas and Louisiana who have suffered so much from this powerful storm. On a different note, Carin had a department meeting that needed her attention and will not be able to participate in the Steering Committee meeting. Therefore, Heather will give the report from Ryan White Grant Administration later in the meeting. Pradia then called for a Moment of Reflection.

Pradia invited committee co-chairs to select the co-chair who would be voting on behalf of their committee at today's meeting. Those selected to represent their committee were: Ardoin for Affected Community, Vargas for Comprehensive HIV Planning, Galley for Operations, Cruz for Priority and Allocations and Kelly for Quality Improvement.

Adoption of the Agenda: Motion #1: *it was moved and seconded (Vargas, Galley) to adopt the agenda with one change: Keizman will give the report from Ryan White Grant Administration..*
Motion carried.

Approval of the Minutes: Motion #2: *it was moved and seconded (Galley, Star) to approve the July 30, 2020 minutes.* **Motion carried.** Abstention: Ardoin, Vargas.

Public Comment and Announcements: None.

Reports from Committees

Comprehensive HIV Planning Committee: No report.

Operations Committee: Ronnie Galley, Co-Chair, reported on the following:

Youth Group: The Committee hosted a Zoom meeting with the Youth Group. The presenter was Andrea Washington, a therapist with The Recovery Center, who provided information on *The Effect of Drugs and Alcohol on Relationships*. Then, Rod provided box lunches, gift cards and cloth masks from Tana Pradia. Kelly asked that the committee consider reaching out to other youth groups in the area.

Priority and Allocations Committee: No report.

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

Training: Emergency Preparedness Bingo: Committee members Participated in an educational Bingo game related to Emergency Preparedness. The presentation was quite timely in lieu of Hurricane Laura moving into the Gulf of Mexico that evening.

Consumer Only Standards of Care Workgroup Meeting: On Monday, September 21, 2020, the Affected Community Committee will meet to provide input into the FY 2021 Standards of Care and Performance Measures. All consumers are welcome. All others are encouraged to participate in a second meeting for all Council and community members. The date for the second meeting is to be announced.

Quality Improvement Committee: Denis Kelly, Co-Chair, reported on the following:

Reports from the Administrative Agent – Part A/MAI*: See the attached reports from the Part A/MAI Administrative Agent:

- FY20 Procurement Report – Part A & MAI, dated 08/13/20
- FY20 Service Utilization Report – Part A & MAI, dated 08/11/20
- FY18 Quality Management Program update

Public Comment: Rodriguez said he submitted the attached public comments to the Office of Support for the Quality Improvement Committee. Based upon the attached public comment, Ryan White Grant Administration staff offered to provide quarterly updates on Performance Measures that are not meeting their benchmarks and what is being done to improve them.

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

- FY 2020/21 Procurement Report Part B – dated 07/23/20
- FY 2020/21 Service Utilization 1st Qtr. Part B– dated 08/05/20
- FY 2019/20 Procurement Report DSHS SS – dated 07/23/20
- FY 2019/20 Health Insurance Program Report – dated 08/03/20

FY 2019 Assessment of the Part A/MAI Administrative Mechanism: ***Motion #3:*** *Approve the attached FY 2019 Assessment of the Ryan White Part A/MAI Administrative Mechanism. Since the report found no deficiencies, no corrective action is necessary. Motion Carried.*

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

Report from Ryan White Grant Administration: Heather Keizman, Project Coordinator, summarized the attached report.

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

Announcements: Vargas said that the national Ryan White Conference included two sessions with Q&A that were completely in Spanish. He is hoping that the state will also do something similar at the Ryan White conference. Kelly would like information on what agencies are doing about eligibility documents. Keizman said they are doing the same as the state. Due to COVID-19 the State and Ryan White Program are currently requiring less documentation for eligibility.

Adjournment: *it was moved and seconded (Ardoin, Starr) to adjourn the meeting at 1:04 p.m.*
Motion Carried.

Submitted by:

Approved by:

Tori Williams, Director Date

Committee Chair Date

MAI - Minority AIDS Initiative funding*

*SS** - State Services funding*

2020 Steering Committee Voting Record for Meeting Date 09/03/20

C = Chaired the meeting, JA = Just arrived, LM = Left the meeting,
VP = Participated via telephone, nv = Non-voting member

Aff-Affected Community Committee, Comp-Comprehensive HIV Planning Committee, Op-Operations Committee,
PA-Priority and Allocations Committee, QI-Quality Improvement Committee

MEMBERS	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 Assessment of the Admin Mech Carried			
	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain
Tana Pradia, Chair				C				C				C
Allen Murray, Vice Chair ja 12:11 pm		X			X					X		
Crystal Starr, Secretary		X				X				X		
Veronica Ardoin, Aff		X						X		X		
Rodney Mills, Aff		X				X				X		
Steven Vargas, Comp		X						X		X		
Ronnie Galley, Op		X				X				X		
Bobby Cruz, PA		X				X				X		
Denis Kelly, QI		X				X				X		
<i>Non-voting members at the meeting:</i>												
Daphne L. Jones, Comp ja 12:16 pm												
Pete Rodriguez, QI ja 12:11 pm												
<i>Absent members:</i>												
Carol Suazo, Op												

Operations Committee Report

**Members Eligible to Run for
Chair of the
2021 Ryan White Planning Council**
(as of 09-03-20)

According to Council Policy 500.01 regarding election of officers: “Ryan White Part A, B and State Services funded providers/employees/subcontractors/Board Members and/or employees/subcontractors of the Grantees for these entities shall not be eligible to run for office of Chair of the Ryan White Planning Council. Candidates will have served as an appointed member of the RWPC for the preceding twelve (12) months and, if needed, have been reappointed by the CEO. One of the three officers must be a self-identified HIV positive person. “Nominations for all three positions: Council Chair, Vice Chair and Secretary, must be submitted to the Director of the Office of Support before the end of the November Steering Committee or at the December Council meeting, which is the day of the election.

Eligible To Run for Chair (* must be reappointed):

Not Eligible To Run for Chair

Veronica Ardoin*	Mauricia Chatman - employee (Tx. Dept. of State Health Services)
Rosalind Belcher	Ahmier Gibson-conflicted (Legacy Community Health)*
Enrique Chavez	Dawn Jenkins-conflicted (Harris Health System)
Tony Crawford*	Daphne Jones-conflicted (City of Houston)
Bobby Cruz	J. Hoxi Jones-employee (Tx. Health & Human Serv.)*
Johnny Deal*	Denis Kelly-conflicted (Avenue 360)*
Ronnie Galley	Deondre Moore-conflicted (AIDS Healthcare Foundation)
Gregory Hamilton*	Niquita Moret-conflicted (City of Houston)*
Tom Lindstrom*	Matilda Padilla-conflicted (AIDS Healthcare Foundation)*
Holly Renee McLean*	Shital Patel-conflicted (Harris Health System)
Josh Mica	Oscar Perez-conflicted (Avenue 360)
Rodney Mills	Faye Robinson-conflicted (City of Houston)
Allen Murray	Imran Shaikh-conflicted (City of Houston)*
John Poole*	
Tana Pradia	
Pete Rodriguez*	
Gloria Sierra	
Crystal Starr*	
Bruce Turner	
Steven Vargas	
Andrew Wilson	

2020 Council Attendance
Updated 9-23-20

NUMBER OF COUNCIL MEETINGS HELD IN 2020: 7

Council Members Shaded = retiring from Council on 12/31/20	Number of meetings attended in 2020	Number of meetings unable to attend in 2020
Tana Pradia	7	
Allen Murray	6	1
Crystal Starr	6	1
Kevin Aloysius	7	
Veronica Ardoin	6	1
Rosalind Belcher	5	2
Mauricia E. Chatman	7	
Enrique Chavez	6	1
Tony Crawford	5	2
Robert “Bobby” Cruz	7	
Johnny Deal	3	4
Ronnie Galley	7	
Ahmier Gibson	2	5
Gregory Hamilton	1	6
Angela F. Hawkins	7	
Dawn Jenkins	7	
Arlene Johnson	1	6
Daphne L. Jones	4	3
Denis Kelly	7	
Tom Lindstrom	6	1
Holly Renee McLean	6	1
Josh Mica	7	
Rodney Mills	7	
Deondre Moore	1	6
Niquita Moret	4	3
Matilda Padilla	4	3
Shital Patel	4	3
Oscar Perez <i>(started April)</i>	4	1
John Poole	0	7
Rashel Richardson <i>(started April)</i>	3	2
Faye Robinson	7	
Pete Rodriguez	6	1
Imran Shaikh	4	3
Gloria Sierra	0	7
Carol Suazo	6	1
Bruce Turner	6	1
Steven Vargas	7	
Andrew Wilson	7	

2020 RWPC Attendance Records
(as of 09-22-20)

a-absent, p-present, e-excused, re-resigned, shaded-do not include in count, Ssh-came but unable to stay, nm- no meeting												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Kevin Aloysius		p	p	p	nm	p	p	p	p			
Quality Improvement		p	p	nm	p	a	p	p	nm			
Veronica Ardoin		p	p	p	nm	p	p	p	e			
Affected Community		p	nm	nm	p	p	p	p				
Steering		p	p	e	nm	p	p	e	p			
Rosalind Belcher		a	a	p	nm	p	p	p	p			
Affected Community		a	nm	nm	p	e	e					
Mauricia E. Chatman		p	p	p	nm	p	p	p	p			
Priority & Allocations		p	nm	nm	p	p	p	p	nm			
Enrique Chavez		p	p	p	nm	p	e	p	p			
Affected Community		p	nm	nm	p	p	a					
Tony Crawford		p	a	p	nm	e	p	p	p			
Affected Community		p	nm	nm	p	p	p	a				
Bobby Cruz		p	p	p	nm	p	p	p	p			
Operations		p	nm	nm	nm	p	p	p	p			
Priority & Allocations		p	nm	nm	p	e	p	p	nm			
Steering		p	p	p	nm	p	p	p	p			
Johnny Deal		p	p	p	nm	a	e	e	e			
Affected Community		p	nm	nm	p	p	p	p				
Operations		p	nm	nm	nm	p	p	p	p			
Ronnie Galley		p	p	p	nm	p	p	p	p			
Affected Community		a	nm	nm	p	p	p	p				
Operations		p	nm	nm	nm	p	e	e	p			
Steering		p	p	p	nm	p	e	p	p			
Ahmier Gibson		p	a	p	nm	a	a	a	a			
Quality Improvement		a	a	nm	a	a	a	a	nm			
Gregory Hamilton		p	a	a	nm	e	e	e	e			
Affected Community		p	nm	nm	e	e	e	e				
Quality Improvement		e	a	nm	a	a	a	a	nm			
Angela F. Hawkins		p	p	p	nm	p	p	p	p			
Operations		p	nm	nm	nm	p	p	p	p			
Dawn Jenkins		p	p	p	nm	p	p	p	p			
Comp HIV Plan		p	p	nm	nm	p	p		nm			
Arlene Johnson		e	e	p	nm	e	e	e	e			
Affected Community		e	nm	nm	e	e	e	e	e			
Daphne L. Jones		p	p	a	nm	e	p	e	p			
Comp HIV Plan		p	p	nm	nm	p	p		nm			
Steering		p	p	p	nm	p	p	p	p			
J. Hoxi Jones		e	e									
Priority & Allocations		e	nm									
Mel Joseph		e	e	e	nm	e						
Priority & Allocations		e	nm	nm	e	e						
Affected Community		e	nm	nm	e	e						
Denis Kelly		p	p	p	nm	p	p	p	p			
Comp HIV Plan		p	a	nm	nm	a	a		nm			
Quality Improvement		p	p	nm	e	p	e	p	nm			
Steering		p	p	p	nm	p	p	p	p			
Tom Lindstrom		e	p	p	nm	p	p	p	p			
Quality Improvement		e	p	nm	p	p	p	p	nm			
Holly McLean		p	p	p	nm	p	p	p	e			
Affected Community		p	nm	nm	p	p	p	p				
Josh Mica		p	p	p	nm	p	p	p	p			
Priority & Allocations		p	nm	nm	p	p	p	p	nm			
Rodney Mills		p	p	p	nm	p	p	p	p			
Affected Community		p	nm	nm	p	p	p	p	p			

2020 RWPC Attendance Records
(as of 09-22-20)

a-absent, p-present, e-excused, re-resigned, shaded-do not include in count, Ssh-came but unable to stay, nm- no meeting												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Comp HIV Plan		p	p	nm	nm	p	p		nm			
Steering		p	p	p	nm	p	p	p	p			
Deondre Moore		a	p	a	nm	a	a	a	a			
Comp HIV Plan		a	p	nm	nm	a	a		nm			
Niquita Moret		e	a	a	nm	p	p	p	p			
Priority & Allocations		p	nm	nm	p	p	p	p	nm			
Allen Murray		p	p	p	nm	p	p	p	e			
Affected Community		p	nm	nm	p	a	a	p				
Operations		p	nm	nm	nm	e	p	p	p			
Priority & Allocations		p	nm	nm	p	p	p	p	nm			
Steering		p	p	p	nm	p	p	p	p			
Matilda Padilla		p	p	e	nm	p	p	e	e			
Comp HIV Plan		p	a	nm	nm	p	a		nm			
Shital Patel		p	p	p	nm	p	e	e	e			
Comp HIV Plan		p	p	nm	nm	p	p		nm			
Oscar Perez				p	nm	p	p	e	p			
Quality Improvement				nm	p	p	p	p	nm			
John Poole		a	a	a	nm	a	a	a	a			
Affected Community		a	nm	nm	a	a	a	a	a			
Tana Pradia		p	p	p	nm	p	p	p	p			
Steering		p	p	p	nm	p	p	p	p			
Rashel Richardson				p	nm	p	p	e	e			
Priority & Allocations				nm	p	e	e	e	nm			
Faye Robinson		p	p	p	nm	p	p	p	p			
Comp HIV Plan		p	a	nm	nm	p			nm			
Pete Rodriguez		e	p	p	nm	p	p	p	p			
Quality Improvement		p	p	nm	p	p	p	p	nm			
Steering		p	a	p	nm	p	p	p	p			
Imran Shaikh		p	p	p	nm	e	e	e	p			
Comp HIV Plan		p	a	nm	nm	e	e		nm			
Gloria Sierra		a	a	e	nm	e	e	e	e			
Quality Improvement		a	a	nm	a	a	p	a	nm			
Crystal Starr		p	p	p	nm	p	p	p	e			
Operations		p	nm	nm	nm	p	p	p	p			
Quality Improvement		p	p	nm	p	e	p	p	nm			
Steering		p	p	p	nm	e	p	p	p			
Carol Suazo		p	p	p	nm	e	p	p	p			
Operations		e	nm	nm	nm	p	p	e	e			
Priority & Allocations		e	nm	nm	p	p	a	p				
Steering		p	a	a	nm	p	p	p	a			
C. Bruce Turner		p	p	e	nm	p	p	p	p			
Priority & Allocations		p	nm	nm	p	p	p	p	nm			
Steven Vargas		p	p	p	nm	p	p	p	p			
Comp HIV Plan		p	p	nm	nm	p	p		nm			
Steering		p	p	p	nm	p	p	e	p			
Andrew Wilson		p	p	p	nm	p	p	p	p			
Quality Improvement		e	p	nm	a	p	p	a	nm			
EXTERNAL MEMBERS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Ashley Barnes												
Affected Community		p	nm	nm	a	p	p	a				
Ardry "Skeet" Boyle, Jr.												
Affected Community		a	nm	nm	p	p	p	p				
Bianca Burley												
Comp HIV Plan		a	a	nm	nm	p	a		nm			

2020 RWPC Attendance Records
(as of 09-22-20)

a-absent, p-present, e-excused, re-resigned, shaded-do not include in count, Ssh-came but unable to stay, nm- no meeting												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Dominique Brewster												
Comp HIV Plan		p	p	nm	nm	p	p		nm			
Datonye Charles												
Comp HIV Plan		a	p	nm	nm	a	p		nm			
Ryan Clark												
Comp HIV Plan		e	e	nm	nm	a	a		nm			
Herman Finley												
Affected Community		p	nm	nm	p	a	a	p				
Daniel Impastato												
Quality Improvement		p	p	nm	a							
Peta-gay Ledbetter												
Priority & Allocations		e	nm	nm	p	p	p	a	nm			
Marcely Macias												
Quality Improvement		p	p	nm	p	p	p	a	nm			
Darryl McNeil												
Affected Community		a	nm	nm	a	a	a	a				
Nancy Miertschin												
Quality Improvement		e	p	nm	p	p	p	e	nm			
Karla Mills												
Quality Improvement		p	p	nm	p	p	p	p	nm			
Esther T. Ogungimi												
Comp HIV Plan		p	p	nm	nm	a	p		nm			
Cecilia Oshingbade												
Affected Community		p	nm	nm	a	a	p	a				
Quality Improvement		p	p	nm	p	a	p	a	nm			
Lionel Pennamon												
Affected Community		e	nm	nm	e	e	e	e	e			
Josie Rodriguez Jimenez												
Affected Community		p	nm	nm	p	p	p	p				
Angela Rubio												
Quality Improvement		a	p	nm	p	a	a	a	nm			
Deborah O Somoye												
Quality Improvement		e	p	nm	p	a	p	p	nm			
Edward Tate												