

## HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL



*We envision an educated community where the needs of all HIV/AIDS infected and/or affected individuals are met by accessible, effective, and culturally sensitive health and psychosocial services that are part of a fully coordinated system. The community will continue to intervene responsibly until the end of the epidemic.*

*The Houston Eligible Metropolitan Area (EMA) Ryan White Planning Council will improve the quality of life and advocate for those infected and/or affected with HIV/AIDS by taking a leadership role in the planning and assessment of HIV resources*

### MINUTES

Thursday, May 10, 2001

#### MEMBERS PRESENT

Lou Vanech, chair  
Skeet Boyle  
Steve DeCorte  
Paula Downes  
Johnetta Evans-Thomas  
Jim Garner  
Veronica Garza  
Johnny Harris, Jr.  
LaVerne Horton  
John Humphries  
Veronica Jacobs  
Catherine Kirkwood  
Lupe Martinez  
Nancy Miertchin  
Douglas Morse  
Peter Moya  
Lynn Pannill  
Johnnie Petry  
Emily Reeves  
Lucy Reyna  
Kaye Reynolds  
Kimbrae Sanders  
Michael Springer  
Thomas Vaughan  
Steven Walker  
Tracy Wilson

#### MEMBERS ABSENT

JM Allen, excused  
Gwen Beal, excused  
Jamie Block  
Garland Cherry  
Michael DeGuzman, excused  
Roy Delesbore, excused  
Christopher Lahart  
Albert McKinney  
Marlene McNeese-Ward, excused  
Joseph Osei-Frimpong, excused  
Thomas Urban, excused

#### OTHERS PRESENT

Sharon Smith, FUUSA  
Naomi Madrid, PWACH  
Christopher Schmitt, TRG  
Ken Malone, TAF  
Katy Caldwell, MC  
Tomen Banks, Warren Corp.  
Bill Kersten, BO  
Ahmed Adu-Oppong, TSC  
Deborah Scott  
Riva Okonkwa, FUUSA  
Charles Henley, RWPC  
Jays Janney, RWPC  
Tori Williams, RWPC  
Des Ilegbodun, RWPC  
Neried Rincon, RWPC  
Georgette L. Monaghan, RWPC  
Modelle Brudner, Judge Eckels

**Call to Order:** Louis E. Vanech, Chair, called the meeting to order at 11:33 a.m. He asked for a Moment of Reflection. Vanech then introduced new Council Member Kaye Reynolds.

**Adoption of the Agenda:** *Motion: it was moved and seconded (DeCorte, Downes) to adopt the agenda with the following addition: (Moya) under the report from the Priority and Allocations Committee add Item: Official request for Subcommittee allocations. This is an FYI. Motion carried.*

**Approval of the Minutes:** *Motion: it was moved and seconded (DeCorte, Boyle) to approve the April 12, 2001 minutes. Abstention: Martinez. Motion carried.*

**Public Comment:** Ken Malone, Executive Director of the Assistance Fund, presented the attached letter addressing concerns expressed at the April Council meeting regarding the use of only one pharmacy to dispense medication. This new policy is in accordance with recently released HRSA guidelines. Malone also introduced Mike McBride, Regional Manager of Statscript Pharmacy. McBride assured the Council that there should be a 40 - 60% savings, which will mean that more clients will be served. Garner asked if steps have been taken to hire staff to adequately meet this demand. McBride responded yes. Harris, Jr. reported that some clients are having difficulty paying the co-pay. Would the pharmacy make allowances? McBride responded that in certain instances yes, but generally they cannot do that. Henley responded that Title I requires no co-pay. ADAP does. Vanech and Petry asked how clients living in rural areas, and those without transportation, will be able to receive their medications. Malone responded that those who cannot get in to the pharmacy will receive their medications via Federal express, UPS, or courier services. Boyle asked what the turn around time would be for the rural clients. Malone responded that there really is no standard answer to that questions. All efforts will be made for delivery in a timely manner.

### **Report from Standing Committees**

**Quality Assurance Committee:** Veronica Garza, Chair, gave the following reports:

FY01 Inhome Support Program: *Motion: To change the FY01 Inhome Support Service to a voucher program and move it under the Direct Emergency Assistance service category as described in the attached. Abstentions: Moya. Motion carried.*

"How to Best Meet the Needs": FYI: All service categories will be presented in May. The Program and Council Support Work Group will meet at 10:00 a.m., Monday, May 14, 2001 at Family Service Center. Garza encouraged attendance.

CPCDMS Subcommittee: FYI: See attached meeting minutes and reports

**Comprehensive HIV Planning Committee:** Paula Downes, Chair, gave the following reports:

Comprehensive Planning Subcommittee: FYI: The Standing Committee empowered the Comprehensive Planning Subcommittee to determine how its FY01 budget of \$30,000 will be used so that it will not have to go through the Comprehensive HIV Planning Committee for approval.

Needs Assessment Subcommittee: FYI: The Standing Committee empowered the Needs Assessment Subcommittee to determine how its FY01 budget of \$40,000 will be used so that it will not have to go through the Comprehensive HIV Planning Committee for approval.

WICY Percentage: *Motion: To recommend that the CEO accept the HRSA Houston EMA percentage of 18.94% when tracking and reporting Title I funds, expenditures and projections for infants, children, youth, and women. Motion carried.*

JCPC: FYI: DeCorte reported that the next meeting will be on June 4, 2001. All the funding streams are going through their workbooks to see if they are doing their tasks in a timely manor. DeCorte was happy to report that the Council is right on schedule.

Housing Technical Assistance: FYI: Vanech passed out the attached letter which he sent to HOPWA.

**Administrative Assessment Committee:** John Humphries, Chair, gave the following reports:

State of Emergency Report: FYI: See attached recommendations. Humphries thanked all the Committee Chairs for their cooperation and for encouraging participation. See Attachment D (attached) in respond to the Council's questions regarding eligibility for Title I contracts.

Reports from HIV Services: FYI: See attached reports regarding: Requested Explanations, Service Utilization, Administrative Costs, Contractor Expenditures, Agency Profiles, and FY01 Title I Contracts.

**Advances in Meds/Treatments:** Steve Walker, Chair, gave the following reports:

Primary HIV Infection (PHI): FYI: A member of The Center for AIDS gave a presentation on this topic at the last committee meeting.

Qualifications for HIV Physicians: FYI: The committee sent the following recommendation to the "How to Best Meet the Need" Work Group: The HIV Medicine Association qualifications should be applied to attending physicians in Title I Standards of Care or Service Definitions. (See attached email article.)

**Affected Community Committee:** Tommy Vaughan reported on the following:

FY01 Focus Groups: *Motion: (this motion is from the Affected Community, Quality Assurance, and Priority and Allocations Committees) To have a focus group with agencies serving HIV+ refugees and immigrants, including Asians, Africans, and others. Motion carried.*

**Operations Committee:** Veronica Jacobs reported on the following:

Revisions to Bylaws, Policies & Procedures: FYI: This will be presented as a complete packet in the near future. Please fax recommendations to Delesbore or Williams.

**Priority & Allocations Committee:** Peter Moya gave the following reports:

*In-home Support Program: Motion: To move \$72,974 from Buddy/Companion to Direct Emergency/Financial Assistance to accommodate the recommendation described by the Quality Assurance Committee regarding an In-home Support Voucher Program. Motion carried.*

*FY02Priorities: Motion: To accept the attached list of FY02 priorities. Discussion: DeCorte asked how Referral got so high on the list? According to some public comments at the May 9, 2001 Public Hearing, it should be moved below Rehabilitation Services. Vanech asked how this would affect the timeline? Williams responded that there is time to make changes. Moya reported that the committee members who developed the priorities were given a lot of documentation. Humphries suggested tabling the motion. Moya reminded the Council that the priority list does not drive allocationst. Walker requested that the Council not undo work that the committee has performed. Walker called for the question. Abstentions: Horton. The motion to call for the question carried. Regarding the original motion: Nays: Wilson, DeCorte, and Humphries. Abstentions: Garza, Horton, Garner. Motion carried.*

*FYI: Official request for Subcategory allocations. Moya passed out the attached input form. If a Council member feels that funding for a subcategory needs to be reviewed, the Council member must use the attached form and provide documentation for the change, as well as a recommended dollar amount. Miertschin asked if the form was available electronically. Williams stated that she would email the form to all Council members. The form is due to the Office of Support on Wednesday, May 16, 2001. Humphries asked how subcategory allocations are currently being determined. Henley responded that, for the past three years, the Council has let his office assign the subcategory allocations.*

**Report from Office of Support:** Jays Janney, Manager, gave the following report (see attached): Janney introduced the new staff receptionist, Neried Rincon. Ilegbodu handed out the attached Website report. The next Texas Title I Quarterly meeting will be held in Houston. New Orleans has been asked to attend. Janney announced her official resignation as the Manager of the Office of Support. Her last day will be May 31, 2001.

**Report from HIV Services:** Charles Henley, Director HIV Services, HCHD, gave the following report (see attached). Henley introduced FUUSA representative Riva Okonkwo. Okonkwo introduced Sharon

Smith, the FUUSA representative who will be attending future Council meetings. FUUSA received the Title I contract to provide Minority CBO Capacity Building.

**Old Business**

Quarterly Committee Reports (see attached)

TDH Restructuring (see attached): Those who have agreed to participate on this Work Group are: DeGuzman and Vanech. If others are interested, please see Williams.

**New Business**

From the PC Members: None.

Report from Titles II, III, IV, and Section F: Title III: Miertschin reported that the Hospital District has received additional funds to do the following: establish a new primary care site for African-Americans; target Hispanics; medication adherence; outreach and testing; and a Quality Assurance Program.

Reeves (Title II) reported that the Consortium will be meeting on Tuesday, May 15, 2001 to present restructuring ideas. She asked if she could participate in the Council's work group for collaboration.

Title II: Springer reported that HRSA will do a rural site visit next week. Title IV: Springer also reported that they have applied for expansion funding. HRSA was very impressed with their application. This was the first time expansion funding has been offered for Title IV.

Report from the CDC Planning and Prevention Group: CDC: Reynolds reported that the intervention committee as been doing a lot of work. She will have more information for the June meeting.

**Announcements:** None.


**Adjournment:** *Motion: it was moved and seconded (DeCorte, Downes) to adjourn the meeting at 1:10 p.m. Motion carried.*

Submitted by:

  
\_\_\_\_\_  
Tori Williams, Planning Council Coordinator


5-31-01  
Date

Draft Certified by:

  
\_\_\_\_\_  
Council Chair

5-31-01  
Date

Final Approval by:

  
\_\_\_\_\_  
Council Chair

6-14-01  
Date