

## 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, November 8, 2001

#### MEMBERS PRESENT

Lou Vanech, chair  
JM Allen  
Skeet Boyle  
Michael DeGuzman  
Paula Downes  
Johnetta Evans-Thomas  
Veronica Garza  
Johnny Harris, Jr.  
Gretchen Hollingsworth  
Lesley Williams  
Veronica Jacobs  
Roy Jefferson III  
Christopher Lahart  
Marlene McNeese-Ward  
Lupe Martinez  
Nancy Miertschin  
Douglas Morse  
Joseph Osei-Frimpong  
Lynn Pannill  
Johnnie Petry  
Lucy Reyna  
Kaye Reynolds  
Thomas Vaughan  
Steven Walker

#### MEMBERS ABSENT

Steve DeCorte, excused  
Roy Delesbore, excused  
Eddie Gibbs, excused  
Catherine Kirkwood, excused  
Albert McKinney, excused  
Peter Moya, excused  
Carlos Navarro, excused  
Kimbrae Sanders, excused  
Paul Simmons  
Michael Springer, excused  
Thomas Urban, excused  
Tracy Wilson, excused  
John Humphries, excused

#### OTHERS PRESENT

Dr. Allen Huff  
Oscar F. Eagler, Jr.  
Dena Gray  
Fredrick Francis  
Alice Sarmiento, PWACH  
Monte Pukirs  
Glenn Visac  
Christopher Schmitt  
Jerry Larson  
Bill Kersten  
Riva Okonkwa, FUUSA  
Harry Colen  
Cathy Wiley  
Ruthi Burgos  
Fredrich Lyons  
Billy Meller  
Charles Henley, HIV Services  
Tori Williams, RWPC  
Rita D'Andrea, RWPC  
Georgette L. Monaghan, RWPC

**Call to Order:** Louis E. Vanech, Chair, called the meeting to order at 11:38 a.m. He asked for a Moment of Reflection.

Adoption of the Agenda: *Motion: it was moved and seconded (Pannill, Boyle) to adopt the agenda with the following change: move the Operations Committee Report before the Quality Assurance Committee report. Motion carried.*

Approval of the Minutes: *Motion: it was moved and seconded (Boyle, Garza) to approve the October 11, 2001 minutes. Abstention: Morse. Motion carried.*

Vanech thanked members of the LEAP class for attending the Council meeting. Vanech also encouraged Council members to attend the County Judge's first annual Volunteer Appreciation Dinner. The Planning

Council as a whole has been nominated to receive an award. Anyone who has not signed up to attend, please see Williams, T., or Monaghan.

**Public Comment:**

Dena Gray: Gray asked current and former LEAP students to stand up. She thanked the Council for their support of the program.

William: William is presently a LEAP student and asked that the Council consider having a hearing impaired interpreter at all meetings. He expressed that there is a need for the hearing impaired to be represented and if they knew that an interpreter would always be present they might feel more inclined to attend the meetings. Vanech responded that at one time the Council had a hearing impaired Council member. An interpreter is always provided when requested.

Howell Davis: Davis is the Division Chief of Harris County Social Services. This includes the current Title I Urban Transportation Service. He passed out a graph showing this past year's statistics and indicated that a proposal had been sent to the Quality Assurance Committee requesting an interlocal agreement with a yearly savings of \$150,000. Allen stated that the Council doesn't have anything to do with the selection of providers, therefore, these comments should be directed to the Administrative Agent. Williams, T. clarified that the proposal went to the Quality Assurance Committee as a new idea. The Quality Assurance Committee sent the proposal to the Transportation Subcommittee. A report will be made to the Quality Assurance Committee at their November 14, 2001 meeting.

**Report from Standing Committees**

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

Bylaws, policies and procedures: *Motion: To accept the attached, revised bylaws, policies and procedures with the following deletion from the Policy and Procedure: Page 5, lines 108-110 regarding a Consortium representative. The CEO is uncomfortable having text within the Council's bylaws stating who he must appoint to the Council. Council appointments are at the sole discretion of the CEO. Allen asked the difference between mandating membership from STAGE and HOPWA? Henley responded that the HRSA Grant requires HOPWA membership. Motion carried.*

FY02 Council Orientation: FYI: The date of the 2002 Council Orientation is Thursday, January 17, 2002.

2002 Ryan White Planning Council Officer Nominations:

Chair: Lou Vanech, Steve DeCorte

Vice-Chair: Michael DeGuzman, Walker nominated John Humphries.

Secretary: Walker nominated Johnny Harris, Jr.

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

Outcome Measures: FYI: Please see Monaghan if you would like to receive a copy of this 100+ page document.

CPCDMS: FYI: See attached report from HIV Services.

**Comprehensive HIV Planning Committee:** Paula Downes, Chair, reported on the following:

Needs Assessment Group (NAG): FYI: The vendor, Stroudwater NHG, is under contract and will be in Houston to meet with the committees on November 12-14, 2001.

**Advances in Meds/Treatments:** Steve Walker, Chair, reported on the following:

Adherence Issues: At the October meeting, the committee heard from a panel of clients regarding adherence. Williams, T. stated that panel members sited the effectiveness of Support Groups in helping individuals stay on their medication. Gray requested that this committee consider using members of the LEAP class for future speakers.

**Administrative Assessment Committee:** Douglas Morse stated that the next committee meeting will be in January 2002. The Council received the following FY01-02 reports:

- Procurement
- Expenditure
- Administrative Cost
- Service Utilization
- Service Utilization: Unduplicated from CPCDMS
- CPCDMS Monthly Activity Report

**Affected Community Committee:** Skeet Boyle, Chair, made the following reports:

EMPOWER: Boyle attended this event for the first time and was very impressed with vendor and consumer participation. He felt it is a very good event for Council participation.

November Meeting: The committee will meet at the Montrose Clinic in November and at HACS at 10:00 a.m. on Wednesday, December 5, 2001.

**Priority & Allocations Committee:** Michael DeGuzman, Chair, asked Petry to present the following motion:

FY01 Carryover Funds: *Motion: To allocate funds to the service categories on the attached list, to be funded in the order listed. Discussion: The committee allocated more than the \$940,000 currently available because Henley projects that more money will become available and the Council needs to have a plan in place so that allocations are in line with HRSA's 95% expenditure rule. Abstentions: Walker, Downes, Boyle, Reyna, and Miertschin. Motion carried.*

DeGuzman stated that the November 15, 2001 committee meeting will be dedicated to self assessment. Vanech asked if all committees are doing self assessments? Williams, T. responded yes.

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

**Report from HIV Services:** Charles Henley, Director, HIV Services, HCHD, summarized the attached report.

Vanech thanked Reynolds for helping the Comprehensive Needs Assessment with the Epi report. Along with Ann Robison and D'Andrea the three have come up with good solid cell numbers. Vanech announced that HOPWA has joined the Comprehensive Needs Assessment process. Friday the Texas Title I EMA's and the New Orleans EMA will be meeting.

#### **Old Business**

STAGE: LEAP member Kevin Jackson is serving as the secretary.

Quarterly Committee Reports: See attached reports.

#### **New Business**

From the PC Members: Garza asked the Council if they would support some form of recognition the County Judge. The Council overwhelmingly agreed and left it up to the Chair and Williams, T. to work out the details.

Hollingsworth reported that she and Williams, L. attended the NATC Minority AIDS Women of Color Conference on October 30-November 1<sup>st</sup>. Project LEAP and the PWA Coalition made it possible for them to attend. One of the purposes of the conference was to discuss "how to be a better advocate". Hollingsworth would like to sponsor a conference in Houston and asked members of the Council if they would support her efforts.

Report from Titles II, III, IV, and Section F: Miertschin, Title IV, stated that they have received a new grant for special services for adolescents. Also, Northwest Clinic will soon be expanding

Hollingsworth asked where she could attain more information about Section F. Pannill suggested contacting Michael Springer with The Resource Group since he is involved with SPIN. Walker responded that there is a direct link for Section F on HRSA's website.

Report from the CDC Planning and Prevention Group: Gray announced that the CPG is now in it's second month of the new year. On November 15<sup>th</sup> there will be a Unity CPG Conference at the Power Center from noon to 5:00 p.m. Those interested should contact Pauline Deverson.

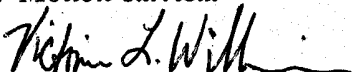
SCSN: Miertschin stated that the Council's Comprehensive Needs Assessment has been working closely with the SCSN document. SCSN will be working on Outcome Measures next.

**Announcements:** Petry introduced his new boss and the two other Outreach Workers for the new Outreach Service at the City of Houston, Health Department.

Garza stated that there are flyers on the table outside regarding upcoming events.

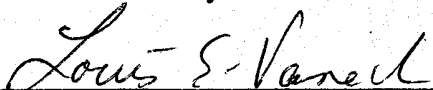
Walker stated that he had attended a meeting in D.C. regarding Gay Men of Color and issues related to delivery of service.

**Adjournment:** Motion: it was moved and seconded (Morse, Harris, Jr.) to adjourn the meeting at 12:55 p.m. Motion carried.

  
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Tori Williams, Manager

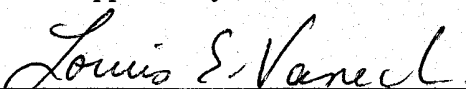
12-13-01  
Date

Draft Certified by:

  
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Council Chair

12-13-01  
Date

Final Approval by:

  
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Council Chair

12-13-01  
Date