

## 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, October 11, 2001

#### MEMBERS PRESENT

Lou Vanech, chair  
Skeet Boyle  
Steve DeCorte  
Michael DeGuzman  
Roy Delesbore  
Paula Downes  
Veronica Garza  
Gretchen Hollingsworth  
John Humphries  
Veronica Jacobs  
Roy Jefferson III  
Catherine Kirkwood  
Christopher Lahart  
Lupe Martinez  
Nancy Miertschin  
Carlos Navarro  
Joseph Osei-Frimpong  
Lynn Pannill  
Johnnie Petry  
Lucy Reyua  
Kimbrae Sanders  
Michael Springer  
Thomas Vaughan  
Steve Walker  
Lesley Williams

#### MEMBERS ABSENT

IM Allen, excused  
Johnetta Evans-Thomas, excused  
Eddie Gibbs, excused  
Albert McKinney, excused  
Marlene McNeese-Ward, excused  
Douglas Morse, excused  
Peter Moya  
Kaye Reynolds, excused  
Paul Simmons  
Thomas Urban, excused  
Tracy Wilson, excused

#### OTHERS PRESENT

Naomi Madrid, PWACH  
Jerry Larson, SE TX Legal Clinic  
Rebecca Skilleen, Family Service Center  
Christopher Schmitt, The Resource Group  
Erin White, PWACH  
David Garner  
Charles Henley, HIV Services  
Julie Doyle, TRG  
Bruce Turner  
Maurice Peterson  
Ken Malone, The Assistance Fund  
Katy Caldwell, Montrose Clinic  
Robert Sandoval  
Ben Baker  
Lori Gibbons, FIJUSA  
Clifford Macklin  
Hope Adams, CHAMP  
Jim Stanley  
Dena Gray, PWACH  
Anthony Waguespack  
Neil Coburn  
Julian Cain  
Tari Williams, RWPC  
Rita D'Andrea, RWPC  
Ana Milan, 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 the everyone in the room to sing the "Star Spangled Banner" in honor of all those effected by the September 11, 2001 terrorist attacks.

Adoption of the Agenda: *Motion: it was moved and seconded (DeCorte, Pannill) to adopt the agenda. Motion carried.*

Approval of the Minutes: *Motion: it was moved and seconded (DeCorte, Pannill) to adopt the September 13, 2001 minutes. Motion carried.*

**Ceremony to Honor External Council Members:** Committee Chairs presented certificates to external members and thanked them for their important contributions.

**Public Comment:** None.

### **Report from Standing Committees**

**Quality Assurance Committee:** Veronica Garza, Chair, reported on the following:

"How to Best Meet the Need": **FYI:** To recommend the attached proposals A and E as new ideas (see attached). Proposal A must follow the rules of the Drug Reimbursement service definition. Miertchin asked if the above rules are from this year's service definition or next year's? Williams, T., responded this year's definition. (This item was an FYI because the Steering Committee was authorized to give final approval on it in order to meet a HRSA deadline.)

**Outcome Measures/Standards of Care:** **FYI:** See attached meeting schedule. Garza invited all members to attend the meetings.

**Transportation Subcommittee:** **FYI:** The next meeting is scheduled for 2:00 p.m. on October 23, 2001. DeGuzman asked for a summary of the last meeting. Garza responded that the meeting was poorly attended, with only the providers present. The committee is gathering information on what transportation methods are working, and which ones are not.

**Presentation on the Incarcerated:** Garza stated that the Montrose Counseling Center gave an informative presentation on the incarcerated that will be utilized in next year's How to Best Meet the Needs process.

**FY02 Glossary of HIV-Related Service Categories:** **FYI:** See attached glossary.

**Priority & Allocations Committee:** Michael DeGuzman, Chair, gave the following reports:

**Public Input Committee:** **FYI:** The group is working on the focus group for African American MSM's.

**FY01 and FY02 Allocation:** *Motion: To raise the top of the salary range for the senior support secretary in the Office of Support to \$31,824. Motion carried.*

**FY00 Carryover Funds:** **FYI:** (See proposals previously presented by the Quality Assurance Committee) Fund Proposal E at \$37,500 and Proposal A with the balance (approx. \$303,263).

**FY00 Carryover Funds:** **FYI:** (See proposals previously presented by the Quality Assurance Committee) Allocate all of the \$37,500 for Proposal E from non-CBC Funds. The remainder of the carryover funds (both CBC and non-CBC monies) will be used to fund Proposal A. DeGuzman explained that using non-CBC opens the bid process to all agencies. Vanech again explained why this information is coming to the Council in the form of an FYI instead of a motion.

FY01 Carryover Funds: FYI: At the October meeting, the committee will be reviewing requests for increased funding for service categories. Henley stated that he will be able to give an estimated amount in carryover funds at the October meeting. He will also ask for a spending plan in case additional funds become available.

**Comprehensive HIV Planning Committee:** Paula Downes, Chair, reported on the following:  
Needs Assessment Group (NAG): FYI: Downes read the guidelines agreed upon by the NAG membership regarding quorum, membership and absentee policies.

JCPC: DeCorte reported that the next meeting will be at The Resource Group at 10:30 a.m. on October 23, 2001.

Housing Technical Assistance: Vanech reported that there was a meeting with representatives from HOPWA, the FY02 Comprehensive Needs Assessment Subcommittee, the Manager and himself. The meeting was very positive. Vicki McBride will be representing HOPWA in the Comprehensive Needs Assessment process. The information she receives will enable HOPWA to complete their HUD application.

**Administrative Assessment Committee:** John Humphries, Chair, stated that their report will be given at the November Council meeting.

**Advances in Meds/Treatment:** Steve Walker, Chair, reported on the following:  
Meeting Updates: FYI: The August meeting was cancelled due to a conflict with the Joint Needs Assessment training.

Future Presentations: FYI:

- October – The panel of clients discussing adherence issues went well.
- November - HIV and Prenatal Care
- Early next year - The Medical Implications of Hepatitis C
- Eventually - Review of the Title I Outcome Measures

**Affected Community Committee:** Skeet Boyle, Chair, reported on the following:  
EMPOWER: FYI: Boyle asked Council members to sign up to staff the Council booth at EMPOWER. See attached.

PWA Participation: FYI: The committee assigned PWA's to participate in all of the Joint Work Groups for the Comprehensive Needs Assessment. Vanech thanked the committee for making these assignments as PLWH/A participation in the planning stages is critical to the success of the Comprehensive Needs Assessment.

**Operations Committee:** Roy Delesbore, Chair, gave the following reports:  
New Member Orientation: Henley, Williams, T., and Modelle Brudner gave presentations to new Council members Jefferson III, Hollingsworth, Navarro, and Williams, L.

Grievance Committee: FYI: Because the Council member making the following motion had a conflict of interest when the Council approved this motion in July, the Grievance Committee asked the Steering Committee to review and vote on this motion at their October meeting. Because this information is critical to the preparation of the FY02 HRSA grant proposal, the Operations Committee felt that the

Steering Committee should provide final approval so that Houston could meet the HRSA deadline: **FYI ONLY: Motion:** To use the City of Houston HIV Prevalence data for the FY02 Outpatient Medical and Nutritional service category and include a hold harmless clause so that the change in funds is limited to a 10% shift for one year (in FY02). Springer asked if this was a one time motion. Henley responded that it is. The use of AIDS vs. HIV prevalence will need to be reviewed and voted on annually.

Revisions to Bylaws, Policies & Procedures: Delesbore asked Council members to review the attached, revised bylaws, policies and procedures which will be voted on at the November Council meeting. Suggested changes should be submitted in writing to the Office of Support before 5 p.m. on October 11, 2001.

FY02 Council Officers: Delesbore asked Council members to submit nominations for FY02 officers to the Office of Support so that a slate of officers can be presented at the November Council meeting.

Mentors for new Council members: Delesbore asked for volunteers to act as mentors for the new Council members. Those interested should contact the Office of Support.

**Report from Office of Support:** Tori Williams, Manager, summarized the attached report. Springer noticed that the SCSN was not mentioned in the RFP. Henley responded that it was included as "work with people at TWU". Jefferson III stated that he appreciated the help which he, as a new Council member, had received from the Office of Support and from Delesbore.

**Report from HIV Services:** Charles Henley, Director, HIV Services, HCHD summarized the attached report. Humphries asked if vendors will be able to spend all of the CBC funds? Henley responded that he wasn't certain, but he is going to encourage the Priority and Allocations Committee to establish a prioritized list so that funds can be allocated as it becomes available. Vanech thanked HIV Services and the Office of Support for their hard work in preparing the FY02 grant proposal.

### **Old Business**

TDH Restructuring: Steve DeCorte, Title I Representative stated that the STAGE Retreat was very well attended. He commended Schmitt, Springer, and Doyle for their hard work. Springer stated that "Assembly Groups" have replaced the "Consortiums", and "STAGE" has replaced "TDH Restructuring".

### **New Business**

From the PC Members: Humphries introduced Johnny Madison from the Donald R. Watkins Foundation.

Report from Titles II, III, IV, and Section F: Springer (Title II) stated that The Resource Group is the administrative agent for the 10 county area and will also be the Planning Agent for the new, 51-county East Texas Region. The first meeting will be in Lufkin on November 2, 2001. Regarding Title III, The Resource Group has expanded their rural area to 41 counties which includes Tyler. Petry complimented Springer on his efforts. Regarding Title IV, The Resource Group has received a CDC research grant to find out why Native Americans living in large urban areas do not access medical care.

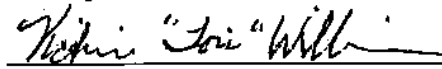
Miertschin (Title IV) the Hospital District is excited about the funding they have just received for adolescents. They have also received supplemental funding for their African-American programs. This funding will allow the Settlegast Clinic to be open half days beginning on November 14, 2001.

Report from the CDC Planning and Prevention Group: Gray reported that they need external members for all their committees. See her for an application.

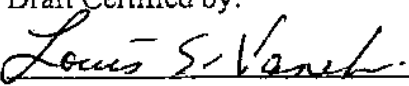
SCSN: Springer reported that the next meeting will be in Corpus Christi on November 9 and 10, 2001. They will be revising their Needs Assessment document to meet the new HRSA Guidelines. Springer stated that since Houston is so far ahead in this process, they are being used as a model by other EMA's.

**Announcements:** DeGuzman asked if anyone is going to attend the APHA conferences to let him know so he can coordinate efforts. Springer stated that the Council needs to be aware of conflicts that administrative agents are put into by HRSA.

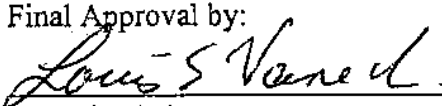
**Adjournment:** Motion: it was moved and seconded (DeCorte, Delesbore) to adjourn the meeting at 12:50 p.m. Motion carried.

  
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Tori Williams, Manager

10/25/01  
Date

Draft Certified by:  
  
\_\_\_\_\_  
Council Chair

10/25/01  
Date

Final Approval by:  
  
\_\_\_\_\_  
Council Chair

11/02/01  
Date