

# 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 14, 2002

### MEMBERS PRESENT

Lou Vanech, Chair  
 John Humphries, Vice-Chair  
 Skeet Boyle  
 Roy Delesbore  
 Paula Downes  
 Johnetta Evans-Thomas  
 Joe Fuentes, Jr.  
 Daniel Garza  
 Veronica Garza  
 Eddie Gibbs  
 Kevin Jackson  
 Veronica Jacobs  
 Roy Jefferson, III  
 Catherine Kirkwood  
 Christopher Lahart  
 Lesley Lopez-Williams  
 Albert McKinney  
 Marlene McNeese-Ward  
 Joseph Osei-Frimpong  
 Lucy Reyna  
 John Sahn  
 Kimbrae Sanders  
 Thomas Urban  
 Thomas Vaughan  
 Steven Walker  
 Tracy Wilson

### MEMBERS ABSENT

JM Allen, excused  
 Steve DeCorte, excused  
 Michael DeGuzman, excused  
 Johnny Harris, Jr., excused  
 Gretchen Hollingsworth  
 Lupe Martinez, excused  
 Nancy Miertschin  
 Johnnie Petry, excused  
 Kaye Reynolds, excused  
 Michael Springer, excused

### OTHERS PRESENT

Don Buster, FUUSA  
 Katy Caldwell, Montrose Clinic  
 David Garner,  
 Dena Gray, PWACH  
 Jim Hutchinson  
 Bill Kersten  
 M. Naomi Madrid, PWACH  
 Ken Malone, The Assistance Fund  
 Michael Miller, Nonprofit Consulting Svcs  
 Pricilla Roberts, TDHS  
 Sharon Smith, FUUSA  
 Bob Stubblefield  
 Karlus Allen, HIV Services  
 Charles Henley, HIV Services  
 Elizabeth Love, HIV Services  
 Tori Williams, RWPC  
 Steve Hartranft, RWPC  
 Diane C. Clark, RWPC

**Call to Order:** Vanech, Chair, called the meeting to order at 11:40 a.m. and asked for a moment of reflection.

**Understanding Quality Management:** Karlus Allen presented the attached Power Point presentation.

Recognition of the Council's 2002 External Members: Vanech presented certificates of appreciation to the 2002 external committee members. There was a reception followed the Council meeting.

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

Adoption of the Minutes: *Motion: it was moved and seconded (Sanders, Boyle) to adopt the October 10, 2002 minutes. Motion carried.*

ADAP Ad Hoc Committee: Wilson summarized the attached handouts: ADAP update, ACT Now! and AIDS Action alert. He encouraged everyone to contact his or her member of Congress and Representative to vote against flat funding and to vote for the most funding possible.

Housing Ad Hoc Committee: Vanech stated that he and T. Williams met with the staff of the City's Housing and Community Development Department. Ms. Quince is concerned that the Council has a hidden agenda and that our real motive is to take over the administration of HOPWA funds. Vanech stated that he would like to go on record by saying that the Council does not wish to administer HOPWA funds. The goal of the Council is to see that clients receive the best services possible. .

**Public Comment:** None.

### **Report from Standing Committees**

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

The committee did not meet this month but members attended the Standards of Care and Outcome Measures meetings. These documents will be reviewed and hopefully approved at the committee meeting on November 20, 2002. If anyone has additional comments they should bring them to the meeting. Fuentes stated that all service categories need to have thresholds in order to tell if the service is effective. Love responded that thresholds have been created for case management, primary care and several other categories. These will be reviewed in the next fiscal year to see if they are useful.

**Comprehensive HIV Planning Committee:** Paula Downes, Chair, stated that the committee did not meet in October but is in the process of reviewing the Executive Summary of the 2002 HIV/AIDS Needs Assessment. This document will be reviewed and, hopefully approved, at the committee meeting on November 20, 2002.

**Advances in Meds/Treatments:** Jim Hutchinson stated that the October presentation on HIV and the Incarcerated was very informative. Speakers included Secret Henderson from the Harris County Sheriff's office who gave a report on processing inmates at the County jail and Kelly McCann from AIDS Foundation Houston who reported on creating a continue of care for inmates in the Texas Department of Criminal Justice. T. Williams thanked the Center for AIDS for co-hosting with the Council and making the presentation more accessible to the public.

**Administrative Assessment Committee:** Joe Fuentes, made the following report:

Monitoring Chart: FYI: The committee is working on a document to show trends in service usage, funding and more which should be useful to the Priority & Allocations and Quality Assurance Committees, as well as others.

**Affected Community Committee:** Skeet Boyle, Chair, reported on the following:

Council Participation in Health Fairs: Boyle stated that the Asian Festival was rained out on Saturday but there was a nice turnout on Sunday. Council representatives did not distribute as many Council applications as they normally do at a health fair, but they answered a lot of questions about HIV.

**Operations Committee:** Jacobs made the following reports:

Nominations for FY03 Ryan White Planning Council Officers are:

- Chair: Marlene McNeese-Ward and Thomas Urban
- Vice-Chair: Kevin Jackson, Lesley Lopez-Williams, Thomas Urban and Tracy Wilson
- Secretary: Kimbrae Sanders and Steve DeCorte

Elections will be held at the December Council meeting. Nominations can be made from the floor at that time. Humphries stated that he thought it would be a problem for the Council Chair to be a staff member of an administrative agency. The Operations Committee was asked to review this at their next meeting. L. Williams stated that she is on the Council as a consumer, not as a representative of an administrative agent. She also stated that she has already withdrawn her name as a candidate for Council Chair.

Policy 1200.00 Honorariums: The committee created a policy to address Council members receiving honorariums as a result of public speaking. Lahart stated that the policy was unclear about reimbursement regarding expenses incurred by the person making presentation. Jacobs stated that the committee will withdraw the motion and review this at their next committee meeting.

**Priority & Allocations Committee:** Marlene McNeese-Ward, Chair, gave the following report:

Increased Funding Allocations (see attached): McNeese-Ward stated that a member of the community had submitted written public comment to the Steering Committee asking for a more detailed explanation of the justification for determining allocations. The Steering Committee reviewed and approved the committee recommendations and asked the staff to listen to the tape of the committee meeting and add more justification to the summary chart. McNeese-Ward presented the revised summary chart. The top three service categories were funded for because they were eligible to use Minority AIDS Initiative funds (MAI), addressed the State of Emergency and/or were high priority service categories. Example: Outreach was moved up to number three on the list of recommended requests because MAI funds could be used. After that, decisions were made based upon data from the 2002 Needs Assessment findings, Principles and Criteria, State of Emergency and other documents. A question was raised about a tier system which was used in the decision making process. McNeese-Ward stated that the committee did not use a tier system. Early in the process they sorted the requests into three categories: fund, maybe fund and definitely don't fund. But, all of the requests (except one which was an incomplete request) were recommended for funding. Since there isn't enough money to fund all requests, the requests will be funded in the order they appear on the chart. *Motion: Accept the attached recommendations regarding increased funding allocations totaling \$828,988 with the understanding that requests will be funded in the recommended order up to the amount available. Abstentions: Fuentes, Delesbore, Boyle, Lahart, and Reyna. Motion carried.*

Minority AIDS Initiative (MAI): Henley explained that after distributing funds to the top three requests, there would still be a balance of unspent MAI funds in the amount of \$70,000. But, the next motion would allow HIV Services go back to decisions approved in April 20002 and swap general funds being used to target African Americans with MAI funds. *Motion: Direct the Administrative Agent to replace \$66,987 of the African-American targeted funds with the MAI African-American targeted funds as applicable to the \$440,104 increase in community-based primary care targeted to African Americans approved in April 2002. Abstentions: Fuentes, Delesbore, Boyle, and Reyna. Motion carried.*

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

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

**Old Business:** None.

### **New Business**

STAGE: Boyle reported that STAGE elected the following officers at their last meeting: Phil Farmer, Chair (Nacogdoches); Bill Anderson, Vice Chair (Longview); and Johnny Shelton, Secretary (Galveston). The Houston LNATF also had an election to select new representatives to the STAGE. But, STAGE's bylaws are in conflict with the LNATF bylaws. As a result, STAGE created a resolution that states that the LNATF's are sub-entities of the STAGE and that STAGE bylaws override LNATF bylaws. Since STAGE bylaws state that seats on the assembly group are held for 2 years, the members of STAGE determined that the LNATF election is null and void. The Houston LNATF representatives to the STAGE will remain the same.

Community Prevention Group (CPG): Gray reported that elections will be held in December. They are running a little behind on committee work but should catch up by the summer. On another subject, according to members of the group, the CPG sent an application to CDC which included their comprehensive plan. Since that time, Dr. Kendrick, Director of the Health Department, has made significant changes to the language in the comprehensive plan. As a result, the CPG has sent a letter of concern to City Council members and the Mayor. The CPG Unity Conference will be held next Thursday, November 21<sup>st</sup> at the Holiday Inn Select on Kirby. Everyone is encouraged to attend.

Mayor's Task Force on HIV/AIDS: McNeese-Ward stated that the Advocacy Committee is greatly in need of help and encouraged those who are interested to attend tomorrow's meeting. Walker added that the Task Force's outreach efforts are going well. Outreach workers are going into different areas of the city at non-traditional hours – a time when high-risk behaviors are more likely to take place. Although a relatively small number of people have been tested (approximately 30 individuals) at least 12 have been found to be HIV positive. These individuals were not aware of their status. The task force will meet tomorrow on the 5th Floor of the City Health Department.

### **Announcements:**

Wilson summarized the attached handout about ACT Now!. He also reported that he will be the speaker at The Center for AIDS journal club meeting at noon on Wednesday, November 20, 2002. The

presentation is called "ADAP Update: The bad, the worse, and the ugly about the current state of the Texas HIV Medication Program". Jackson stated that the New Faces of HIV campaign is starting at Thomas Street Clinic on December 2, 2002. D. Garza said that he went to a conference in South Padre and brought back a diskette of information on serving incarcerated populations. He has copies if anyone wants one.

**Adjournment:** Motion: to adjourn the meeting at 1:20 p.m. **Motion carried.**

Respectfully submitted,

  
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Victoria Williams, Manager

12-05-02  
Date

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

Date 12-05-02

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

Date 12-12-02