

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, February 14, 2002

MEMBERS PRESENT

Lou Vanech, chair
Michael DeGuzman
Roy Delesbore
Paula Downes
Johnetta Evans-Thomas
Joe Fuentes, Jr.
Veronica Garza
Johnny Harris, Jr.
Gretchen Hollingsworth
Veronica Jacobs
Roy Jefferson III
Catherine Kirkwood
Christopher Lahart
Albert McKinney
Marlene McNeese-Ward
Nancy Miertschin
Joseph Osei-Frimpong
Johnnie Petry
Lucy Reyna
Kaye Reynolds
Kimbrae Sanders
Thomas Urban
Thomas Vaughan

MEMBERS ABSENT

JM Allen, excused
Skeet Boyle, excused
Steve DeCorte, excused
Eddie Gibbs, excused
John Humphries, excused
Lupe Martinez, excused
Douglas Morse, excused
Lynn Pannill, excused
Michael Springer, excused
Steven Walker, excused
Lesley Williams, excused
Tracy Wilson, excused

OTHERS PRESENT

Paz Guerra, FSC, Public Comment
Christopher Schmitt, TRG
Yvette Berry, TRG
Charles Henley, HIV Services
Jerry Larson, SETLC
Michelle Hatchet
Sharon Smith, FUUSA
Dena Gray, PWACH
Tori Williams, RWPC
Rita D'Andrea, RWPC
Diane Clark, RWPC
Georgette L. Monaghan, RWPC
Modelle Brudner, Judge's office
Jim Stanley

Call to Order: Roy Delesbore called the meeting to order at 11:44 a.m. D'Andrea gave a Power Point training session on Needs Assessments. Fuentes asked if the CPCDMS is being utilized? D'Andrea responded "yes". D'Andrea thanked all those who have been instrumental in helping with the 2002 HIV/AIDS Needs Assessment.

Delesbore reviewed Policy 600.01, line 25 for Council members: "Each council member will have only one vote on any regular business matter coming before the Council." An issue had arisen regarding the Steering Committee where two of the members work for the same agency. According to this policy both can vote.

Vanech, chair, took over the meeting at noon and asked for a Moment of Reflection.

Adoption of the Agenda: *Motion: it was moved and seconded (Fuentes, Garza) to adopt the agenda with the following change: move the Administrative Assessment Committee report in front of the Quality Assurance Committee report. Motion carried.*

Adoption of the Minutes: *Motion: it was moved and seconded (Garza, Jacobs) to adopt the December 13, 2001 minutes. Abstentions: Delesbore, Fuentes. Motion carried.*

Public Comment:

Paz Guerra, Family Service Center, asked that the Council take the funds which have been returned from an Hispanic Outreach position and distribute the funds equally among the six remaining Title I Outreach positions.

Lucy Reyna, The Life Center, see attached. Vanech asked the Administrative Assessment Committee to perform a cost efficiency study for rural transportation. Reyna will need to contact the Administrative Agent and possibility the County Attorney regarding the other issues as the Council is not allowed to get involved in contract issues.

Report from Standing Committees

Administrative Assessment Committee: Michael DeGuzman, Chair, reported that the committee will meet in February and March. Then they will start meeting every other month. DeGuzman stated that the committee will be working closely with the Quality Assurance Committee to develop tools to assist both committees in meeting their goals and providing good documentation.

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

Rural Food Pantry: *FYI* The Steering Committee approved the following as an emergency motion at their 02/07/02 meeting: *Motion: Re-RFP the Rural Food Pantry.*

Motion: Under the 10% rule, redirect funds to another food pantry provider, if necessary, to insure the availability of food to rural clients during the gap. Discussion: Vaughan was concerned why money was being moved into the voucher program? Garza responded that this is being done to prevent a gap in services until the Rural Food Pantry can be re-RFP'ed. Motion carried.

Comprehensive HIV Planning Committee: Paula Downes, Chair, stated that all Needs Assessment work groups have been very productive. New members are always welcome. Downes stated that the Data Collection work group has been disbanded. Vanech stated that the next Gap Analysis Subcommittee meeting will be on February 19, 2002 at the Resource Group. D'Andrea reported that all fifteen focus groups have taken place, the RARE surveys have been successful in finding "out of care" individuals, preliminary data has been reviewed by the NAG, and further up-dates will be presented at the February 20th NAG meeting. Downs thanked D'Andrea for her hard work.

Advances in Meds/Treatments: Williams reported that this committee will now meet immediately after Council meetings. The committee will present a speaker every other month. Topics and speakers will be presented as soon as they are confirmed.

Affected Community Committee: Williams reported that this committee will be meeting next Monday to discuss different organizational items for 2002.

Operations Committee: Roy Delesbore, Chair, reported on the following:

Computer Policy: *FYI:* Please review the attached policy and give feedback to the Office of Support by March 4, 2002. Jacobs stated that “not” needs to be inserted on line 36 after “If the equipment is ____”. Vanech requested that lines 32-34 be discussed at the next Operations Committee meeting. Petry wanted to know why members could not make statements now. Delesbore requested that all comments be submitted to the Office of Support and/or at the next Operations Committee meeting which is scheduled for noon on Tuesday, February 19, 2002.

Policy 500: Elections: *Motion: Add the following text to Policy 500, line 35, “the election for officers will be done one at a time in the following order: Chair, Vice-Chair, and Secretary.” Motion carried.*

Council Membership: *FYI:* See HRSA letter dated December 20, 2001.

Priority & Allocations Committee: Marlene McNeese-Ward, Chair, reported on the following:

Committee Training Schedule: McNeese-Ward stated that the committee is excited to be meeting with the Quality Assurance Committee and the How to Best Meet the Needs groups on April 17th to review all documents used in the decision-making process. The first Priority and Allocations meeting is scheduled for Wednesday, February 27, 2002 at noon.

Outreach Allocation: *Motion: Reallocate the funds from the Latino Outreach position so that it is distributed equally among the remaining Outreach positions.* Discussion: Fuentes (after declaring a conflict of interest) stated that the Council should be careful of this becoming a trend. Henley responded that the position for the Hispanic Outreach worker still exists, it is just not being funded since there are four Hispanic Outreach workers being supported by another funding source. *Abstentions: Reynolds, Petry, Garza, Osei-Frimpong, Fuentes, Harris, Jr. Motion carried.*

Council Time Table: Louis E. Vanech, Chair, asked members to review the attached 2002 time tables and be prepared to stick to them.

Report from Office of Support: Tori Williams, Manager, see attached. Williams stated that each Council meeting will begin with a ten-minute training session. Williams thanked all participants, especially D’Andrea and Schmitt, for their outstanding work on the 2002 Needs Assessment.

Report from HIV Services: Charles Henley, Director HIV Services, HCHD, see attached. Discussion: Miertschin stated that the list of awards has been approved by Commissioner’s Court, but not the contracts. Does this mean that contracts may not go into effect on March 1? Henley stated that “yes, this could happen” depending upon when HRSA makes the official grant award. HIV Services is very concerned about this dilemma but their hands are tied. Petry asked if there is an Emergency Plan of Action in place? Henley responded that it will be up to the agencies to create an emergency plan if contracts cannot be presented to Commissioner’s Court on February 26th. Guerra asked when the Administrative Agent was going to notify the providers? Henley responded that this has already been done. Osei-Frimpong asked if there is a contingency plan for this possible interruption of services? Henley responded that agencies are responsible for contingency funds.

Jefferson, III expressed his appreciation to Gray and the PWACH for Project LEAP. Vanech introduced recent Project LEAP graduates: Roy Jefferson, III, Gretchen Hollingsworth, and Johnetta Evans-Thomas.

Old Business

STAGE: Schmitt reported that policies and procedures are being created for this group. STAGE meetings are at 11:00 a.m. the first Friday of every month in Lubbock, Texas.

New Business

From the PC Members: McNeese-Ward gave a report on the attached Press Release. Jefferson III thanked McNeese-Ward for spearheading this special event. Vanech stated that the Council is finally seeing some results of their work on the State of Emergency efforts from the past two years, and feels the Council has been instrumental in bringing this issue to the forefront and keeping it there. Vanech announced that Sheila Jackson Lee has agreed to meet with Council members before the end of the month and discuss HIV/AIDS Issues and the CARE Act.

Report from Titles II, III urban and rural, IV, and Section F:

Title III: Miertschin stated that out of 600 HIV/AIDS tests collected at the Hospital District, 10% have been positive. Another Outreach Worker has been hired to go to the high risk clinics. Other staff members have been certified to perform these tests. The nurse case manager at LBJ has been discharging 2-3 AIDS patients (per month?) to nursing homes and hospice facilities.

Title IV: Schmitt announced that a new youth program has been started because of a partnership between the Hospital District, HACS, and the Red Cross.

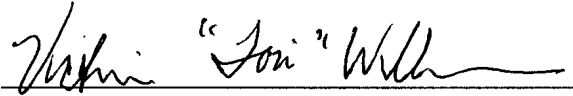
Report from the CDC Planning and Prevention Group:

CDC: Reynolds stated that an RFP has gone out to use unallocated funds. Reynolds' statistics at the City Health Department echo Miertschin's in that over 25% of the 4,000 individuals tested have tested positive. Osei-Frimpong asked if everyone reports to the Health Department? Reynolds responded that they are supposed to.

SCSN: Miertschin reported that the committee met in El Paso in January. The Data work group is coming to Houston to see the Needs Assessment results. She stated that SCSN is very grateful for the work which our community did on the Provider Survey.

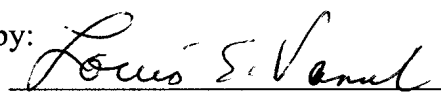
Adjournment: *Motion: it was moved and seconded (Downes, Fuentes, Jr.) to adjourn the meeting at 1:26 p.m. Motion carried.*

Respectfully submitted,

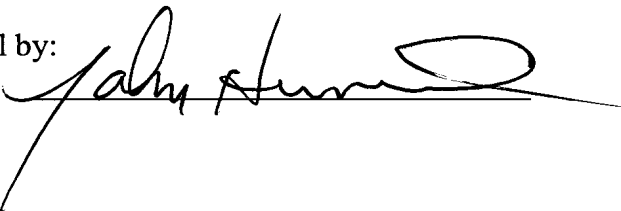


Tori Williams, Manager

3-7-02
Date

Draft Certified by:
Council Chair: 

Date 3-09-02

Final Approval by:
Council Chair: 

Date 3-4-02