

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, March 14, 2002

MEMBERS PRESENT

John Humphries, Vice-chair
JM Allen
Skeet Boyle
Michele Curtis
Michael DeGuzman
Roy Delesbore
Paula Downes
Liza Espinosa
Johnetta Evans-Thomas
Joe Fuentes, Jr.
Daniel Garza
Veronica Garza
Johnny Harris, Jr.
Gretchen Hollingsworth
Kevin Jackson
Veronica Jacobs
Roy Jefferson, III
Albert McKinney
Marlene McNeese-Ward
Lupe Martinez
Nancy Miertschin
Joseph Osei-Frimpong
Johnnie Petry
Lucy Reyna
Kaye Reynolds
Thomas Urban
Thomas Vaughan
Steve Walker
Lesley Williams

MEMBERS ABSENT

Lou Vanech, excused
Steve DeCorte, excused
Eddie Gibbs, excused
Cathy Kirkwood, excused
Douglas Morse, excused
Christopher Lahart, excused
Kimbrae Sanders, excused
Tracy Wilson, excused
Lynn Pannill, excused
Michael Springer, excused

OTHERS PRESENT

Kentwan Hubert, DRWMF
Christopher Schmitt, TRG
Yvette Bussey, TRG
Bill Kersten, BOCS
Jim Stanley, Health Dept.
Charles Henley, HIV Services
Tori Williams, RWPC
Rita D'Andrea, RWPC
Diane Clark, RWPC
Georgette L. Monaghan, RWPC
Modelle Brudner, Judges Office

Call to Order: John Humphries, Vice Chair, called the meeting to order at 11:40 p.m. He asked for a moment of reflection.

Kaye Reynolds, Epidemiologist from the City Health Department used a Power Point presentation to show the Council how to understand Epidemiological data. See attached copy of the presentation.

Humphries welcomed and had the following new Council members introduce themselves: Michele Curtis, Liza Espinosa, Daniel Garza and Kevin Jackson.

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

Adoption of the Minutes: *Motion: it was moved and seconded (Garza, V., Downes) to adopt the February 14, 2002 minutes with the following correction: p.4, 2nd sentence: replace Lubbock with Lufkin. (Jackson). Abstentions: Boyle, Williams, L. Motion carried.*

Public Comment: None.

Report from Standing Committees

Operations Committee: Roy Delesbore, Chair, gave the following reports:

Policy 500.01 - Election of Officers: **FYI:** The Committee is recommending that the text in Policy 500.01 (lines 47 and 48) be changed to read: "Any one of the three officers must be a self-identified HIV positive Person." Because this is a bylaws change, it must be presented as an FYI at today's meeting. It will be voted on at the April meeting.

January 2002 Council Orientation FYI: Delesbore asked members to please fill out the enclosed evaluation form and return it to a member of the Operations Committee or the Office of Support.

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

General Update: FYI: The committee organized the "How to Best Meet the Need Process" by assigning the subcommittee chairs, outlining the training and more.

"How to Best Meet the Need": FYI: There will be an important 4-hour training for all who wish to participate in the "How to Best Meet the Need" process at 1:30 pm on Wednesday, April 17, 2002 at Ripley House.

HRSA Required Capacity Development: FYI: See attached memo. Humphries asked whether a subcommittee will be formed to address this new policy. Williams, T. stated that most of the standing committees will be given this memo to read and integrate into their committee procedures.

For the sake of the new members, Delesbore asked Council members to clarify what they are talking about when using an acronym.

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

Needs Assessment:: FYI: See the attached *Preliminary Findings from the Focus Groups, Provider Survey and RARE findings*. *The next meeting will be at 10 a.m. on March 20, 2002. Everyone was encouraged to attend.*

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

Schedule of Public Presentations: FYI: See attached newspaper ad.

Administrative Assessment Committee: Michael DeGuzman, Chair, reported on the following: Fuentes was nominated and accepted the position of Vice-Chair for the committee.

Reports from the Administrative Agent: FYI: See the attached:

- FY01-02 Expenditure Report (3/1/01 – 1/18/02)
- FY01-02 Administrative Cost Report (3/1/01 – 1/18/02)
- FY01-02 Procurement Report (3/1/01 – 1/18/02)
- WICY Expenditures

Regarding the WICY expenditures, due to the 2002 statistics, the number of HIV+ youth has changed from 1% to 7.1%. (This figure was provided by the City Health Department.) Spending must reflect this change. It continues to be a challenge to get this age group into care. Garza, V. stated that the How to best meet the needs will look at this. Humphries asked what would happen if the 7.1% was not achieved. Will the Houston EMA be penalized? Henley responded that it is possible. Jacobs asked that HRSA look at this requirement. There are service categories, such as Legal Services, which cannot service anyone under 18. Henley responded that if it looks like the 7.1% is not being met, those services which can serve youth and are not will be looked at first.

Affected Community Committee: Skeet Boyle, Chair, gave the following reports:

General Information.: FYI: This Committee has agreed to take on three new tasks:

- Actively Recruit Council Applicants Throughout the Year
- Coordinate the Council's Public Hearings
- Coordinate the RWPC participation in 3-5 Health Fairs annually

Monthly Meetings: FYI: Beginning in March, the Committee will meet off-site every other month to encourage consumer attendance. The March meeting will be held at noon on Monday, March 18, 2002 at HACS.

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

FY02-03 HRSA Award to the Houston EMA: FYI: See attached Increase Scenario and the 02-20-02 memo to the Council.

Subcategory Review Process: FYI: The committee will use the same process as last year with the following timeline:

- April 24: Notify the Public re: subcategory allocation review process.
- May 16: Administrative Assessment Committee reviews the requests.
- June 14: The Priority and Allocations Committee reviews the subcategory allocation requests and the recommendations from the Administrative Assessment Committee.

Priority Setting Process: *Motion: To accept the attached 2002 Priority Setting Process.* Discussion: Fuentes asked what the "Life Experiences" column captures. McNeese-Ward stated that this column will not be used to justify decisions. It will capture committee member's personal experiences which may be sent as an FYI to another committee. Miertschin asked why the outliers were being omitted? McNeese-Ward responded that this year every service category must have a justification in order to be included in the collective priority number. *Abstentions: Fuentes, Walker. Motion carried.*

McNeese-Ward stated that anyone interested in viewing the process should attend the next few meetings.

Report from Office of Support: Tori Williams, Manager, Office of Support, gave the attached report. In addition, she stated that Francis Hodge, Houston's HRSA Project Officer, will be available to meet with Council members at 10:30 a.m. on Wednesday, March 27, 2002 in Room 240. Williams stated that Henley and his staff did a superb job in getting the FY02-03 contracts to Commissioner's Court. HRSA did not release the FY02-03 allocations until the very last minute. Had HIV Services not been able to get the contracts to Commissioner's Court for approval, all Title I agencies would have had to stop services or come up with non-Title I funds to fill the five-day gap.

Report from HIV Services: Charles Henley, Director HIV Services, HCHD, gave the attached report. Henley stated that Congressman Gene Green's office provided HIV Services with the FY02-03 HRSA allocation for the Houston EMA which enabled HIV Services to get the 62 contracts to Commissioner's Court on time. The contracts will need some small adjustments to allow for the slight increase received this fiscal year. Rural Food Pantry Services was the only service category not processed. Presently, there is no unobligated money. Henley stated the Council should be preparing for flat funding in fiscal year 2003. The Priority and Allocations and Quality Assurance Committees will have some hard decisions to make. Since Outreach workers are expected to bring in 700-1000 new clients this year, there will be a 20% increase in patient services. How will this be funded when the fiscal year 2003 will be the same amount as this year?

Petry asked if there was an update on Sheila Jackson Lee's scheduled visit with the Council? Williams, T. responded that she has been in contact with Lee's office. Congresswoman Lee is looking at an April date. Williams, T. asked the Council how many would be willing to come to a weekend meeting? Most responded that they would attend.

Vaughan did not see the Rural Food Pantry on the attached list of FY2002 Contracts. Henley responded that the Rural Food Pantry should be in place on April 2, 2002. Boyle asked if the agency currently providing vouchers will require recipients to be clients. Henley responded "yes".

Old Business: None.

New Business:

Title IV: Miertschin stated that limited service will begin at the LBJ Adolescent Clinic on March 25, 2002.

SCSN: Miertschin stated that a small work group from the Texas Department of Health will be attending the next NAG meeting. Since these are the individuals who designed the SCSN survey instruments used in the 2002 Needs Assessment, they will be holding a meeting immediately after the NAG meeting to receive additional feedback.

HOPWA: Allen stated that they have open ended RFP process. HUD has had some recent concerns about housing. Humphries asked if the process will ever be streamlined? Allen responded that the process will probably remain the same. Hollingsworth asked if HOPWA has been looking at the need for permanent housing since people are living longer with HIV/AIDS? Allen responded that HOPWA deals with non-profit agencies and has encouraged these agencies to submit proposals for transitional and permanent housing. Williams, L. asked if there are plans for to help PLWH/A's find their own homes? Allen responded that they are currently working with an agency on such a project.

Announcements: Fuentes is looking for volunteers for a new Mental Health Spanish Advisory Board.

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

Respectfully submitted,

Tori "Tori" Williams
Tori Williams, Manager

04-04-02
Date

Draft Certified by:
Council Chair: L. E. Varad

Date 04-04-02

Final Approval by:
Council Chair: L. E. Varad

Date _____