

APPROVED May 9, 2002, with the
~~following change: p2, 2nd para-~~
~~graph from the bottom, 2nd sen-~~
tence should read: "There was
~~antidotal evidence among the work~~
group to keep Project LEAP"...

HOUSTON AREA HIV SERVICES RYAN V



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, April 11, 2002

MEMBERS PRESENT

Lou Vanech, chair
Skeet Boyle
Michael DeGuzman
Paula Downes
Liza Espinosa
Johnetta Evans-Thomas
Joe Fuentes, Jr.
Veronica Garza
Johnny Harris, Jr.
Gretchen Hollingsworth
Kevin Jackson
Veronica Jacobs
Roy Jefferson, III
Catherine Kirkwood
Christopher Lahart
Albert McKinney
Marlene McNeese-Ward
Nancy Miertschin
Douglas Morse
Joseph Osei-Frimpong
Lynn Pannill
Johnnie Petry
Kaye Reynolds
Kimbrae Sanders
Thomas Urban
Thomas Vaughan
Steve Walker
Lesley Williams
Tracy Wilson

MEMBERS ABSENT

JM Allen, excused
Michele Curtis, excused
Steve DeCorte, excused
Roy Delesbore, excused
Daniel Garza, excused
Eddie Gibbs, excused
John Humphries, excused
Lupe Martinez, excused
Lucy Reyna, excused
Michael Springer, excused

OTHERS PRESENT

Charles Henley, HIV Services
Michael, DRWMF
C. Schmitt, TRG
Bill Kersten, BO
Alex Sotr
Sharon Smith, FUUSA
Katy Caldwell, Montrose Clinic
Robyn Richter, TRC
Tori Williams, RWPC
Rita D'andrea, RWPC
Georgette L. Monaghan, RWPC

Call to Order: Louis E. Vanech, chair, called the meeting to order at 11:40 a.m. by asking for a moment of reflection.

Training regarding the "How to Best Meet the Need" Process: Veronica Garza, Chair, Quality Assurance Committee, reviewed the "How To Best Meet the Need" Work Group guidelines (see attached). She

emphasized the importance of attending the April 17, 2002 training meeting . Fuentes, Jr., requested that HOPWA be asked to bring information regarding programs they are currently funding, not what they can fund.

Adoption of the Agenda: *Motion: it was moved and seconded (Jefferson, III., Fuentes, Jr.) to adopt the agenda with the following changes: Allow the Priority and Allocations Committee to report first)followed by the Operations Committee under III. Report from Standing Committees. Motion carried.*

Adoption of the Minutes: *Motion: it was moved and seconded (Boyle, Jackson) to adopt the March 14, 2002 minutes. Motion carried.*

Meeting with Congresswoman Sheila Jackson Lee: Williams, T., reported that this special Council meeting will be held at 10:00 a.m. at the Bering United Methodist Church. . She asked Council members to use a form that was being passed around to write questions and suggested solutions so that Councilwoman Jackson Lee can come to the meeting prepared to answer the questions.

Public Comment: None.

Report from Standing Committees

Priority & Allocations Committee: Marlene McNeese-Ward, Chair, gave the following reports:
Committee Vice Chair: FYI: Michael DeGuzman was elected to be the Committee Vice Chair.

2002 Principles and Criteria: *Motion: To approve the attached Principles and Criteria. (See change made at the 04-04-02 Steering Committee). Abstention: DeGuzman. Motion carried.*

Operations Committee: Veronica Jacobs, Vice-Chair reported on the following:

Policy 500.01 - Election of Officers: *Motion: To change the text in Policy 500.01 (lines 47 and 48) to state that "Any one of the three officers must be a self-identified HIV positive Person. (Because this is a bylaws change, it was presented as an FYI at the March Council meeting. It can be voted on today.) Discussion: DeGuzman stated that he is not sure if this will fix what happened at the last election. Vanech stated that, in his opinion, the recent policy change which requires the Council to vote on each officer separately, starting with the Chair, will eliminate future election problems. Vanech is concerned that opening the HIV requirement to one of three officers will send a negative signal to PLWH/As. Fuentes, Jr., stated that he was instrumental in forming the current policy so he can see both sides. But, he feels that it should be opened up at this time so that one of the three officers must be HIV positive since the council has changed and the required number of PWA's on the Council has increased. Jacobs stated that this is an issue of inclusion. Harris, Jr. stated that he agrees with Fuentes and Jacobs. Wilson stated that consumer participation has increased so he agrees with the motion. Williams, L. called for the question. The Call for the question passed. The original motion was voted on. Nays: DeGuzman, Morse. Abstentions: Fuentes, Jr., Garza, V. Motion carried.*

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

Outcome Measures: FYI: See the attached summary. D'Andrea gave a brief explanation of how to read the summary chart. D'Andrea also stated that the data is not significantly statistical. Henley warned that this chart is not to be used for eliminating services. It should be used as background data.

"How to Best Meet the Need": FYI: Garza encouraged members to sign up for a workgroup. (See attached schedule of work group meetings.)

“How to Best Meet the Need”: FYI: Garza reminded Council members that there will be an important 3 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.

At the request of the Chair, Vice-chair Harris, Jr. temporarily took over duties of the Chair while the chair left the room.

FYO3 Houston EMA Title I Service Categories: *Motion: To approve the attached list of service categories which is recommended by the Quality Assurance and Priority and Allocations Committees. Discussion: DeGuzman stated that the prioritization process will begin in April. Abstentions: Walker, Fuentes, Jr., Boyle, Pannill. Motion carried.*

Chair Vanech resumed the duties of the Chair.

New Idea Form: *Motion: To approve the attached New Idea Form recommended by the Quality Assurance and Priority and Allocations Committees. Abstention: Fuentes, Jr. Motion carried.*

CPCDMS: FYI: See attached report. This subcommittee will be meeting one hour before Steering Committee meets, every other month. The next meeting is at 11:00 a.m. on Thursday, May 2, 2002. Christopher Lahart will serve as the subcommittee Chair.

Youth: FYI: See attached CPCDMS Service Utilization Report on Youth. Lahart stated that, according to the report, services are not being accessed over one half of the year. Henley responded this is probably due to the fact that so few youth are seeing doctors.

Comprehensive HIV Planning Committee: Paula Downes, Chair, reported on the following:
Committee Vice Chair: FYI: Steve DeCorte was elected to serve as the Committee Vice Chair.

Needs Assessment: FYI: The draft of the 2002 Needs Assessment will be available for proof reading today. Comments will be due in writing to the Office of Support before 10:00 a.m. on April 15, 2002.

2001 Comprehensive Plan: FYI: The committee reviewed Title I's participation in the 2002 Comprehensive Plan. The Council appears to be meeting most of the Title I goals.

JCPC: Williams, T. reported that the stakeholders met, reviewed the “Orange” notebooks and made updates to the goals. The next meeting will be 10:00 a.m., June 24th, location TBA.

Advances in Meds/Treatments: Steve Walker, Chair, gave the following reports:
HIV and Depression: FYI: See the attached newspaper ad.

Schedule of Public Presentations: FYI: See the attached list describing the next three presentations.

Administrative Assessment Committee: Michael DeGuzman, Chair, reported on the following:
Program Evaluations: FYI: See the attached memo addressed to the Quality Assurance Committee.

Project LEAP Evaluation Work Group: Fuentes, Jr. reported that this work group reviewed the scope of work for this project from 1999 to 2000. The consensus was to keep Project LEAP this year and to update the scope of work so that it contains some measurable objectives. DeGuzman invited Council members to contact the Office of Support if they would like to attend the next meeting of this work group.

Reports from the Administrative Agent: FYI: See the attached FY 2002 Procurement Report.

State of Emergency: FYI: See the attached FY 2001 and 2002 Agency Profile and Award Summaries.

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

Monthly Meetings: FYI: This committee will be meeting every month with meetings held in the community every other month to encourage consumer attendance.

Blue Book Subcommittee: FYI: This Subcommittee will have its first meeting at 10 a.m. on Friday, April 12, 2002.

2002 Council Participation in Community Health Fairs: *Motion: To approve up to \$2,000 to participate in the following health fairs: Houston International Festival, Chevron African American Arts Festival at Project Row Houses, Juneteenth Festival, Cinco de Mayo Festival and EMPOWER. Motion carried.*

Clients Rights Card: *Motion: To approve up to \$2,000 to produce and distribute the Clients Rights Cards. Motion carried.*

Client Satisfaction Measurement System: FYI: HIV Services presented their Client Satisfaction Measurement System to the committee. (See attached summary of the presentation.)

Lesley Williams was appointed to be the Vice Chair of this committee.

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.

Old Business

Discussion Regarding having two members from the same agency serving on the Steering Committee. Vanech stated that some Council members might feel that this is unfair. Therefore, he took the issue to members of the Steering Committee for a discussion at their March meeting. Members of the Steering Committee felt that the situation is manageable. As long as the Council abides by their policies, especially the Conflict of Interest policy, the Steering Committee will be able to make fair decisions.

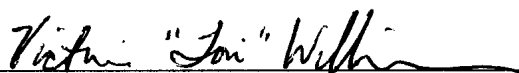
New Business

Stage: Jackson reported that he has been appointed as the STAGE Representative to the Council. Stage is looking for external members.

Announcements: None.

Adjournment: *Motion: it was moved and seconded (Williams, L., Downes) to adjourn the meeting at 1:03 p.m. Motion carried.*

Respectfully submitted,



Tori Williams, Manager

05-02-02
Date

Draft Certified by
Council Chair: 

Date 5-02-02

Final Approval by
Council Chair:

Louis E Vaneck.

Date 5-09-02