

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, June 13, 2002

MEMBERS PRESENT

Lou Vanech, chair
JM Allen
Skeet Boyle
Steve DeCorte
Michael DeGuzman
Roy Delesbore
Paula Downes
Johnetta Evans-Thomas
Daniel Garza
Veronica Garza
Eddie Gibbs
Johnny Harris, Jr.
John Humphries
Kevin Jackson
Roy Jefferson, III
Catherine Kirkwood
Christopher Lahart
Lesley Lopez-Williams
Albert McKinney
Marlene McNeese-Ward
Lupe Martinez
Nancy Miertschin
Johnnie Petry
Lucy Reyna
Kimbrae Sanders
Michael Springer
Thomas Urban
Steve Walker

MEMBERS ABSENT

Liza Espinosa
Joe Fuentes, Jr., excused
Gretchen Hollingsworth, excused
Veronica Jacobs, excused
Joseph Osei-Frimpong, excused
Kaye Reynolds
Tracy Wilson, excused

OTHERS PRESENT

Dewey Parker, LEAP
Margaret Parker, LEAP
Andrew Oatman, Jr.
John T. Akbar
Walter Vaughan
Pam Griffith
Janice Roberts
Charles Henley, HIV Services
Amanda Johnson, LEAP
Deidre D. Watson
Gerry Cantic
Bill Kersten, BOCS
Kelly McCann
Sandra Franco
Evelyn J. Price
Robert Taylor
James Beandrax, DRW
Sharon Smith, FUUSA
Robert Tell
Kentwan Hubert, DRW
Cavin White
Edward Hunter
Jim Hutchinson
Modelle Brudner
Tori Williams, RWPC
Rita D'Andrea, RWPC
Georgette L. Monaghan, RWPC

Call to Order: Louis E. Vanech, chair, called the meeting to order at 12:35 p.m. by asking for a moment of reflection. Vanech welcomed all members of Project LEAP present in the audience.

Update on The Texas HIV Medication Program: Dwayne Haught, Director, presented the attached information to the Council.

Adoption of the Agenda: *Motion: it was moved and seconded (Lopez-Williams, Downes) to adopt the agenda. Motion carried.*

Adoption of the Minutes: *Motion: it was moved and seconded (Lopez-Williams, Evans-Thomas) to adopt the May 5, 2002 minutes. Abstentions: McNeese-Ward, Garza, V., Boyle. Motion carried.*

Update on HRSA Conference August 20-23, 2002: Henley's office will be sending 3 representatives. The Council will be sending Vanech and Harris, Jr. If members have items they would like to have addressed, please forward these to Vanech and/or Harris, Jr.

Public Comment:

Carolyn Parker, CEO, AIDS Network. See the attached information which reflects her presentation.
Dena Gray, PWACH, Project LEAP facilitator, asked all Project LEAP participants to stand and be recognized. Then, she asked all Council members who were Project LEAP graduates to stand.
Jonathan Miller, identified himself as a heterosexual African-American male. He thanked the council for their efforts. Miller has reviewed the Comprehensive Plan and noticed that there doesn't seem to be information about his group. He requested that this be brought to the attention of the Needs Assessment Committee. Harris, Jr. thanked Miller for coming forward with his remarks.
Bill Kersten requested that the Operations Committee revisit their recommendation regarding the Grievance Policy. He believes that it is too restrictive. Kersten thanked the Priority and Allocations Committee for their process of inviting concerns in a timely manner so that they can be addressed and/or incorporated into the priority-setting and allocations processes.
Roy Jefferson, III, introduced a friend he brought to the meeting in response to the Affected Community Committee's desire to expose more people to Council meetings.
Jerry Concue, AAMA employee, stated that his agency has experienced some problems trying to provide transportation to the recently released. The Council directed Concue to HIV Services since that is the department that addresses concerns of this nature.

Report from Standing Committees

Quality Assurance Committee: Veronica Garza, Chair, gave the following reports:
 CPCDMS: FYI: Please see the attached reports. Since the next committee meeting is the same day as the fourth of July, the meeting has been moved to 11:00 a.m. on Tuesday, July 2, 2002.

FY03 "How to Best Meet the Need": Motion: Approve the attached Recommendations regarding the FY03 Service Category Definitions. Discussion: Garza, V. read the changes to the following service categories. Motion carried.

Service Definition	Abstention
<i>Ambulatory/Outpatient Medical Care</i>	<i>DeGuzman, Downes, Boyle, Humphries, Lahart, Miertschin, Walker</i>
<i>Buddy/Companion Services</i>	
<i>Case Management</i>	<i>Garza, V., Boyle, Harris, Jr., Petry, Walker, Humphries</i>
<i>Day or Respite Care</i>	<i>DeGuzman</i>
<i>Early Intervention Services</i>	<i>Delesbore, Harris, Jr., Miertschin, Delesbore</i>
<i>Emergency Financial Assistance</i>	<i>Boyle</i>
<i>Food Bank</i>	<i>Boyle</i>
<i>Health Education/Risk Reduction</i>	<i>Delesbore, Walker, Humphries</i>
<i>Health Insurance</i>	<i>Delesbore</i>
<i>Home Health Care</i>	
<i>Hospice Services</i>	<i>DeGuzman</i>
<i>Housing Assistance/Housing Related</i>	<i>Delesbore</i>
<i>Legal Assistance</i>	
<i>Local Drug Reimbursement Program</i>	<i>DeGuzman, Delesbore</i>
<i>Mental Health Services</i>	<i>Garza, V., Boyle</i>
<i>Oral Health</i>	<i>DeGuzman</i>

<i>Other Support Services</i>	
<i>Outreach Services</i>	<i>Boyle, Garza, V., Harris, Jr., Petry, Humphries</i>
<i>Psychosocial Support Services</i>	<i>Walker, Humphries</i>
<i>Referral</i>	<i>Boyle. Comment: DeGuzman requested that the Council get rid of Service Category.</i>
<i>Rehabilitation Services</i>	
<i>Substance Abuse Services</i>	
<i>Transportation</i>	<i>Boyle, Garza, V., Reyna</i>

Comments: Vanech asked the committee to keep in mind that when they increase the maximum amount each client is allowed, it might create a system where fewer clients are served. Garza, V. thanked everyone who participated in the "How to Best Meet the Needs" process.

FY03 Poverty Guidelines: *Motion: Approve the attached Eligibility Guidelines based on the Poverty Guidelines for the FY03 Service Category Definitions. (Refer to the Table of Contents for the Service Definitions). Discussion: Garza, V. stated that no changes have been made between FY02 and FY03. Motion carried.*

HIV vs. AIDS Prevalence: *Motion: To approve the same prevalence Guidelines for FY03 as those used in FY02 with one exception: change Outpatient Medical Care and Nutritional Services to HIV AND AIDS prevalence (full spectrum). Motion carried.*

75/25% Targeting with Respect to CBC Funds: Henley stated that when the Council targets services to specific populations using general money, the 75/25% formula is used. This means that 25% of the funds can be used to serve non-targeted populations. When Minority AIDS Initiative funds (CBC funds) are used, the agency must spend 100% of the funding on the targeted population.

Delesbore asked if he could give the Operations Committee report at this point in the meeting. The Council agreed.

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

Policy 800.01 – Conflict of Interest: FYI: The committee wishes to keep this policy as is. In particular, lines 22-24. (See attached).

Policy 1100.00 – Computer Policy: *Motion: To accept the attached Computer Policy. Motion carried.*

Policy 1000.01 – Grievance Policy: *Motion: To add the attached text to the Grievance Policy. Discussion: As the policy stands now, a grievance could shut down the whole process and make it difficult to meet HRSA's grant application deadline. If no grant is submitted, there will be no funds regardless of the outcome of the grievance. Therefore, the committee is recommending a change so that a grievance cannot force the Council into a position where they cannot make the HRSA grant deadline. It was suggested that the spelling be checked. "Perspective" should be "prospective". "Effect" should be "affect". Abstentions: Boyle, Petry, Reyna, DeGuzman, Humphries. Motion carried.*

2002 Evaluation of the Office of Support: FYI: Please see the attached evaluation summary.

Judge Eckels' HIV/AIDS Briefing for Key Decision-Makers: FYI: Please refer to the attached Manager's report for more information about the HIV/AIDS Briefing which Judge Robert Eckels is planning to host for Key Decision-Makers.

Comprehensive HIV Planning Committee: Paula Downes, Chair, gave the following reports:

2002 HIV/AIDS Needs Assessment: *Motion: To approve Draft #3 of the 2002 HIV/AIDS Needs Assessment with recommended edits. Discussion: Downes thanked everyone and stated that the Needs Assessment is an excellent product. Motion carried.*

2002 HIV/AIDS Needs Assessment: FYI: The dates of two community meetings will be announced in the next week or two.

June 2002 NAG Meeting: FYI: The June 19, 2002 NAG meeting will be dedicated to critiquing the process used to create the 2002 HIV/AIDS Needs Assessment. All are welcome to participate. Vanech thanked DeCorte and Ken Malone for their efforts in co-chairing this process.

JCPC: FYI: This group will be meeting at 10:00 a.m. on Monday, June 24, 2002.

Advances in Medical Treatments and Medications: Steve Walker, Chair, reported on the following: Presentation on Side Effect Management: Walker encouraged all to attend the presentation on "Side Effect Management" immediately following the Council meeting. Vanech will contact Walker to discuss the formation of an ad hoc committee to look into the projected ADAP shortfalls.

Administrative Assessment Committee: Michael DeGuzman, Chair, reported on the following: Reports from the Administrative Agent: FYI: Please see the attached reports:

- *FY02 Procurement*
- *FY01 Expense – 4th Quarter*
- *FY01-02 Administrative Cost - Final*
- *FY01-02 Service Utilization – Final 4th Quarter*
- *2001 Aggregate Administrative Costs – Final – Henley stated that whatever is spent for Program Support is the percentage that can be used for administrative costs: an allocation of \$600,000 means that a maximum of 6% can be spent for administrative costs.*
- *FY 2001 WICY Expenditures*

Project LEAP Evaluation: FYI: Please see the attached recommendations which will be reviewed by the Operations Committee at 12:00 p.m. on Tuesday, June 18, 2002.

Committee Monitoring Process: FYI: DeGuzman reported that members have been assigned service categories and will make reports on utilization, expenditures, target data, etc. at the July meeting. A list of assignments will be made available at the next meeting.

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

May 29, 2002 RWPC Public Hearing: FYI: Please see the attached public comments.

Next Public Hearing: FYI: This hearing is scheduled for 7:00 p.m. on June 25, 2002. The main topic will be the FY03 Allocations. (See attached flyer)

RWPC Brochure: *Motion: Allocate \$2,500 to print the attached Council brochure. (This will be printed in color.) Motion carried.*

Blue Book Subcommittee: FYI: The committee is in the process of redesigning the FY02-03 Blue Book using lighter paper.

2002 Health Fairs: FYI: See the attached list of health fairs. Please see Monaghan if you can volunteer to help staff a booth at one of these events.

Pride Parade: FYI: Verbal update on the Council's participation in the June 29, 2002 Pride Parade. Please see Monaghan if you wish to participate with other Council Members.

Client Satisfaction Measures: FYI: See the attached.

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

FY03 Priorities: Motion: Approve the attached FY03 Priorities. Discussion: Walker, after declaring a conflict of interest, asked why the priority number for Peer Counseling/Support Groups went down. DeGuzman stated that as other service categories were discussed and moved around, the Psychosocial category dropped. Lopez-Williams responded that the committee looked at and prioritized basic needs first. Abstention: Walker. Motion carried.

Report from Office of Support: Tori Williams, Manager, stated that now that the Needs Assessment has been approved, Health Planner D'Andrea will be available to run special reports from the data. The attached "Data Request Form" must be used to request these special reports. Please see the attached Manager's Report.

Report from HIV Services: Charles Henley, Director, HIV Services, HCHD, stated that members should look through the attached June 6, 2002 Progress Report, especially the section on outcomes.

Old Business: See the attached Quarterly Committee Reports.

New Business

STAGE: Keven Jackson stated that STAGE is working on a Needs Assessment and is needing external members.

SCSN: Springer announced that the next SCSN meeting will be in Austin on July 26 and 27, 2002.

CPG: Walker stated that the CPG has changed their calendar year to be consistent with the January-December calendar year. They are in the process of recruiting members.

Announcements: Evans-Thomas passed out the attached flyer announcing a Women's Support Group meeting scheduled for 11:00 a.m. on June 29, 2002.

Adjournment: *Motion: it was moved and seconded (Lopez-Williams, Garza, D.) to adjourn the meeting at 1:40 p.m. Motion carried.*

Respectfully submitted,



Tori Williams, Manager

7-2-02

Date

Draft Certified by
Council Chair: 

Date 07-02-02

Final Approval by
Council Chair: 

Date _____
