

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, July 11, 2002

MEMBERS PRESENT

Lou Vanech, chair
JM Allen
Skeet Boyle
Roy Delesbore
Paula Downes
Johnetta Evans-Thomas
Joe Fuentes, Jr.
Daniel Garza
Veronica Garza
Eddie Gibbs
Johnny Harris, Jr.
John Humphries
Kevin Jackson
Veronica Jacobs
Roy Jefferson, III
Catherine Kirkwood
Christopher Lahart
Lesley Lopez-Williams
Albert McKinney
Marlene McNeese-Ward
Lupe Martinez
Joseph Osei-Frimpong
Johnnie Petry
Kimbrae Sanders
Michael Springer
Thomas Urban
Thomas Vaughan
Tracy Wilson

MEMBERS ABSENT

Steve DeCorte, excused
Michael DeGuzman, excused
Liza Espinosa
Gretchen Hollingsworth, excused
Lucy Reyna, excused
Kaye Reynolds, excused
Steve Walker

OTHERS PRESENT

Samuel Osuce, New Hope Counseling
Sharon Smith, FUUSA
Katy Caldwell, Montrose Clinic
Charles Henley, HIV Services
Christopher Schmitt, TRG
Bill Kersten, BOCS
Jim Stanley, Health Dept.
Tori Williams, 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.

Adoption of the Agenda: *Motion: it was moved and seconded (Evans-Thomas, Springer) to adopt the agenda. Motion carried.*

Adoption of the Minutes: *Motion: it was moved and seconded (Garza, V., Jackson) to adopt the June 13, 2002 minutes with the following addition: add Thomas Vaughan to MEMBERS PRESENT. Abstention: Jacobs. Motion carried.*

ADAP Ad Hoc Committee: Miertschin, chair, reported that the committee met this morning and discussed the projected ADAP shortfalls. The next meeting will be at 10:00 a.m., on Wednesday, August 7, 2002. The committee recommended that the Quality Assurance Committee give the Ad Hoc committee more time to gather information and develop an informed recommendation before the taking action on the proposed new idea requesting money for the Texas HIV Medication Program.

Housing Ad Hoc Committee: Williams reported that Vanech has organized a Housing Ad Hoc Committee, made up of consumers, vendors, and other interested parties, to prepare a presentation to the City Council's Housing Initiative Committee to request that HOPWA provide funding in the amount of \$60,000 – 100,000 to be used for a technical assistance to study housing in the Houston EMA. The Council started this process two and half years ago but has no luck getting HOPWA to respond to this request.

Public Comment: None.

Report from Standing Committees

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

Points of Entry: FYI: See the attached Power Point presentation.

Capacity Development: FYI: The attached memo describes a new idea from HRSA. They are requiring that Title I cities use funds for capacity development. Guidance has been vague. Therefore, the Quality Assurance Committee has decided that the best way to address the issue in FY03 is to have the vendor for Case Management Training incorporate more information about linking clients with the following services: Substance Abuse, Youth Services, and Oral Health.

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

2002 HIV/AIDS Needs Assessment: FYI: Two community forums were held on Tuesday, July 9 and Wednesday, July 10, 2002. At Tuesday's forum, a representative from MHMRA, asked if the Council would repeat the same presentation for their staff. At Wednesday's forum a physician from China was present. She was extremely interested in the Council's planning process.

June 2002 NAG Meeting: FYI: The committee critiqued the Needs Assessment process. The biggest challenge seemed to be the survey instrument. Another issue that was discussed was that some populations were underrepresented in the study, such as those who are less ambulatory and are using hospice and in-home services. All suggestions are being forwarded to Texas Women's University. Vanech stated that there was a focus group held afterwards to focus on the shortcomings of the survey instrument.

JCPC: This group will be meeting at 10:00 a.m. on Tuesday, August 6, 2002.

Advances in Meds/Treatments

Presentation on Side Effect Management: FYI: Williams reported that 25 people attended the presentation. After hearing the presentation, the committee made some recommendations that were forwarded to the Quality Assurance Committee.

Presentation on HIV Medications and Substance Abuse: FYI: Please see the attached flyer for the August 8, 2002 presentation.

Future Presentations: FYI: Williams stated that the committee is looking into partnering with other organizations for these presentations so that attendance gets even better than it is now.

Administrative Assessment Committee: Fuentes, Jr., co-chair reported on the following:

Evaluating the Administrative Agent: FYI: The committee is presently conducting the annual evaluation of the administrative agent. All Title I agencies were asked to participate via a survey form.

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

June 25, 2002 RWPC Public Hearing: FYI: See the attached public comments.

2002 Health Fairs: FYI: See the attached list of health fairs. Contact Monaghan if you can volunteer to help staff one of the booths.

Pride Parade: FYI: Vanech stated that the Council's participation in the Pride Parade went very well. He thanked underwriters Springer, Downes, and Williams for their support.

Future Committee Meetings: FYI: Please see the attached flyer with dates and locations for future off-site meetings.

Operations Committee: Roy Delesbore, Chair, thanked Jacobs and Fuentes, Jr. for their hard work at the June committee meeting. Delesbore reported on the following:

Revised FY02 Office of Support Budget: *Motion: To accept the attached revised FY02-03budget. Discussion: Vaughan asked why the Council Support Secretary was not filled? Williams responded that she would prefer to leave that position vacant for the time being in order to give the current staff a raise. Motion carried.*

"How to Best Meet the Need": *Motion: To accept the attached Evaluation Recommendations and Service Definition For Project LEAP. Discussion: Henley stated that by removing the word "classes" from the definition, the unit of service now becomes an hour of service with no definition for class size. Lopez-Williams asked why the committee was suggesting a name change. Williams responded that the committee felt that since Title I is the only group paying for the project, the committee felt that the program's primary focus should be on teaching information about Title I and the Planning Council. The Motion was tabled and sent back to Operations to discuss: 1) the name change, and 2) add the word "class" back into the definition and/or define the minimum of people to classify as a class.*

"How to Best Meet the Need": *Motion: To accept the attached Evaluation Recommendations and Service Definition For the Case Management Training and Coordination Program. Motion carried.*

"How to Best Meet the Need": *Motion: To accept the attached Evaluation Recommendations and Service Definition For the Minority Capacity Building Program. Discussion: Humphries asked Henley if this program is in sync with the information that was supplied at the recent Austin meeting. Henley responded that as long as the Council wants this program to continue, HRSA may allow it. HRSA always has the option of telling the Council that the program can no longer be funded. Fuentes, Jr. expressed concern that making 20% of the agencies receive scores of at least 75 may be too high. Williams responded that this is a tool which will help the committee evaluate the program next year. Abstentions: Humphrey, Fuentes, Jr., and Boyle. Motion carried.*

"How to Best Meet the Need": *Motion: To move the above "How To Best Meet the Need" processes, with the exception of the Office of Support budget, to the Quality Assurance Committee in FY03 so that it is incorporated into their "How to Best Meet the Need" work group process. Motion carried.*

Priority & Allocations Committee: (Williams distributed the attached Council Conflict of Interest Chart.) Marlene McNeese-Ward, Chair, gave the following reports and briefly summarized the allocation process. McNeese-Ward thanked health planner Rita D'Andrea for her help in presenting the budget information at the two Public Hearings. McNeese-Ward reported that the committee had met for 20 hours during the month of June. Three of their meetings lasted four hours. Jacobs felt that the budget for each service category should be voted on separately so that more people could participate in the process. Vanech stated that the Council has always voted on the budgets as a whole. Williams pointed out that there are 19 non-conflicted Council members, of which 14 were present to vote today. Gibbs pointed out that people with a conflict of interest "technically" could vote against funding for a particular service category in hopes that it would free up funds for the service category in which that person has a conflict. Council members with any kind of a conflict should not be allowed to vote on any of the service categories. Vanech took a show of hands to see if Council members would like to vote on the whole package or each service category. All but two individuals agreed to vote on each budget as a whole.

FY03 Allocations - Flat Funding Scenario: *Motion: Approve the attached FY03 Flat Funding Scenario. Abstentions: Sanders, Allen, Boyle, Downes, Fuentes, Jr., Garza, V., Harris, Jr., Humphries, Jacobs, Lahart, McKinney, Miertschin, Osei-Frimpong, Petry. Motion carried.*

FY03 Allocations - Decrease Funding Scenario: *Motion: Approve the attached FY03 Decrease Funding Scenario. Abstentions: Allen, Boyle, Fuentes, Jr., Garza, V., Harris, Jr., Humphries, Jacobs, Lahart, McKinney, Miertschin, Osei-Frimpong, Petry. Motion carried.*

FY03 Allocations - Increase Funding Scenario: *Motion: Approve the attached FY03 Increase Funding Scenario. Abstentions: Allen, Boyle, Fuentes, Jr., Garza, V., Harris, Jr., Humphries, Jacobs, Lahart, McKinney, Miertschin, Osei-Frimpong, Petry. Motion carried.*

McNeese-Ward expressed special thanks to committee members Lopez-Williams and Bruce Turner because they worked especially hard and participated in all of the June committee meetings.

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

Report from HIV Services: Charles Henley, Director, HIV Services, HCHD, summarized the attached report. Henley stated that he appreciated all the work that the Priority and Allocations Committee did in June. The First Quarter Outcome Reports showed that there were 178 new clients in the CPCDMS system.

Old Business: See the attached Quarterly Committee Reports.

New Business

Report from Title II: Springer reported that STAGE is developing many of its processes. Skeet Boyle has been appointed by Vanech to be the spokesperson for Title I.

Title III: Miertschin stated that they have received a one time supplemental grant that will be used for getting more people into care through testing. They are also developing a centralized data base system that will allow individuals to call one number to get access to testing information.

Mayor's Task Force on HIV/AIDS: Springer reported that at 1:30 p.m. on Wednesday, July 17, 2002 the Task Force will be meeting at the City Hall Annex. Vanech asked that the Council be put on their mailing list.

SCSN: The next meeting is July 26-27, 2002 in Austin.

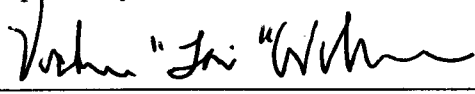
Announcements:

McNeese-Ward announced that the NAACP has a conference at the George R. Brown Convention Center. The focus for today's meeting is HIV. Between 6-8:00 p.m. tonight there will be a youth forum.

Evans-Thomas announced that a Women's HIV Support Group will be holding their first meeting tonight. This group is a spin-off from the Women's Conference which Evans-Thomas sponsored last month..

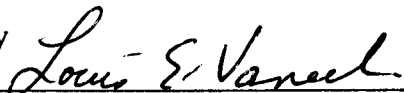
Adjournment: *Motion: it was moved and seconded (Boyle, Lahart) to adjourn the meeting at 1:31 p.m.*
Motion carried.

Respectfully submitted,



Tori Williams, Manager

8-1-02
Date

Draft Certified by
Council Chair: 

Date 8-1-02

Final Approval by
Council Chair: 

Date 8-08-02