

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, December 11, 2003

MEMBERS PRESENT

Marlene McNeese-Ward, Chair
Gary Ainsworth
Skeet Boyle
Michael DeGuzman
Johnetta Evans-Thomas
Tonya Fisher
Joe Fuentes, Jr.
Daniel Garza
Veronica Garza
Hector Guajardo
Kevin Jackson
Lynn King, Jr.
Lesley Lopez-Williams
Albert McKinney
Ken Malone
Lupe Martinez
Ricardo Mendiola
Nancy Miertschin
Michael Miller
John Sahn
Bruce Turner
Steve Walkers
Tracy Wilson

MEMBERS ABSENT

Paula Downes, excused
Felicia Farrar, excused
David Garner, excused
Kimberly Griffin, excused
Johnny Harris, Jr., excused
Gretchen Hollingsworth, excused
Priscilla Jenkins-Roberts
Leonard Kincaid, excused
Sylvia Mazique, excused
Joseph Osei-Frimprong, excused
Kimbrae Sanders, excused
Thomas Urban, excused
Fred Walters, Jr.
Torelen Winbush

OTHERS PRESENT

Charles Henley, HIV Services
Sharon Smith, FUUSA
Tom McDevitt, Coalition for the Homeless
Tori Williams, Ofc. Of Support
Steve Hartranft, Ofc. Of Support
Diane Clark, Ofc. Of Support
G.L. Monaghan, Ofc. Of Support
Modelle Brudner

Call to Order: Wilson, Vice-Chair, called the meeting to order at 12:00 p.m. by asking for a moment of reflection.

Adoption of the Agenda: *Motion: it was moved and seconded (Garza, V., Fuentes, Jr.) to adopt the agenda. Motion carried.*

Adoption of the Minutes: *Motion: it was moved and seconded (Boyle, Pruitt) to adopt the November 13, 2003 minutes. Motion carried.* Abstention: Proctor.

Public Comment: Sahn summarized his attached Public Comment.

Reports from the Committees

ADAP Ad Hoc Committee: Wilson stated that a Physician's Forum committee is being formed to address medications and cost-saving measures. On the Federal level an increase of \$30 million was approved. Texas

should receive \$1.7-\$2 million of these funds. Therefore, the 2004 proposed cost containment measures will not be needed this year. Henley attended the state meeting where the new State infrastructure was discussed.

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

FY 2004 Standards of Care: *Motion: To approve the attached FY 2004 Standards of Care.* Discussion: Fuentes, Jr. stated that he is observing the same thing happening that was summarized in Sahn's public comment. Raising personnel qualifications will cost providers more to provide services. Henley responded that it will not cost the Council more. *Motion carried.* Abstentions: Fuentes, Jr., Turner.

Chair McNeese-Ward arrived and took over the Chair duties at 12:10 p.m.

FY 2004 Outcome Measures Report: *Motion: To approve the attached FY 2004 Outcome Measures.* *Motion carried.*

How To Best Meet the Need: Food Pantry: *Motion: Change the service definition so that the Client's Stage of Illness is updated annually (as opposed to bi-annually).* *Motion carried.*

Substance Abuse Work Group: No report.

Comprehensive HIV Planning Committee: Malone, Vice-Chair, gave the following reports:

Memorandum of Understanding (MOU) between the RWPC and STAGE: *Motion from Steering: To approve the attached Memorandum of Understanding between the RWPC and STAGE regarding the 2005 Needs Assessment.* *Motion carried.* Abstention: Lopez-Williams.

Needs Assessment Group (NAG) Timeline of Activities: See attached.

Advances in Medications: No report.

Medical Treatments Committee: No report.

Administrative Assessment Committee: No report.

Affected Community Committee: No report.

Priority & Allocations Committee: Sahn stated the following:

October Unspent Funds: Per Council authorization on 11-13-03, the Steering Committee approved the attached recommendations allocating October unspent funds.

Operations Committee: Steven Walker, Chair, reported on the following:

2004 Council Orientation: This training will take place from 8:00 a.m. – 4:00 p.m., Thursday, January 15, 2004 at the Warwick Hotel. Since there will not be more than one or two new Council members, Orientation will include advanced topics such as diversity training, parliamentary procedures, and the results of the recent Substance Abuse survey.

2004 Election of Officers: Walker reviewed the policy and then gave each candidate one minute to state why they should be elected if they so chose.

Motion: it was moved and seconded (Fuentes, Jr., Evans-Thomas) to elect Marlene McNeese-Ward as Chair by acclamation. *Motion carried.*

While the votes were tallied, the Council viewed a power point presentation highlighting 2003 Council activities. The presentation was created by Diane Clark from the Office of Support.

Ken Malone was elected Vice-Chair.

The final slate for Secretary included: Skeet Boyle, Kevin Jackson, Tracy Wilson.

Skeet Boyle was elected Secretary.

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

Report from HIV Services: Charles Henley, Director HIV Services, Harris County Health Department (HCHD) summarized the attached report. Fuentes, Jr. requested that agency identifiers be deleted from the reports.

Old Business: None.

New Business:

Title IV: Lopez-Williams stated that the annual holiday celebration for Title IV clients will be held soon. Please see her for more information.

Prevention Group: Walker stated that there is a Client Based Organization (CBO) Forum being held on December 12, 2003. The forum is jointly sponsored by the Planning Council, HOPWA, Care and Prevention. Over 162 individuals have registered to participate. There is still a need for planning council members to be in attendance.

SCSN: Mierstchin stated that both surveys, client and provider, should be available on-line next month.

STAGE: Jackson stated that they are working with Title I on the Needs Assessment. The service category definitions have been approved. Ann Robison and Jackson were elected Co-chairs of _____. And, there will not be a meeting in January.

Announcements:

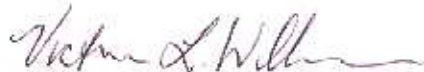
Henley stated that recently the Texas Department of Health (TDH) distributed a document containing HARS Data. The data regarding the Houston EMA is incorrect.

Walker stated that Mayor Elect White has put HIV/AIDS on his agenda and is sending a member of his staff to be present at the next Prevention meeting.

McNeese-Ward presented Michael DeGuzman with a Proclamation of Appreciation since he will be retiring after six years on the Council. Rick Mendiola will be leaving as well to take a position in Atlanta. Wilson thanked the Council for their patience and understanding regarding his absences. McNeese-Ward thanked him for his efforts around ADAP. Brudner announced that Lupe Martinez will be leaving the Council this year.

Adjournment: *Motion: it was moved and seconded (Fuentes, Jr., Wilson) to adjourn the meeting at 1:15 p.m. Motion carried.*

Respectfully submitted,



Victoria Williams, Manager

2/5/04
Date

Draft Certified by
Council Chair:



2/5/04
Date

Final Approval by
Council Chair:



2/12/04
Date