

APPROVED June 12, 2003 minutes with the following three changes: Page 5, 1) Strike under New Business: Spokesperson...Title 1: all verbiage; 2) Add under Announcements, 2nd paragraph: DeGuzman... 14% increase of "recorded HIV infection"...; 3) change under Announcements, 4th paragraph: Walters, Jr.,...going around "looks like" a spider bite...

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 12, 2003

MEMBERS PRESENT

Steve Walker, Operations Chair
Skeet Boyle
Michael DeGuzman
Felicia Farrar
David Garner
Veronica Garza
Kimberly Griffin
Hector Guajardo
Johnny Harris, Jr.
Gretchen Hollingsworth
Kevin Jackson
Lesley Lopez-Williams
Albert McKinney
Ken Malone
Lupe Martinez
Joseph Osei-Frimpong
Yvette Proctor
Marvin Pruitt
John Sahn
Kimbrae Sanders
Thomas Urban
Fred Walters, Jr.
Torelen Winbush

MEMBERS ABSENT

Marlene McNeese-Ward, excused
Paula Downes, excused
Johnetta Evans-Thomas, excused
Joe Fuentes, Jr., excused
Danny Garza, excused
Priscilla Jenkins-Roberts, excused
Sylvia Mazique, excused
Ricardo Mendiola, excused
Nancy Miertschin, excused
Thomas Vaughan, excused
Tracy Wilson, excused

OTHERS PRESENT

James Malone
Jody Hamriel, NCTX HIV PC
Jamie Schield, NCTX HIV PC
Charles Henley, HIV Services
Lawrence Denson, IUUSA
Frances Isbee, HHH
Andrew McPhaul, BOCS
Bill Kersten, BOCS
Theresa Leftely, UT Pediatrics
James Murphy, UT Pediatrics
Samuel Robinson, Compassionate Brothers Ministry
Steve Hartranft, Ofc. Of Support
Jim Stanley, Public Health
Tori Williams, Ofc. Of Support
Georgette L. Monaghan, Ofc. Of Support

Call to Order: Walker, Operations Chair, called the meeting to order at 11:45 a.m. by asking for a moment of reflection.

Training: Healthcare for the Homeless: Frances Isbell, Executive Director, summarized the attached presentation.

Adoption of the Agenda: Motion: it was moved and seconded (Garza, V., Garner) to adopt the agenda. There were two typographical errors which were corrected to read: D. Administrative Assessment Committee: Service Utilization 3/1/02-2/28/03 and WICY Expenditures Final 2002. ***Motion carried.***

Adoption of the Minutes: Motion: it was moved and seconded (Sahn, Jackson) to adopt the May 8, 2003 minutes.

Abstention: Malone. ***Motion carried.***

Update on Rider 53 to House Bill 1: Williams stated that Rider 53 was removed from the House Appropriations bill.

Public Comment:

Andrew McPhaul, Bering Omega Community Services, stated that the Adult Day Care Center had just received word that clients need a physician's order every ninety days in order to use the van service. Following are five reasons why his clients should not need to follow this policy:

- 1) Clients are disabled and already have a physician's certificate
- 2) Client's condition will not improve
- 3) Client's are forgetful
- 4) A majority of the clients at the Center do not speak English
- 5) The streets downtown are torn up causing much confusion for clients. If the client is illiterate they will become discouraged and stop coming for care.

James Murphy, UT Pediatrics, stated that the educational components have been very successful with the HIV children. The State has reduced its funding. On the FY04 allocations, please keep the pediatric funding at the same level as last year.

Reports from the Committees

ADAP Ad Hoc Committee: Malone stated that the Texas Department of Health will be holding a Public Hearing on June 26, 2003. (See attached flyer.) On June 16, 2003 the Board of Health will discuss the attached proposed rule changes. They will vote on them in August and can be implemented in September. Attached is a letter outlining a response to the proposed rule changes from the Texas EMA's.

Housing Ad Hoc Committee: Farrar is hoping the City of Houston, AIDS Housing of Washington, and the Planning Council will be working together on the proposal for technical assistance.

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

FY04 Service Definitions: *Motion: To approve the attached FY04 Service Definitions.* Garza, V., read the recommended changes to each service definition before it was voted on:

Service Definition	Motion, if needed	Nays	Abstentions	Discussion- <i>motion carried.</i>
Ambulatory/Outpatient Medical Care			DeGuzman	<i>Motion carried.</i>
Case Management			Garza, V.	<i>Motion carried.</i>
Day or Respite Care			DeGuzman	<i>Motion carried.</i>
Early Intervention			Harris, Jr.	<i>Motion carried.</i>
Emergency Financial Assistance				<i>Motion carried.</i>
Food Bank		Jackson	Boyle, Walters, Jr., DeGuzman	<i>Motion carried.</i>
Health Education/Risk Reduction		Garner		<i>Motion carried.</i>
Health Insurance			Malone	<i>Motion carried.</i>
Home Health Care				<i>Motion carried.</i>
Hospice			DeGuzman	<i>Motion carried.</i>
Housing Assistance/Related				<i>Motion carried.</i>
Legal Assistance				<i>Motion carried.</i>
Local Drug Reimbursement			Osei-Frimpong, Malone, Griffin	<i>Motion carried.</i>
Mental Health Services				<i>Motion carried.</i>
Oral Health				<i>Motion carried.</i>
Outreach			Farrar, DeGuzman, Garza, V, Harris, Jr.	<i>Motion carried.</i>

Psychosocial Social				<i>Motion carried.</i>
Rehabilitation				<i>Motion carried.</i>
Substance Abuse			Pruitt, DeGuzman, Osci-Frimpong	<i>Motion carried.</i>
Transportation	McKinney/Jackson		DeGuzman, Lopez-Williams	DeGuzman would like the committee to look at van service to address the comment made above (see Public Comment. Henley made a point of clarification which was that the Executive Director of all Title I agencies were informed of the changes to this service category before March 2003. <i>Motion carried.</i>

FY04 Financial Eligibility Levels: *Motion: To approve the attached FY04 Financial Eligibility Levels.*
Discussion: All levels stayed the same as last year except Food Pantry. Farrar stated that a Substance Abuse subcommittee will be formed and encouraged members to attend the Quality Assurance Committee meeting on Wednesday, June 18, 2003 since that is the meeting at which the date of the first meeting of the Substance Abuse Work Group will be determined. If members cannot attend, please fax suggested dates/times to Williams. *Nay: Jackson. Abstention: Boyle. Motion carried.*

FY04 HIV/AIDS Percentages for the Service Categories: *Motion: To approve the attached FY04 HIV/AIDS Percentages for the Service Categories. Motion carried.*

FY04 Program Support Service Definitions: *Motion: To approve the attached Program Support Service Definitions and the Blue Book. Motion carried.*

Comprehensive HIV Planning Committee: Malone gave the following report:

SCSN Client Survey Instrument: See attached comments from the five EMA's regarding suggested changes to the SCSN client survey instrument. Hartranft stated that he attended the May SCSN Committee meeting. Each survey question was reviewed. The committee responded positively to many of the suggestions and invited Hartranft to attend their next meeting in Austin on June 27, 2003.

Advances in Meds/Treatments: Walters, Jr. gave the following report:

2003 Educational Presentations: See the attached flyer describing the June 25, 2003 presentation entitled "Untangling Strategies for the Management of HIV Treatment". The Planning Council is co-sponsoring this presentation with the Center for AIDS. The committee will meet immediately following the presentation.

Administrative Assessment Committee: DeGuzman, Chair, gave the following report:

Reports from the Administrative Agent: See the following, attached reports:

- Service Utilization 3/1/02-2/28/03
- FY 2002 Procurement and Expenditure Report 4th Quarter
- Administrative Cost Report 4th Quarter
- WICY Expenditures Final 2002

Affected Community Committee: Lopez-Williams, Chair, reported on the following:

Public Hearing: The Affected Community Committee hosted the May 27, 2003 Public Hearing. See comments from the Hearing in the Priority and Allocations Committee report.

Public Hearing: The Affected Community Committee will be hosting the second Public Hearing at 7:00 p.m. on June 30, 2003. Lopez-Williams stated that since the hearing will be televised, those who wish to submit public comment but do not wish to be present can give their comments to a staff member to read a loud at the hearing.

PR Subcommittee: Jackson invited all Council members to participate in the Pride Parade at 8:00 p.m. on Saturday, June 28, 2003.

FY 2003 Community Meeting Locations: This committee will meet at the following community locations in 2003:

- 12 noon, Mon. July 21, 2003 – St. Hope Foundation in Conroe
- 12 noon, Tues. September 23, 2003 – Brentwood Foundation
- 6:00 p.m., Wed. October 22, 2003 – Bering Support Group

Participation in Health Fairs: See attached list of fairs at which the Council will have a booth.

Operations Committee: Urban reported on the following:

Memorandum of Understanding: *Motion: To create a work group to create a draft of a Memorandum of Understanding (MOU) between the Administrative Agent, Ryan White Planning Council and the Office of Support. The group is to include all interested parties, preferably a representative from HIV Services and the CEO.* Discussion: Garner asked if this Memorandum would be specific or general. Williams responded that Francis Hodge, Houston's Project Director, feels that HRSA encourages the development of this type of document. Many of the EMA's have a memorandum of understanding to clarify items of a specific or general nature, depending upon the needs of the EMA. The work group will be created this Fall after the HRSA grant proposal has been submitted. Boyle stated that STAGE has such a document. ***Motion carried.***

Priority & Allocations Committee: John Sahn, Co-Chair, made the following reports:

FY04 Priorities: *Motion: To accept the attached FY04 Priorities.* Discussion: Harris, Jr. asked why Transportation was so low? Sahn read the attached justification and stated that many of the items moved up and therefore, bumped Transportation down. In addition, the committee believes that the new bus pass system will lessen the need for the service. Garner stated that he has noticed that Substance Abuse has gone up and down through the years. Sahn responded that the committee does not deny there is a very strong tie between substance abuse and HIV. The committee was concerned about the poor Outcome Measures data and high relapse rates cited in the Needs Assessment. DeGuzman added that transportation utilization shows that 40% of the rides are for transportation to food banks. Regarding Substance Abuse, documentation shows that the currently Title I funded program may not be the best use of funds. The work group will discuss this and make recommendations. Lopez-Williams stated that Health Insurance serves only 92 clients, receives less than \$100,000 and the statistics show the same results as last year. This does not justify giving it a higher priority. Sahn responded that priorities do not relate directly to allocations. Osei-Frimpong stated that just because substance abuse does not have strong outcomes, it should not be deprioritized. DeGuzman responded that there was a lot of discussion surrounding this category. Boyle stated that he still does not understand why Substance Abuse and Transportation are not higher. DeGuzman responded to Lopez-Williams comment about Health Insurance by stating that it is more cost effective to pay a relatively low co-pay if that keeps someone out of the Title I funded primary care system. Farrar responded that clients are being turned away from this program because they cannot afford the co-pays. Substance Abuse needs to be reviewed by the work group. In the meantime, it receives funding from other funding streams. The Council is supposed to be the funder of last resort. *Nays: Boyle, Sanders, Osei-Frimpong, Lopez-Williams, Harris, Jr. Abstention: Proctor. Motion carried.*

Substance Abuse: *Motion: To have the Quality Assurance Committee convene a multi-committee work group to review the Substance Abuse service category and provide the Council with additional information regarding this service. The information will be used in the 2005 How to Best Meet the Need, Priority Setting and Allocations*

processes. (See attached Public Comment from the May 27, 2003 Public Hearing.) Abstention: Osei-Frimpong.
Motion carried.

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

Report from HIV Services: Charles Henley, Director, HIV Services, HCCHD, summarized the attached report.

Old Business: See the attached Quarterly Committee Reports.

New Business:

Spokesperson from STAGE to Title I: Jackson reported that the next STAGE meeting will be in September. They are still looking for new members, especially from the rural areas.

CDC Planning: Walker reported that a draft proposal of the prevention plan will be available at the end of the month.

IIOPWA: Farrar stated that the City of Houston will be hosting a meeting to explain the HOPWA proposal process.

Announcements:

Due to the Fourth of July holiday, the July Steering Committee Meeting has been changed to 12 noon on WEDNESDAY, July 2, 2003

DeGuzman stated that the American Journal of Public Health quotes CDC as reporting a 14% increase of _____ from two years ago. (See website: apha.org.)

Urban stated that the Gray Party is holding their annual fund raiser from 9:00 p.m. to 2:00 a.m., June 27, 2003 at Meteor. This is event benefits several HIV/AIDS organizations.

Walters, Jr., stated that there is a new staff infection going around caused by a spider bite called MRSA. It is extremely contagious and there will be more information presented at a meeting which will take place on June 24, 2003 at 1415 Grill Street.

Robison stated that there will be an HIV Leadership Forum in San Antonio on July 17-20, 2003.

Adjournment: Motion: it was moved and seconded (Boyle, Jackson) to adjourn the meeting at 1:26 p.m. Motion carried.

Respectfully submitted,



Victoria Williams, Manager

7/3/03
Date

Draft Certified by
Council Chair: 

Date 7/3/03

Final Approval by
Council Chair:

Richard L. Davis - PAID

Date

7/10/03