

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, November 13, 2003

MEMBERS PRESENT

Marlene McNeese-Ward, Chair
Gary Dee Ainsworth
Skeet Boyle
Michael DeGuzman
Paula Downes
Johnetta Evans-Thomas
Felicia Farrar
Tonya Fisher
Joe Fuentes, Jr.
Daniel Garza
Veronica Garza
Kimberly Griffin
Johnny Harris, Jr.
Kevin Jackson
Leonard Kincaid
Lynn King, Jr.
Lesley Lopez-Williams
Albert McKinney
Ken Malone
Lupe Martinez
Ricardo Mendiola
Nancy Miertschin
Michael Miller
John Sahn
Kimbrae Sanders
Bruce Turner
Thomas Urban
Steven Walker

MEMBERS ABSENT

David Garner
Hector Guajardo
Gretchen Hollingsworth
Priscilla Jenkins-Roberts
Sylvia Mazique, excused
Joseph Osei-Frimpong, excused
Yvette Proctor, excused
Marvin Pruitt, excused
Fred Walters, Jr., excused
Torelen Winbush, excused

OTHERS PRESENT

Leah Klemcke, HDHHS
Manuel Gil
Algernon Morehead
Charles Henley, HIV Services
John Cumming
Katy Caldwell, Montrose Clinic
Ray E. Watts, SEARCH
Jim Stanley
Deborah Hill, FUUSA
Lisa White, FUUSA
Terry Truitt, FUUSA
Tori Williams, Ofc. Of Support
Steve Hartranft, Ofc. of Support
G.L. Monaghan, Ofc. Of Support
Modelle Brudner

Call to Order: Marlene McNeese-Ward, Chair, called the meeting to order at 11:45 a.m. by asking for a moment of reflection.

2005 Needs Assessment Process: Hartranft and Malone presented the attached Power Point presentation regarding the 2005 Needs Assessment Process.

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

Adoption of the Minutes: *Motion: it was moved and seconded (Garza, V., Boyle) to adopt the October 9, 2003 minutes with the following correction: page four, "Announcements", 1st sentence, change 2004 to "2005".* **Motion carried.** Abstentions: Martinez, Jackson.

Public Comment: See attached written comments from the Assistance Fund (2).

Reports from the Committees

ADAP Ad Hoc Committee: Miertschin, Co-Chair, stated that the Texas Health Advisory Committee met last Friday. The combined monthly budget is \$5.8 million a month. In the last two months, \$6.1 million in drugs has been dispensed. The Texas HIV Medication Advisory Committee is recruiting new members (see attached applications). A new position for a physician is being added at the state level. Regarding the restructuring of the Texas Department of Health, the Advisory Committee has been granted a waiver to continue.

Housing Ad Hoc Committee: Evans-Thomas stated that HOPWA's request for permission from HUD to obtain technical assistance from AIDS Housing of Washington has been denied (see attached letter from HUD). Jackson asked what the Council is going to do next. Williams responded that the Council has done everything that it can do. Williams and McNeese-Ward have met with Margie Quince to discuss HOPWA's participation in the 2005 HIV/AIDS Comprehensive Needs Assessment.

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

Client Satisfaction Surveys: Many client surveys have been completed. They are being analyzed and a report should be available after the first of the year.

Second Quarter Outcome Measures Report: See attached highlights of the second quarter report. A complete set is available from the Office of Support.

Substance Abuse Work Group: This work group will be meeting at 1:30 p.m. on Wednesday, December 10, 2003 to review an inventory of all substance abuse programs.

CPCDMS Subcommittee Report: See attached presentations from the October community-wide meeting.

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

JCPC: The next meeting will be at 10:00 a.m. on Wednesday, February 4, 2004 and will include an orientation for all members.

2005 Needs Assessment: *Motion: To approve the attached Houston EMA/HSDA Methodology for the 2005 Comprehensive Needs Assessment.* Henley and Williams, T. will make appropriate technical changes so that the project can be RFP'ed. **Motion carried.**

Needs Assessment Group (NAG): See the attached list of meeting dates and a sign-up sheet for participation in the NAG.

2003 Environmental Scan: *Motion: To approve the attached Methodology for an Environmental Scan.* The cost will be approximately \$5,000 and will come from money not spent this year. This should greatly enhance the Needs Assessment. **Motion carried.**

Advances in Meds/Treatments: Joe Fuentes, Jr., Chair, stated that there is no report.

Administrative Assessment Committee: Michael DeGuzman, Chair, gave the following reports:

Reports from the Administrative Agent: See the attached reports for 03/01/03 – 08/31/03:

- Service Utilization
- Administrative Costs – Currently at 6.06%. Turner asked if the individual providers are capped? Henley responded that this report indicates the aggregate cap.
- WICY
- Procurement.

Primary Care: *Motion: To assemble a work group in early 2004 to look at the Council's model for long-term client utilization for primary care, including the role of the local drug reimbursement program. Use a multi-disciplinary approach by having representatives from the Quality Assurance, Priority and Allocations, Comprehensive HIV Planning and Affected Community Committees serve on the work group.*

Discussion: The Council does not have a strategic plan for clients in primary care. There are no benchmarks as the client moves within the system. Since funds and resources are becoming more limited, the Council needs to be pro-active. Miertschin asked what the role of the provider will be on the work group? DeGuzman responded that they will be utilized for expertise in capacity and client flow within the system. Providers will be included. ***Motion carried.*** Abstention: Fuentes, Jr.

Affected Community Committee: Lesley Lopez-Williams, Chair, gave the following reports:

Health Fairs: See attached report and event summaries.

Client Complaint Summary: See attached report.

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

Election Policy: Per a request from a Council member, the committee reviewed the election policy and feels that there should be no change regarding eligibility for the Council Chairperson.

2004 Election of Officers: See attached nominations and list of those eligible to run for office. Additional nominations can be made at the December meeting.

2004 Council Orientation: The date of the 2004 Orientation is Thursday, January 15, 2004. The content will be very different because there will probably be very few new appointments in January. Please give ideas and suggestions to the Office of Support.

Priority & Allocations Committee: John Sahn, Co-Chair, gave the following report:

October Unspent Funds: *Motion: To fund the attached requests in the order listed.* Discussion: Turner asked that in light of today's public comment from the Assistance Fund, can this motion be taken back to the committee? McNeese-Ward responded that since it comes from the committee, there is already a motion on the table. If the motion fails, a different motion can be made. Evans-Thomas stated that added stress will be brought on if clients cannot get their medication. How can the Council not give the local drug program additional funds? McNeese-Ward asked Henley what would happen if this motion were not approved today? Henley responded that if the committee decided to allocate all the money to the local drug program, there would not be a problem. However, being so close to the end of the grant year, if the motion stays the same, there might be a problem getting the funds to the contractors quickly so that the funds can be spent before the end of the fiscal year. Farrar stated that she is not happy that none of the money went toward the local drug program. Sahn responded that the Council has given this service category additional funds twice this year. And, the public clinic is an alternative source of medication for most clients. Miertschin responded that the public clinic is not a bottomless pit. Clients have to go through a process, and there could be some overlap. Garza, D. stated that the committee took this process very seriously. They did not just throw figures together. Turner agreed with Garza, D. that the committee

spent several hours and asked many questions before finalizing their recommendations. **Motion failed.** Yeas: 8, Nays: 9, Abstentions: Boyle, Miertschin, Malone, Garza, V., Fuentes, Jr., Griffin.

DeGuzman stated that speaking as the Chair of the Administrative Assessment Committee, a work group is being set up for next year to deal with these types of problems. Allocating \$100,000 to the local drug reimbursement program is not going to fix the problem. Walker asked the Steering Committee to have an informal discussion immediately after the Council meeting.

Motion: It was moved and seconded (Walker, McKinney) to return the recommendations regarding October unspent funds to the Priority and Allocations Committee for further review and to authorize the Steering Committee to have final approval on the recommendations that are sent back from the committee. Motion carried. Abstentions: Fuentes, Jr., Boyle.

Report from Office of Support: Tori Williams, Manager, summarized the attached report. The staff is sending blue books to the local branches of the public library for distribution on World AIDS Day. They are also being placed in staff mailboxes at local universities, also on World AIDS Day. Commissioner's Court is issuing a proclamation to the Council in recognition of World AIDS Day at 10:00 a.m. on Tuesday, November 18, 2003. Anyone interested in receiving the proclamation along with McNeese-Ward is welcome to attend.

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

Old Business: See attached Quarterly Committee Reports.

New Business:

Report from the October Meeting of the Texas/New Orleans EMAs: HRSA Project Officer Francis Hodge attended the meeting as well as a representative from the Texas Department of Health (TDH). Sanders stated that the meeting was insightful and she learned many things she did not know.

Spokesperson from STAGE to Title I: Jackson stated that STAGE did not meet in November.

Report from the CDC Planning and Prevention Group: Walker stated that as Chair of the Operations Committee he feels it is it is dangerous when a committee member speaks out against his/her own committee's work, as happened earlier in today's meeting. He would like to see more training on committee functions. Also, the CPG and City Health Department are organizing a day-long event on Prevention for Positives. Council members will receive detailed information soon.

Announcements: Evans-Thomas - see attached flyer regarding two families needing help at Christmas. Jackson - see attached flyer about the organizational meeting for the 2005 AIDS Conference.

Adjournment: Motion: it was moved and seconded (Lopez-Williams, Martinez) to adjourn the meeting at 1:10 p.m. Motion carried.

Adjournment: Motion: it was moved and seconded (Lopez-Williams, Martinez) to adjourn the meeting at 1:10 p.m. Motion carried.

Respectfully submitted,

Victoria "Tina" Williams
Victoria Williams, Manager

11/4/03
Date

Draft Certified by
Council Chair: Malene Medina-Ward

Date 11/4/03

Final Approval by
Council Chair: Malene Medina-Ward

Date 12/11/03