

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, February 12, 2004

MEMBERS PRESENT

Marlene McNeese-Ward, Chair
 Gary Ainsworth
 Skeet Boyle
 Lester Byrd
 Julietta Evans-Thomas
 Felicia Farrar
 Tonya Fisher
 Joe Fuentes, Jr.
 Veronica Garza
 Hector Guajardo
 Johnny Harris, Jr.
 Gretchen Hollingsworth
 Kevin Jackson
 Lynn King, Jr.
 Albert McKinney
 Ken Malone
 Nancy Mertschan
 Michael Miller
 Joseph Osei-Frimpong
 Yvette Proctor
 Marvin Pruitt
 John Sahn
 Catherine Troisi
 Bruce Turner
 Thomas Urban
 Steve Walker
 Fred Walters, Jr.
 Torelen Winbush

MEMBERS ABSENT

Paula Downes, excused
 David Garner, excused
 Daniel Garza, excused
 Kimberly Griffin
 Leonard Kincaid, excused
 Lesley Lopez-Williams, excused
 Sylvia Mazique, excused
 Kimbrae Sanders, excused
 Tracy Wilson, excused

OTHERS PRESENT

Robin Porter, The Love Covers All Projects, Inc.
 Victor Malando, Motherland, Inc.
 Laura Valentine, Bering Omega
 Ray E. Watts, SEARCH
 Sharon Smith, FUUSA
 Charles Henley, HIV Services
 Robert Nobles, DRWMF
 Jim Stanley, Harris Co. Health Dept.
 Modele Brudner
 Tori Williams, Ofc. Of Support
 G.L. Monaghan, Ofc. Of Support

Call to Order: Marlene McNeese-Ward, Chair, called the meeting to order at 11:38 a.m. by asking for a moment of reflection.

Training: Robert's Rules of Order: Due to technical difficulties, the training was tabled to a later date.

Adoption of the Agenda: Motion: it was moved and seconded (Malone, Boyle) to adopt the agenda with the following correction: change the year below AGENDA to "2004". **Motion carried.**

Adoption of the Minutes: Motion: it was moved and seconded (Malone, Jackson) to adopt the December 11, 2003 minutes with the following addition: page 3, under "STAGE", "Ann Morris Garcia and Jackson were

elected Co-chairs of the Membership Committee.” Motion carried. Abstentions: Troisi, Osei-Frimpong, Harris, Jr., Farrar.

Memorandum of Understanding (MOU): Williams stated the work group created a draft of an MOU between the Planning Council, Office of Support and the Administrative Agent. After several revisions to the draft, it was sent to Francis Hodge, the HRSA Project Office, for review. She has made suggested changes which now have to be reviewed by the work group. If the work group agrees, then the final product will be presented at the March Council meeting.

HRSA Conference: “Increasing Consumer Member Involvement”, March 4-7, 2004 in Winston-Salem, North Carolina. Participants: The Council Chair, Marlene McNeese-Ward will be attending with two consumers representatives of the Council and one Council Staff member.

March Steering Committee Meeting: Due to staff and volunteers attending the above mentioned conference, the March Steering Committee meeting has been changed to 12:00 p.m., Tuesday, March 2, 2004.

Public Comment: None.

Reports from the Committees

ADAP Ad Hoc Committee: See attached hand out regarding waiting lists in other state ADAP Programs.

Comprehensive HIV Planning Committee, Malone, gave the following reports:

Cell Size Table: *Motion to approve the Cell Size Table recommended by the NAG on 01-07-04.* Discussion: Turner stated that the last two lines: 25-44 years and 45 and over did not total correctly. Williams responded that the chart automatically rounds off and this is the reason for discrepancy. Over sampling will address this problem.

Boyle asked why 500 have been selected as a target amount. Malone responded 500 is a standard sample size for a community this large and that actually the goal is to survey 580 individuals. *Motion carried.*

Client Survey Form: *Motion to approve the client survey form recommended by the NAG on 01-07-04.* Discussion: Walters, Jr. stated that there is no mention of side effects except for question #39. Malone stated that he understands Walter’s concern that the Needs Assessment may not provide agency specific information, however, the Needs Assessment is not the vehicle for collecting this type of information. The purpose of the Needs Assessment is to produce a Comprehensive planning tool. Fuentes, Jr. asked for a clarification of question 18 A/B, Housing for Persons With AIDS (HOPWA), Section 8. Williams responded that the HOPWA representative, Vicki McBride, helped to create this question. McNeese-Ward stated that the Client Survey form has been available for comment from Council members since the Fall. Its shorter format makes it more consumer-friendly. STAGE approved the survey this past Friday. *Motion carried.* Nay: Urban, Jenkins-Roberts, Walters, Jr. Abstentions: Guajardo, Farrar, Turner.

Provider Survey Form: *Motion to approve the provider survey recommended by the NAG on 01-07-04.* Discussion: Mierstchin stated that there are still some disparities in the form that SCSN is working to correct. The next SCSN meeting is next week in Dallas. The bolded text on the attached document indicates an error that the SCSN Committee will be addressing this Friday. *Motion carried.*

ICPC: Meetings for this committee have been suspended until the process begins to create a new Comprehensive Plan. Efforts to make this committee work have been laborious at best.

Operations Committee: Steven Walker, Chair, asked for feedback from members about the 2004 Council Orientation:

Sahm: The speakers were wonderful, especially the diversity speaker. Hopefully she will be back to provide more training in the middle of the year.

McKinney: He was impressed with the information that will be addressed collectively by consumers and providers in the next year. Things that are supposed to be happening are happening throughout the year which means that the Council is being effective.

Byrd: The training was impressive.

Walker thanked all members of the Operations Committee and the Council staff.

Report from Office of Support: Tori Williams, Manager, summarized the attached report. Additional notes: the new Needs Assessment vendor is New Solutions from New Jersey. The 2004-05 Blue Books have gone to the printer. The Office of Support hopes to have the new books available for distribution in the next week or so. The Administrative Assessment, Affected Community, Quality Assurance, and the Priority and Allocations committees will be meeting jointly immediately after the Council meeting.

Report from HIV Services: Charles Henley, Director, HIV Services, Harris County Health Department (HCHD), summarized the attached report.

Old Business: None.

New Business:

Spokesperson for Title I to STAGE: Boyle stated that they approved the NAG recommended documents. There will be a Public Hearing regarding reallocations next Tuesday, at 11:00 a.m. at The Resource Group.

CDC Planning and Prevention Group: Walker stated that the annual orientation will be on February 21, 2004. They plan to reorganize, be more efficient, and work more closely with the Council's How to Best Meet the Need process. A press release will announce Mary Hendricks' retirement. It is important that CBO's and independents talk with the Mayor about suggestions for the next health director. Troisi stated that this should be done quickly!

Mayor's Task Force on HIV/AIDS: McNeese-Ward asked that members review the attached handout regarding the National Black HIV/AIDS Testing Day.

SCSN: Miertschin stated that final touches will be put on the provider surveys at next weekend's meeting in Dallas. The form should be on-line shortly after that. New issues will include strengthening the relationship with Title I.

HOPWA: Farrar stated that HOPWA is checking on all agencies they fund to see if they are serving the community properly. Fuentes, Jr. stated that some agencies are turning down undocumented Hispanics. Can HOPWA do this? Farrar responded that HOPWA funded agencies are suppose to help all clients.

Announcements: Fuentes, Jr. stated that HACS is forming Title III and IV Substance Abuse support groups. HACS is also applying for a SPINS Grant and is interested in hearing from other interested community members.

Adjournment: *Motion: it was moved and seconded (Fuentes, Jr., Fisher) to adjourn the meeting at 12:38 p.m.
Motion carried.*

Respectfully submitted,



Victoria Williams, Manager

3-2-04
Date

Draft Certified by
Council Chair: 

Date 3/2/04

Final Approval by
Council Chair: 

Date 4/1/04