

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, May 13, 2004
2223 W. Loop South, Room 101
Houston, Texas 77027

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Marlene McNeese-Ward, Chair	Felicia Farrar, excused	Maurice Peterson, Greeter
Gary Ainsworth	Joe Fuentes, Jr., excused	Tom McDevitt
Skeet Boyle, Secretary	David Garner	F. Ivan Smith, Greeter
Lester Byrd	Gretchen Hollingsworth, excused	Charles Henley, HIV Services
Paula Downes	Priscilla Jenkins-Roberts	Glenn Taggart, Bering
Johnetta Evans-Thomas	Lynn King, Jr., excused	Paul Dalton
Tonya Fisher	Michael Miller, excused	Laura Valentine, Bering
Daniel Garza	Thomas Urban, excused	Jennifer Kim, Ofc. Of Support
Veronica Garza	Fred Walters, Jr.	Samuel Robinson
Kimberly Griffin	Tracy Wilson, excused	Tori Williams, Ofc. Of Support
Hector Guajardo	Torlen Winbush, excused	Modelle Brudner, Judge Eckels
Johnny Harris, Jr.		G.L. Monaghan, Ofc. Of Support
Kevin Jackson, Greeter		
Leonard Kincaid		
Lesley Lopez-Williams		
Albert McKinney		
Ken Malone, Vice-Chair		
Sylvia Mazique		
Nancy Miertschin		
Joseph Osei-Frimpong		
Yvette Proctor		
Marvin Pruitt		
John Sahn		
Kimbrae Sanders		
Bruce Turner		
Cathy Wiley		
Steven Walker		

Call to Order: Marlene McNeese-Ward, Chair, called the meeting to order at 11:55 a.m. by asking for a moment of reflection.

Training: Sahn, Co-Chair of the Priority and Allocations Committee, gave a brief presentation entitled: "The Process for Setting Priorities & Allocations". Henley, Manager of HIV Services, gave a brief description of MAI Funds.

Adoption of the Agenda: *Motion: it was moved and seconded (Walker, Garza, V.) to adopt the agenda. Motion carried.* Abstentions: Osei-Frimpong, Proctor.

Adoption of the Minutes: *Motion: it was moved and seconded (Boyle, Ainsworth) to adopt the April 8, 2004 minutes with the following changes: page 1, bottom paragraph, changes SAHMSA to "SAMHSA", and delete "(Williams checked...involved.)". Motion carried.* Abstentions: Garza, D., Griffin, Guajardo, Jackson, Kincaid, Lopez-Williams, Osei-Frimpong, Proctor, Turner.

Public Comment: None.

Reports from the Committees:

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

Report from the Joint Committee: See attached recommendations.

How To Best Meet the Need: Forty-six people attended the April 14, 2004 training. The work groups have all finished their recommendations except for the work group discussing Council Support. Recommendations from the work groups will be reviewed by the Quality Assurance Committee on Wednesday, May 19, 2004.

Primary Care/Medication Work Group: See attached final recommendations from the April 28, 2004 meeting. These recommendations have been forwarded to the appropriate committees and work groups.

Comprehensive HIV Planning Committee: Paula Downes, Chair, gave the following reports:
2005 Needs Assessment:

- ✓ Data collection: To date, over 270 consumers have been surveyed.
- ✓ The Data Collection work group will meet at 12:00 p.m. on Wednesday, May 19, 2004. This is after all the surveys have been turned in and tabulated so that they can discuss what types of focus groups are needed. The plan is to host three provider and nine consumer focus groups.
- ✓ The provider survey has been distributed.
- ✓ The conflict of interest discussion concerning FUUSA and HACS has been forwarded to the Operations Committee, who will be meeting next at 9:30 a.m., Tuesday, May 18, 2004. In the meantime, it has been clarified that the contract between FUUSA and HACS does not involve Title I funds. Therefore, there is no conflict of interest in using FUUSA to recruit and train client survey administrators.

Advances in Meds/Treatments: Williams, T. gave the following update

Physician Work Group: The report from the Physician Work Group was sent to the Primary Care and Medication Work Group before being sent to the How to Best Meet the Needs – Medical B Work Group. A copy of both reports will be available at the next Council meeting.

Administrative Assessment Committee: No report since the committee has not met.

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

Client Complaint/Grievance Summary Report: See attached report. Members McNeese-Ward, Walker, Garza, D., Boyle stated that they have been receiving telephone calls and emails and have been encouraging these individuals to attend the How to Best Meet the Needs work groups,

May 19, 2004 Quality Assurance Committee meeting, June 1, 2004 Public Hearing meeting, and/or other meetings where public comment is recorded.

Outreach: See attached list of events at which the Council will have a presence.

Off-site Committee Meeting Locations: See attached chart.

Operations Committee: Steven Walker, Chair, stated that quorum was not reached until 11:46 a.m. today. He encouraged members to please be punctual so that business can be conducted in a timely manner.

2004 Attendance Records: See attached report.

Priority & Allocations Committee: John Sahn, Co-Chair, reported on the following:

Un-obligated Funds: *Motion: To accept the attached recommendation regarding the reallocation of un-obligated funds. Motion carried.* Abstentions: Downes, Malone, Miertschin, Griffin, Lopez-Williams.

FY 2005 Priority Setting Process: Committee members are required to submit their tally sheets to the Office of Support before 5:00 p.m. on Wednesday, May 19, 2004.

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. ALTA has been selected as the provider for the Substance Abuse Capacity Building Program. They will be working closely with the Office of Support since this is a new program.

Old Business:

Memorandum of Understanding Work Group: Memorandum of Understanding: *Motion: To accept the attached Memorandum of Understanding between the Planning Council, Administrative Agent and Office of Support. Motion carried.* Abstention: Turner.

Quarterly Committee Reports: See attached reports.

New Business:

Spokesperson from STAGE to Title I: Jackson reported the following: Rodney Goodie from St. Hope Foundation is the new Title II Houston Provider. A Longview consumer has been added. External members are still needed. And, the Needs Assessment Work Group is up and running.

Spokesperson for Title I to STAGE: Boyle reported that the Standards of Care are being worked on, and his position will end in December at which time a new representative will be needed.

Announcements:

- McNeese-Ward introduced and thanked Greeters Jackson, Peterson, and Smith.
- McNeese-Ward introduced and welcomed new member Cathy Wiley who took Cathy Troisi's position.
- Sanders had been contacted by two persons who have been receiving housing support for many years. She is unclear why they have been dismissed from the program and who they can see to address the situation. Williams suggested they contact the person who signed the letter dismissing them from the program.

- McKinney stated that a work group for the 2005 United States Conference on HIV/AIDS will be meeting at 2:00 p.m. on Friday, May 21, 2004 in the Office of Support. All are invited to participate.
- Jackson thanked everyone for the well wishes during his surgery.
- Boyle thanked everyone for their calls to his family during his recent illness.

Adjournment: Motion: it was moved and seconded (Sanders, Ainsworth) to adjourn the meeting at 1:46 p.m. Motion carried.

Respectfully submitted,



Victoria Williams, Manager

6/3/04

Date

Draft Certified by

Council Chair: Kenneth W. Malone

Date

6/3/04

Final Approval by

Council Chair: Kenneth W. Malone

Date

6/10/04