

## 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

11:30 a.m., Thursday, November 11, 2004  
2223 W. Loop South, Room 416  
Houston, Texas 77027

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Steven Walker, Chair	Lester Byrd, excused	Charles Henley, HIV Services
Ken Malone, Vice-Chair	Joe Fuentes, Jr.	Glenn Taggart, BOCS
Skeet Boyle, Secretary	Hector Guajardo, excused	Laura Valentine, BOCS
Gary Ainsworth	Johnny Harris, Jr., excused	Ray Watts, SEARCH
Paula Downes	Priscilla Jenkins-Roberts, excused	Larry Bryant
Johnetta Evans-Thomas	Leonard Kincaid, excused	Jim Stanley
Felicia Farrar	Lynn King, Jr., excused	Tori Williams, Ofc. Of Support
Tonya Fisher	Marlene McNeese-Ward, excused	Jen Kim, Ofc. Of Support
David Garner	Sylvia Mazique, excused	Georgette L. Monaghan, Ofc. Of Support
Daniel Garza	Joseph Osei-Frimpong, excused	
Veronica Garza	Yvette Proctor, excused	
Kimberly Griffin	Kimbrae Sanders, excused	
Gretchen Hollingsworth	Thomas Urban, excused	
Kevin Jackson	Cathy Wiley, excused	
Lesley P. Williams	Fred Walters, Jr., excused	
Albert McKinney		
Nancy Miertschin		
Michael Miller		
Marvin Pruitt		
John Sahn		
Bruce Turner		
Tracy Wilson		
Torelen Winbush		

**Call to Order:** Steven Walker, Chair, Ryan White Planning Council, called the meeting to order at 11:45 a.m. by asking for a moment of reflection. There were eighteen members present, two short of a quorum.

**Training:** Ryan White Planning Council Election Policy: Williams read the attached Election of Officer's Policy. Walker reviewed the attached slate of nominees. Officers cannot chair a committee.

Quorum was achieved at this point in the meeting.

**Adoption of the Agenda:** *Motion: it was moved and seconded (Boyle, Malone) to adopt the agenda. Motion carried.*

Adoption of the Minutes: *Motion: it was moved and seconded (Boyle, Turner) to adopt the October 14, 2004 minutes. Motion carried.* Abstentions: Malone, Ainsworth.

**Public Comment:** None.

**Reports from Committees:** (See attached chart at the end of this document for individual voting information):

Operations Committee: Boyle gave the following reports:

2005 Elections: Boyle reviewed the attached slate of nominees running for office for the 2005 Ryan White Planning Council. Garza, D. was nominated for Secretary. He later withdrew his name.

Petty Cash Policy: *Motion 1: Amend the petty cash policy to state that Council and external members are reimbursed for mileage to and from a consistent, designated starting point (either home or work). The start point will be documented in the member's file and mileage will be determined by an internet site selected annually by the Office of Support. Motion carried.*

Quality Assurance Committee: Veronica Garza, Chair, stated that the Standards of Care and Outcome Measures Work Group meetings have concluded.

Comprehensive HIV Planning Committee: Paula Downes, Chair, stated that the second draft of the 2005 Needs Assessment is available for proofreading. The meeting to critique the draft will be at 2:30 p.m. on Monday, November 15, 2004.

Advances in Medication & Treatment: Tracy Wilson, Chair, stated that at the last Physician Work Group meeting, the recommendation was to keep things as is since the current system seems to be working well. See the attached minutes. These have been distributed to local physicians with a request for additional input since many were unable to attend the work group meeting.

The following summarizes the 2004 Presentation Schedule:

October 14, 2004 – New & Novel Agents: Approximately fourteen people attended this presentation. It was very useful.

6:00 p.m., November 4, 2004 – New & Novel Agents in Spanish: No report.

Presentations Tentatively Scheduled for 2005: January 18, 2005 – Stress and the Immune System and February 15, 2005 – Clinical Trials

Administrative Assessment Committee: No report.

Affected Community Committee: Lesley P. Williams, Chair, gave the following reports:

2004 Committee Meeting Locations: See the attached schedule.

2004 Outreach Efforts: See Monaghan if you wish to participate in any of the outreach efforts described on the attached schedule.

Client Complaint/Grievance Summary Report: See the attached report.

Flu Vaccine: See the attached announcement from the CDC regarding the flu vaccine and PLWH/A.

Priority & Allocations Committee: Danny Garza, Co-Chair, presented the following motion:

October 2004 Allocation Increases: *Motion 2: To accept the attached recommendations regarding the October 2004 allocation increases. Motion carried.*

**Report from Office of Support:** Tori Williams, Manager, summarized the attached report. The December Council meeting will be at the Council on Alcohol and Drugs.

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

**Old Business:**

Ad Hoc Communications Committee: Kevin Jackson, Chair, reported on the following:

Letter to Consumers regarding the FY 2005 Title I Changes: Jackson asked all members to note the packet with 20 copies of the letter to consumers. Members were asked to please distribute the letters to clients, colleagues and other appropriate people. Contact Monaghan for additional copies of the letter.

Quarterly Committee Reports: See the attached reports.

**New Business – Updates from:**

Spokesperson from STAGE to Title I: Kevin Jackson stated the following: The priorities were approved for the Texarkana, Tyler/Longview, Lufkin, Houston, Galveston and Beaumont Health Service Delivery Areas. Allocations were approved for the same HSDA's with the exception of Lufkin. In addition, the service category definitions for Houston were approved.

CDC Planning and Prevention Group: Walker invited Council members to review the attached information and attend the SCALE Meeting on Tuesday, November 16, 2004.

ADAP: Wilson summarized the attached email from Dwayne Haught regarding ADAP.

Mayor's Task Force on HIV/AIDS: Walker stated that a new State of Emergency Plan has been posted on the website.

SCSN: Mierstehin stated that there was a meeting in Austin from October 28, 2004 through October 30, 2004. Mierstehin was elected Chair of the SCSN. Walker stated that Texas Department of State Health Services (DSHS) would like input on the future of SCSN. Should the state continue SCSN? If so, what should their role be? Please direct all input to Kim who can share this with Ann Robbins and others when she attends the next SCSN meeting.

HOPWA: See the attached report from the Houston City Council. Farrar stated that their geographic area has been expanded and that additional funds have been appropriated to cover this expansion.

**Announcements:**

Office of Support Coordinator Diane Clark is putting together an end of the year Power Point presentation highlighting 2004 Council activities. If anyone has pictures, ideas, etc. please see Clark.

Ainsworth left materials with the Office of Support from the recent HIV Conference hosted by the Harris County Hospital District. Ainsworth was asked to representing the Council at the conference.

Walker invited Steering Committee members will join him at Commissioners Court on Tuesday, November 23, 2004 when the Council receives a 2004 World AIDS Day proclamation. Steering Committee members need to be in Modelle Brudner's office at 1001 Preston Street, Suite 911 before 9:30 a.m. on Tuesday, November 23, 2004. All non-Steering Committee members are to meet Williams in the courtroom on the 9<sup>th</sup> floor.

**Adjournment:** The meeting was adjourned at 12:22 p.m.

Respectfully submitted,

  
Victoria Williams, Manager

12/2/04  
Date

Draft Certified by  
Council Chair: 

Date 12/2/04

Final Approval by  
Council Chair: \_\_\_\_\_

Date \_\_\_\_\_

PAGE: one of one

Scribe: Monaghan

JR = Just arrived at meeting

LT = Left room temporarily

LM = Left the meeting

**2004 Council Meeting Voting Record for Meeting Date: November 11, 2004**

MEMBERS	Motion 1			Motion 2			MEMBERS	Motion 1			Motion 2			
	ABSENT	YES	NO	ABSTAIN	YES	NO		ABSTAIN	ABSENT	YES	NO	ABSTAIN	YES	NO
Gary Ainsworth		✓			✓		Lesley P. Williams		✓			✓		
Skeet Boyle		✓			✓		Albert McKinney		✓			✓		
Lester Byrd	x						Marlene McNeese-Ward	x						
Paula Downes		✓				✓	Ken Malone		✓			✓		
Johnetta Evans-Thomas		✓			✓		Sylvia Mazique	x						
Tonya Fisher		✓			✓		Nancy Miertsehn		✓					✓
Felicia Farrar		✓			✓		Michael Miller		✓			✓		
Joe Fuentes, Jr.		✓			✓		Joseph Osci-Frimpong	x						
David Garner-arrived noon	x				✓		Yvette Proctor	x						
Daniel Garza		✓			✓		Marvin Pruitt-arrived 11:55am		✓			✓		
Veronica Garza		✓			✓		John Sahn		✓			✓		
Kimberly Griffin-arrived 12:20pm	x						Kimberly Sanders	x						
Hector Guajardo	x						Bruce Turner		✓			✓		
Johnny Harris, Jr.	x						Thomas Urban	x						
Gretchen Hollingsworth		✓			✓		Cathy Wiley	x						
Kevin Jackson		✓			✓		Steve Walker				C			C
Priscilla Jenkins-Roberts	x						Fred Walters, Jr.	x						
Leonard Kincade	x						Tracy Wilson		✓			✓		
Lynn King, Jr.	x						Torelen Winbush		✓			✓		