

FINAL October 14, 2004

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, September 16, 2004
2223 W. Loop South, Room 416
Houston, Texas 77027

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Steven Walker, Chair	Felicia Farrar, excused	Martin Pibbee, DRW
Ken Malone, Vice-Chair	Joe Fuentes, Jr.	Tammy Garrison, greeter
Skeet Boyle, Secretary	Kimberly Griffin, excused	Laura Valentine, Bering Omega
Gary Ainsworth	Priscilla Jenkins-Roberts, excused	Charles Henley, HIV Services
Lester Byrd	Leonard Kincaid, excused	Kay Kirkland, HIV Services
Paula Downes	Lynn King, Jr., excused	Albert Huaracha, Project LEAP
Johnetta Evans-Thomas	Marlene McNeese-Ward, excused	Mario Rios, Project LEAP
Tonya Fisher	Yvette Proctor, excused	Christy Varhaus, Project LEAP
David Garner	Kimbrae Sanders, excused	Stephanie Phill, Project LEAP
Daniel Garza	Cathy Wiley, excused	Michael Bryant, Project LEAP
Veronica Garza	Fred Walters, Jr., excused	Larry Bryant, Project LEAP
Hector Guajardo	Torelen Winbush, excused	Craig McDonald, Project LEAP
Johnny Harris, Jr.		John Tuttle, Project LEAP
Gretchen Hollingsworth	STAFF PRESENT	Roger Ritter, Project LEAP
Kevin Jackson	Tori Williams, Ofc. Of Support	Brad Hodgell, Project LEAP
Lesley Lopez-Williams	Jennifer Kim, Ofc. Of Support	Ryan Votinson, Project LEAP
Albert McKinney	G.L. Monaghan, Ofc. Of Support	Rafael Espinosa, Project LEAP
Sylvia Mazique		Fidi Cisnero, Project LEAP
Nancy Miertschin		Norman Ouistead, Project LEAP
Michael Miller		Nellie Parker, Project LEAP
Joseph Osei-Frimpong		Agustin Restrepo, Project LEAP
Marvin Pruitt		Bernie Vazquez, Project LEAP
John Sahn		Frank Foster, Project LEAP
Bruce Turner		Dory Askew, Project LEAP
Thomas Urban		John Odom, Project LEAP
Tracy Wilson		Courtney Smith, Project LEAP

Call to Order: Steven Walker, Chair, Ryan White Planning Council, started the meeting with general announcements at 11:43 a.m. At 12:10 a.m. there was a quorum so official business began.

Kay Kirkland, HIV Services, reviewed the attached schedule of Standards of Care and Outcome Measure Work Group meetings. Due to a conflict the meetings scheduled for 1:00 p.m. and 3:00 p.m. on October 26, 2004 will be rescheduled to either November 8 or 9, 2004.

Charles Henley, HIV Services, gave a power point presentation entitled: "Updates from the HRSA Ryan White Conference". He also gave the attached, monthly Report from HIV Services. Henley stated that

the efforts of former Council members Gary Van Ooteghem and Lou Vanech were instrumental in the Houston EMA being highly regarded today.

Walker officially called the meeting to order (quorum was reached). He welcomed the students from Project LEAP and project coordinator, Bernie Vazquez. Members of the Steering Committee and other council members were reminded to stay after the meeting for a question and answer session with the students.

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

Adoption of the Minutes: *Motion: it was moved and seconded (Evans-Thomas, Fisher) to approve the August 12, 2004 minutes. Motion carried.* Abstentions: Lopez-Williams, Wilson, Harris, Jr., Downes, Hollingsworth, and Mazique.

Public Comment: None.

Reports from the Committees: (see the attached chart at the end of the minutes for individual voting information):

Quality Assurance Committee: Veronica Garza, Chair, gave the following reports:
Standards of Care and Outcome Measures: See the attached schedule of work group meetings. Please sign-up with Monaghan to participate.

CPCDMS Work Group: *Motion 1: To approve the attached three recommendations. Motion carried.*

CPCDMS Report: See the attached CPCDMS report.

Comprehensive HIV Planning Committee: Paula Downes, Chair, reported on the following:
2005 Needs Assessment: The first draft of the Needs Assessment report is available for proofreading. The meeting to critique the document will be at 1:30 p.m. on Monday, September 27, 2004.

Advances in Meds/Treatments: Tracy Wilson, Chair, made the following reports:
Physician Work Group: The work group has been re-scheduled to 4:30 p.m. on Friday, October 1, 2004. Discussion will include the possible development of a local Title I formulary.

Wilson reviewed the list of upcoming, educational presentations.

Administrative Assessment Committee: No Report.

Affected Community Committee: Lesley Lopez-Williams, Chair, reported on the following:
Standards of Care/Outcome Measure Work Groups: Three PWA's have been assigned to participate in each work group.

2004 Committee Meeting Locations: See attached schedule.

2004 World AIDS Day Events: See Monaghan if you wish to participate in any of the 2004 World AIDS Day events scheduled for December 1, 2004.

Lopez-Williams thanked Tammy Garrison for being a greeter and assisting today's guests.

Operations Committee: Boyle reported on the following:

Attendance Policy and Bylaws Change: *Motion 2: Approve the attached recommendations regarding the bylaws and attendance policy. The committee accepted a friendly addition to the motion which stated that the text for policy 660.01, line 66 would be changed to delete "acceptable excused absences are:" and insert "Reasons for absences that may be used in determining reassignment or termination of committee membership." Also, change line 78 by deleting "requesting an excused". Motion carried.*

Priority & Allocations Committee: No report.

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

New Business – Updates from:

Communication Ad Hoc Committee: Kevin Jackson, Chair, stated that the attached letter will be sent in draft format to the Affected Community Committee, the Steering Committee, and the Planning Council for review and approval.

ADAP: Wilson presented the attached presentation. Miertschin stated that the Texas ADAP committee will be meeting in Austin on Friday. Discussion will include adding drugs to the present formulary.

Title III: Miertschin stated that the following staff members have been added: 1) an adherence counselor who makes reminder calls to clients, and 2) a substance abuse counselor who makes client referrals. These two positions will add flexibility to already existing services.

CDC Planning and Prevention Group: Walker invited the Project LEAP members to attend the CDC meeting scheduled for Thursday, 16, 2004 at 3:00 p.m.

Legislative Issues: Walker stated that for the third year in a row the government will not have a budget as of October 1, 2004.

Mayor's Task Force on HIV/AIDS: Walker stated that there is a retreat planned to discuss the continuation of the Mayor's Task Force, and what direction it should go in if continued.

Adjournment: *Motion: it was moved and seconded (Boyle, Downes) to adjourn the meeting at 1:05 p.m. Motion carried.*

Respectfully submitted,


Victoria Williams, Manager

10-6-04
Date

Draft Certified by
Council Chair: 

Date 10/7/04

Final Approval by
Council Chair: 

Date 10/14/04

2004 Council Meeting Voting Record for Meeting Date: September 16, 2004

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