

APPROVED May 12, 2005 with the following: on the attached voting record, record "X" in absent column for Williams, L. and Wilson.

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, April 14, 2005
2223 W. Loop South, Room 416
Houston, Texas 77027

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Steven Walker, Chair	Ken Malone, excused	Terinisha Bonner, COH
Kevin Jackson, Secretary	Paula Downes, excused	Fred Gaines, Inner-City Management Works, Inc.
Gary Ainsworth	Johnetta Evans-Thomas, excused	Shelia Beverly, The Selah House
Bill Barry	Joe Fuentes, Jr.	Michelle Paul, Houston Housing
Antoinette Boone	Danny Garza, excused	Charles Henley, HIV Services
Skeet Boyle	Kimberly Griffin	Jesse Carter
Larry Bryant	Hector Guajardo, excused	Tori Williams, Ofc. Of Support
Lester Byrd	Gretchen Hollingsworth	Jen Kim, Ofc. Of Support
Fide Cisnero	Priscilla Jenkins-Roberts	G.L. Monaghan, Ofc. Of Support
Tonya Fisher	Marlene McNeese-Ward, excused	Modelle Brudner
David Garner	Yvette Proctor, excused	
Tammy Garrison	George Smith, excused	
Johnny Harris, Jr.	Lesley Williams, excused	
Sylvia Mazique	Tracy Wilson, excused	
Nancy Miertschin		
Michael Miller		
John Odom		
Joseph Osei-Frimpong		
John Sahn		
Bruce Turner		
Thomas Urban		
Christy Varhaug		
Ray Watts		
Cathy Wiley		

Call to Order: Steven Walker, Chair, Ryan White Planning Council, called the meeting to order at 11:46 a.m. by asking for a moment of reflection.

Training: The How To Best Meet the Need Process: Bruce Turner, Co-Chair, Quality Assurance Committee, explained the process and invited all to participate.

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

Adoption of the Minutes: *Motion: it was moved and seconded (Ainsworth, Jackson) to adopt the March 10, 2005 minutes. Motion carried.* Abstention: Osei-Frimpong.

Public Comment: None.

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

Quality Assurance Committee: Bruce Turner, Co-Chair, gave the following reports:
The How to Best Meet the Needs Training was well attended and helpful.

CPCDMS Semi-Annual Report: See the attached report.

2005 Criteria for Reviewing New Ideas: *Motion 1: To accept the attached criteria that will be used to review new ideas. Motion carried.*

How To Best Meet the Need: See the attached list of work group meetings. Jackson asked if there were consumers assigned to each work group. Williams responded that the Affected Community Committee has assigned between two and six members to each work group.

Comprehensive HIV Planning Committee: Lester Byrd, Co-Chair, stated that there was no report.

Advances in Meds/Treatments: John Sahm, Chair, reported on the following:

Consumer Education: The first presentation is entitled: A “Super” Strain of HIV? What is and is not known about the “New York Case” and what it might mean for Houston. The presentation is scheduled for 6:00 p.m. – 8:00 p.m. on Thursday, May 5, 2005, at the United Way Resource Center, 50 Waugh Drive. The June presentation will be on stress and the immune system.

Clinical Trials: The University of Texas Medical Branch (UTMB) in Galveston urgently needs more referrals to their clinical trials program. Garner stated that more information can be found by going to the website listed on page three of the attached handout.

Administrative Assessment Committee: Ainsworth, Vice-Chair, reported on the following:

Assessing the Administrative Mechanism: *Motion 2: To accept the attached tool that will be used to assess the administrative mechanism. Motion carried.*

New Committee Reports: See the attached report that shows trends in service utilization for 2002 through 2004.

Affected Community Committee: Skeet Boyle, Co-Chair, reported on the following:

Consumer Input: Over 14 consumers met with the committee and discussed the difficulty they are having in accessing services such as financial assistance, housing and co-pays for medication.

Operations Committee: Michael Miller, Chair, gave the following reports:

Council Business Cards: *Motion 3: The Council will have two types of business cards: 1.) As the only authorized spokesperson for the Council, the Chair will have a business card that includes his/her name. 2.) For all other members of the Council, the staff will prepare one generic card that explains how to contact the Office of Support and does not include personal identifying information. Motion carried.*
Abstention: Boyle.

Travel Policy Recommendation: The committee would like to expand travel, meal and babysitting reimbursement in 2005 so that official members of committees, such as the Quality Assurance Committee, can be reimbursed when they attend Council sponsored work groups, such as the How To Best Meet the Need process. At the end of 2005, the Operations Committee would like to see the financial impact of this decision so that they can determine the usefulness of amending the petty cash policy to reflect such a change.

Council Quorum Recommendation: The committee will be more vigilant about implementing current policies. They will look at attendance records more often, they will be more attentive about contacting members who have missed a number of meetings and they will recommend that the Judge's Office dismiss a member who continues to miss meetings. Walker stated that attendance is important and if necessary he will make changes in committee appointments, including committee leadership.

Orientation for External Members and Others: This orientation is scheduled for 11:00 a.m. until 2:30 p.m. on Monday, April 25, 2005. Lunch will be provided.

Priority & Allocations Committee: Turner, Vice-Chair, gave the following reports:

Committee Training: The committee reviewed the process for preparing individual tally sheets. Sahn stated that there will be a tally sheet tutorial for those who missed the meeting and they will be contacted shortly.

April Committee Meeting: There will be no April committee meeting since there are no unspent funds to be reallocated.

Report from Office of Support: Tori Williams, Manager, summarized the attached report. In addition, Williams thanked Jesse Carter as a representative from The Resource Group for underwriting the cost of printing the 2005 HIV/AIDS Houston Area Needs Assessment. Also, the Congressional Reauthorization Committee has just notified the Houston EMA that they want a record of all votes related to allocations for the past five years. The deadline for providing the information is next Thursday. The Office of Support has the new 2003 Title I Ryan White CARE Act Manuals available.

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

12:15 p.m. Walker exited the meeting. Miller assumed the duties of Chair.

Old Business: None.

New Business:

Reports from STAGE: Kevin Jackson stated that the final draft of the Title II Needs Assessment is available for review. The document will be approved at the Assembly group meeting the first Friday in June. The Food Panty Standards of Care have been approved and are attached. There is a change in the bylaws that addresses the attendance for external members. The number of allowable absences has been

June. The Food Panty Standards of Care have been approved and are attached. There is a change in the bylaws that addresses the attendance for external members. The number of allowable absences has been reduced from ten per planning year to five. The new web address is: txstage.org. Please visit it for more information. STAGE brochures are available in the council packet. Bruce Tuner, the spokesperson for Title I to STAGE stated that he informed STAGE of the Council's FY 2005 funding increase.

Report from the Mayor's Task Force on HIV/AIDS: Bryant summarized the attached minutes.

Report from HOPWA: Boone stated that the HUD NOFA Application is due May 27, 2005.

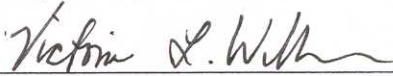
ADAP: Miertschin reported that the State Advisory ADAP Committee met last Friday in Austin (see the attached agenda). Highlights include:

- Next January there will be significant changes to the program. Medications will no longer be available through Medicare, they will be available through Medicaid. This will cause a gap in the eligibility process as the procedure will include mixes of payers, making the process complicated for the case managers, providers and clients. This will cause creative planning for all planning bodies. Enrollment is scheduled to begin the last quarter of the year.
- Utilization of the State ADAP program was at an all time high last month.
- Good news: an additional \$15 million was approved for the program.
- The program should be able to get through this fiscal year without implementing cutbacks measures.
- The next meeting will be in June.

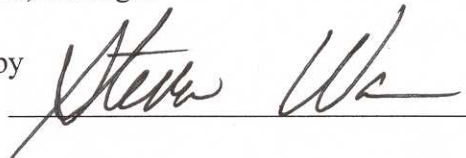
Announcements: Osei-Frimpong asked how the HIV/AIDS Housing Advisory Group was assembled and if members of the Council were included. Williams responded that Councilwoman Ada Edwards appointed individuals who had certain skill sets and that several of the members were also on the Planning Council.

Adjournment: Motion: it was moved and seconded (Ainsworth, Boone) to adjourn the meeting at 12:35 p.m. Motion carried.

Respectfully submitted,


Victoria Williams, Manager

May 5, 2005
Date

Draft Certified by
Council Chair: 

5/5/05
Date

Final Approval by
Council Chair: 

5/12/05
Date

Scribe: Monaghan

JA = Just arrived at meeting
 LR = Left room temporarily
 LM = Left the meeting
 C = Chaired the meeting

2005 Council Meeting Voting Record for Meeting Date: April 14, 2005

		Motion 1			Motion 2			Motion 3					Motion 1			Motion 2			Motion 3				
		YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN			YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN		
MEMBERS	ABSENT										MEMBERS	ABSENT											
Gary Ainsworth		X			X			X			Marlene McNeese-Ward	X											
Bill Barry		X			X			X			Ken Malone	X											
Antoinette Boone		X			X			X			Sylvia Mazique		X			X					X		
Skeet Boyle		X			X					X	Nancy Miertschin		X			X					X		
Larry Bryant		X			X			X			Michael Miller		X			X					X		
Lester Byrd		X			X			X			John Odom-11:55am		X			X					X		
Fide Cisnero-11:51am		X			X			X			Joseph Osei-Frimpong		X			X					X		
Paula Downes	X										Yvette Proctor	X											
Johnetta Evans-Thomas	X											X											
Tonya Fisher		X			X			X			John Sahn		X			X					X		
Joe Fuentes, Jr.	X										George H.Smith	X											
David Garner	X										Bruce Turner		X			X					X		
Tammy Garrison		X			X			X			Thomas Urban-12:10pm Not present-first two motions										X		
Daniel Garza	X										Christy Varhuag		X			X					X		
Kimberly Griffin	X										Steve Walker							C					C
Hector Guajardo	X										Ray Watts-11:51am		X			X					X		
Johnny Harris, Jr.		X			X			X			Cathy Wiley		X			X					X		
Gretchen Hollingsworth	X										Lesley P. Williams												
Kevin Jackson		X			X			X			Tracy Wilson												
Priscilla Jenkins-Roberts	X																						