

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, March 10, 2005

2223 W. Loop South, Room 416

Houston, Texas 77027

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Steven Walker, Chair	Joe Fuentes, Jr., excused	Michelle Paul, Housing Corp.
Ken Malone, Vice-Chair	Daniel Garza, excused	Charles Henley, HIV Services
Kevin Jackson, Secretary	Marlene McNeese-Ward, excused	Terri Sayles, Family Services
Gary Ainsworth	Joseph Osei-Frimpong, excused	Veronica Garza
Bill Barry	Yvette Proctor, excused	Jesse Carter, TRG-STAGE
Antoinette Boone	Marvin Pruitt, excused	Tori Williams, Ofc. Of Support
Skeet Boyle	Lesley Williams, excused	Jen Kim, Ofc. Of Support
Larry Bryant	Tracy Wilson	Diane Clark, Ofc. Of Support
Lester Byrd		G.L. Monaghan, Ofc. Of Support
Fide Cisnero		
Paula Downes		
Johnetta Evans-Thomas		
Tonya Fisher		
David Garner		
Tammy Garrison		
Kimberly Griffin		
Hector Guajardo		
Johnny Harris, Jr.		
Gretchen Hollingsworth		
Priscilla Jenkins-Roberts		
Sylvia Mazique		
Nancy Miertschin		
Michael Miller		
John Odom		
John Sahn		
Dr. George H. Smith		
Bruce Turner		
Thomas Urban		
Christy Varhaug		
Ray Watts		
Cathy Wiley		

Call to Order: Steven Walker, Chair, called the meeting to order at 12:42 p.m. by asking for a moment of reflection.

*Motion: It was moved and seconded (Malone, Sahn) for the Council to issue a "Resolution to HIV Services and each staff member, for a job well done" regarding the submission of the FY 2005 HRSA grant application. **Motion carried.***

*Motion: It was moved and seconded (Malone, Boyle) for the Council to issue a "Resolution to the Office of Support" for their continued hard work, even after losing one full time position in 2004. **Motion carried.***
Walker presented each staff member with a certificate of appreciation.

Adoption of the Agenda: The agenda was adopted by consensus.

Adoption of the Minutes: *Motion: it was moved and seconded (Boyle, Fisher) to adopt the February 10, 2005 minutes. **Motion carried.*** Abstention: Turner.

Public Comment: Sahn showed new members how to find reports in the Council meeting packet.

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:

Selecting the FY 2006 Service Categories: *Motion 1: To approve the attached process for selecting the FY 2006 Service Categories. **Motion carried.** Abstention: Guajardo.*

FY 2006 How To Best Meet the Need: See the attached meeting schedule for the FY 2006 How To Best Meet the Need Work Groups.

FY 2006 Service Categories to be RFP'ed: See attached memo from Henley.

FY 2004 Outcomes Reports: See the attached highlights of the Third Quarter FY 2004 Outcomes Reports. Complete reports were on the information table.

Comprehensive HIV Planning Committee: Paula Downes, Co-Chair, reported on the following:

2005 HIV/AIDS Needs Assessment: The document was distributed to interested parties.

2005 Special Projects: See the attached list of proposed topics for 2005 Special Projects to be reviewed at the April 20, 2005 committee meeting.

Advances in Meds/Treatments: John Sahn, Chair, gave the following reports:

Consumer Education: The Committee is working with partner organizations to host the following consumer educational presentations:

- April – The New HIV Strain, possible co-host: Center for AIDS
- June – Stress and the Immune System, possible co-host: Montrose Counseling Center
- October – Facial and other Wasting, possible co-host: Buyers Club
- November – To be determined

Collaboration: The committee would like to work with the Affected Community Committee to develop more effective ways of communicating with consumers about how to access information about medication, treatment, clinical trials and more. Increased collaboration is already occurring in regards to the distribution of the publication entitled: The Center for AIDS Clinical Trials.

Administrative Assessment Committee: Ainsworth and Wiley reported on the following:

Reports from the Administrative Agent: The Council reviewed the following reports:

- FY 2004 Procurement Report – Third Quarter
- FY 2004 Service Utilization – Third Quarter
- FY 2004 Administrative Cost Report – Third Quarter
- FY 2004 WICY Summary – Third Quarter
- FY 2004 Agency Profile and Award Summary – Final Report

At the February committee meeting, members discussed a new tool for assessing the administrative mechanism. The next committee meeting will be at 2:30 p.m. on Thursday, March 17, 2005.

Affected Community Committee: Skeet Boyle, Co-Chair, gave the following reports:

2005 Public Hearings: The dates of the 2005 Public Hearings are:

- Monday, May 23, 2005
- Monday, June 27, 2005

Communicating with Consumers: The committee is developing more effective ways of communicating with consumers so that they are aware of committee meeting dates and places.

Client Compliant Summary: See the attached report.

Operations Committee: Michael Miller, Chair, reported on the following:

2005 Council Training: See the attached schedule of tentative training topics.

2005 Mentors: See the attached list of New Member Mentors.

Priority & Allocations Committee: Turner, Vice-Chair, presented the following three motions:

FY 2006 Principles and Criteria: *Motion 2: To approve the FY 2006 Principles and Criteria. **Motion carried.** Abstention: Downes.*

FY 2006 Priority Setting Process: *Motion 3: To approve the Policy for the FY 2006 Priority Setting Process.* Discussion: Garner asked why is there a “Life Experience” Column? Turner responded: To acknowledge real life experiences. Williams responded that this column is very important for those committee members who have had life experiences, however, because it is the experience of one person, the committee must give more weight to the results of the Needs Assessment, since this documents the life experiences of over 600 consumers. ***Motion carried.** Abstention: Downes.*

2005 Policy for Allocating Unspent Funds: *Motion 4: To approve the 2005 Policy for Allocating Unspent and Carryover Funds. **Motion carried.** Abstention: Downes.*

Report from Office of Support: Tori Williams, Manager, summarized the attached report. Williams stated that the Operations Committee and the Office of Support are working on a “Mini-Orientation” for all Council and external committee members who wish to attend. Council and External committee members are also encouraged to take the class on Robert’s Rules of Order offered by Leisure Learning. Please see Williams about either of these training opportunities.

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

Old Business: None.

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

Old Business: None.

New Business:

Legislative Updates: Turner asked the members to read the attached letter from Steve DeCorte. Both Turner and Walker encouraged Council members to provide public comments to legislative issues as private citizens.

Mayor's Task Force on HIV/AIDS: Bryant stated that a fundraiser was held benefiting the 2005 September HIV/AIDS Conference. Awards were presented at the fundraiser. The Task Force has been working on media awareness of the event. Billboards should be visible within the next two weeks. The next meeting is scheduled for 10:00 a.m. on Friday, March 11, 2005 at 8000 Stadium Drive on the 5th Floor.

SCSN: Miertschin stated that SCSN met in Dallas on February 24-27, 2005. SCSN will hire an outside evaluator to review their process and products. Members plan to go around the state and visit with the different planning bodies to discuss the challenges they are having. The evaluator will report back to the group in October 2005. The Provider Survey is now available online.

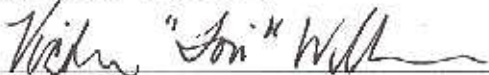
HOPWA: Boone stated that the minutes from the last meeting were incorrect in stating that HOPWA received a one-time bonus of \$9 million in FY 2005. The bonus was actually \$4 million. When this is added to the annual allocation of \$5 million, it is correct to say that HOPWA received a total of \$9 million in this fiscal year.

Announcements: Boyle stated that he has been asked to speak to the Austin African-American Brazos Valley Planning Council.

Urban has created a workshop on Public Health and ADAP. The response to the workshop was very good in February 2005.

Adjournment: *Motion: it was moved and seconded (Jackson, Fisher) to adjourn the meeting at 12:49 p.m. Motion carried.*

Respectfully submitted,


Victoria Williams, Manager

Date 4/8/05

Draft Certified by
Council Chair: 

Date 4/8/05

Final Approval by
Council Chair: 

Date 4.14.05

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

2005 Council Meeting Voting Record for Meeting Date: March 10, 2005

		Motion 1	Carried		Motion 2	Carried		Motion 3	Carried			Motion 1	Carried		Motion 2	Carried		Motion 3	Carried		
MEMBERS	ABSENT	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN	MEMBERS	ABSENT	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN
Gary Ainsworth		x			x			x			Marlene McNeese-Ward										
Bill Barry		x			x			x			Ken Malone		x			x			x		
Antoinette Boone		x			x			x			Sylvia Mazique		x			x			x		
Skeet Boyle (JA 11:55am)		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		x			x			x		
Fide Cisnero		x			x			x			Joseph Osei-Frimpong										
Paula Downes		x					x			x	Yvette Proctor										
Johnetta Evans-Thomas		x			x			x			Marvin Pruitt										
Tonya Fisher		x			x			x			John Sahn		x			x			x		
Joe Fuentes, Jr.											George H. Smith		x			x			x		
David Garner (lm 12:35pm)		x			x			x			Bruce Turner		x			x			x		
Tammy Garrison		x			x			x			Thomas Urban (JA noon)		x			x			x		
Daniel Garza											Christy Varhuag		x			x			x		
Kimberly Griffin (JA 11:55am)		x			x			x			Steve Walker				C				C		C
Hector Guajardo (JA 11:48am)				x	x			x			Ray Watts (JA 12:40pm)										
Johnny Harris, Jr.		x			x			x			Cathy Wiley		x			x			x		
Gretchen Hollingsworth (JA 12:48pm)											Lesley P. Williams										
Kevin Jackson		x			x			x			Tracy Wilson										
Priscilla Jenkins-Roberts (JA 11:54am)		x			x			x													
											TOTALS		27		1	27		1	27		1

2005 Council Meeting Voting Record for Meeting Date: March 10, 2005

		Motion 4				Motion 4		
	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	NO
MEMBERS					MEMBERS			
Gary Ainsworth		x			Marlene McNeese-Ward			
Bill Barry		x			Ken Malone		x	
Antoinette Boone		x			Sylvia Mazique		x	
Skeet Boyle		x			Nancy Miertschin		x	
Larry Bryant		x			Michael Miller		x	
Lester Byrd		x			John Odom		x	
Fide Cisnero		x			Joseph Osei-Frimpong			
Paula Downes				x	Yvette Proctor			
Johnetta Evans-Thomas		x			Marvin Pruitt			
Tonya Fisher		x			John Sahn		x	
Joe Fuentes, Jr.		x			George H. Smith		x	
David Garner		x			Bruce Turner		x	
Tammy Garrison		x			Thomas Urban		x	
Daniel Garza					Christy Varhuag		x	
Kimberly Griffin		x			Steve Walker			C
Hector Guajardo		x			Ray Watts			
Johnny Harris, Jr.		x			Cathy Wiley		x	
Gretchen Hollingsworth					Lesley P. Williams			
Kevin Jackson		x			Tracy Wilson			
Priscilla Jenkins-Roberts		x						
					TOTALS		27	1