

**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 9, 2006

Meeting Location: 2223 W. Loop South, Room 101

Houston, Texas 77027

MEMBERS PRESENT	MEMBERS PRESENT	OTHERS PRESENT
Bruce Turner, Chair	John Odom	James Malone, Greeter
Gary Ainsworth	Yvette Proctor	Nancy Miertschin
Burton Bagby	Samuel Robinson IV	Carlos Peraza
Bill Barry	Pete Rodriguez	
Lester Byrd	Cecilia Smith	<i>HIV Services Staff:</i>
Fide Cisnero	John Tuttle	Bakeyah Nelson
Johnetta Evans-Thomas	Steven Vargas	Mary Asomani-Nyarko
Tonya Fisher	David Watson	Charles Henley
Stephen Garcia	Cathy Wiley	
Tammy Garrison		<i>Office of Support Staff:</i>
Danny Garza		Tori Williams
Veronica Garza	<i>MEMBERS ABSENT</i>	Jennifer Kim
Eddie Givens	Ken Malone, excused	Georgette L. Monaghan
Dena Gray	Kimberly Griffin, excused	
Gretchen Hollingsworth	George Smith, excused	
Kevin Jackson	Glenn Taggart, excused	
Sylvia Mazique	Christy Varhaug, excused	
Michael Miller	Lesley Williams	
Askari Naqvi	Joe Fuentes, Jr., excused	
Eva Nyenya	Priscilla Jenkins-Roberts, excused	

Call to Order : Bruce Turner, Chair, Ryan White Planning Council, called the meeting to order at 11:31 a.m. by asking for a moment of reflection. Turner introduced new Medicaid Representative Eva Nyenya who will be replacing Priscilla Jenkins-Roberts on the Council. Priscilla had to resign due to work constraints. The Operation's Committee is soliciting nominations for an April election for a new Council Secretary. Wiley has already been nominated.

Training: Unmet Need: Jennifer H. Kim, Health Planner, presented the attached "Unmet Need" Power Point presentation.

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

Adoption of the Minutes: *Motion: it was moved and seconded (Ainsworth, Fisher) to adopt the February 9, 2006 minutes with the following changes: under Members Present, add the name "David Watson".*
Motion carried. Abstentions: Naqvi, Miller, Odom, Nyenya.

Public Comment: None.

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

Quality Assurance Committee: Veronica Garza, Co-Chair, gave the following reports:

Tool for Determining FY 2007 Service Categories: *Motion 1: To approve the attached chart to be used to determine the FY 2007 Houston Title I service categories.* **Motion carried.** Abstention: Miller.

Services That Must Go Through the RFP Process for FY 2007: See the attached chart.

2006 Criteria and Form for Considering New Ideas: *Motion 2: To approve the attached 2006 criteria and form to be used when considering new ideas.* **Motion carried.**

FY 2005 Outcomes Reports: See the attached highlights of the FY 2005 Outcomes Reports – Third Quarter. A full report was available on the information table at the back of the room.

Reports from the Administrative Agent: See the attached reports on: Procurement, Service Utilization, WICY and Administrative Cost.

How To Best Meet the Need Process: See the attached list of Work Group meeting dates. The committee still needs two co-facilitators who are self-disclosed consumers.

Comprehensive HIV Planning Committee: Lester Byrd, Chair, reported on the following:

Special Studies: Latinos: *Motion 3: To approve the attached budget for the Special Study on Latinos with special focus on the undocumented.* **Motion carried.**

Special Studies: Youth: See the attached timeline and preliminary data for the study entitled "Barriers to Care Among HIV Positive Youth". Kim stated that the study would be presented at the April 20, 2006 How to Best Meet the Needs Training.

MSMs of Color: Kim reported that this third study will begin in the Fall of 2006. See the attached description of the methodology. Kim stated that the committee picked three populations to study and the infection rates among MSMs of color is moving upward. The committee wanted to dig deeper and none of the MSN Color studies have been done locally.

Affected Community Committee: Johnetta Evans-Thomas, Co-Chair, gave the following reports:

2006 Committee Meetings: The committee will be meeting at 12:00 p.m. on the second Monday after Council meets.

Agendas: Committee agendas will now be available in English and Spanish.

Consumer Education: See the attached flyer describing a presentation on facial lipodystrophy scheduled for 6:00 p.m. on Wednesday, March 15, 2006.

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

Nominating Committee: The committee interviewed four Council applicants.

Priority & Allocations Committee: Danny Garza, Co-Chair, gave the following reports:
FY 2007 Principles and Criteria: *Motion 4: To approve the attached FY 2007 Principles and Criteria.*
Motion carried.

FY 2007 Priority Setting Process: *Motion 5: To approve the attached Policy for the FY 2007 Priority Setting Process.* **Motion carried.**

2006 Policy for Allocating Unspent Funds: *Motion 6: To approve the attached 2006 Policy for Allocating Unspent and Carryover Funds.* **Motion carried.**

Changes in Community-Based Care Distribution: Turner asked Henley to review the attached email that explains how the Council's process manages changes when the epi data changes.

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, summarized the attached report. Henley introduced the new Program Coordinator for Quality Management, Bakeyah Nelson, and the new Project Coordinator for Evaluation and Quality Management, Mary Asomani-Nyarko. Aretha Wade is the new receptionist/secretary.

Old Business: None.

New Business:

From the PC Members: Miller asked members of the Operations Committee to see him briefly immediately after the meeting.

Titles II: Turner stated that allocations were approved at the last meeting. Ellis gave a presentation on Medicare Part D. He is available for future presentations.

Mayor's Task Force on HIV/AIDS: Co-Chairs Amber David and Jeff Campbell will facilitate a meeting on March 10, 2006 at 10:00 a.m. at the West Gray Multi-Service Center.

Latino Task Force on HIV/AIDS: Garza, D. stated that the next meeting is scheduled for March 22, 2006.

HOPWA: Gray summarized the attached report.

Announcements: Vargas stated that the annual AIDS Walk is scheduled for Sunday, March 12, 2006.

Adjournment: *Motion: it was moved and seconded (Ainsworth, Fisher) to adjourn the meeting at 12:30 p.m.* **Motion carried.**

Respectfully submitted,


Victoria Williams, Manager

4/6/06
Date

Draft Certified by
Council Chair: 

Date 4-6-06

Final Approval by
Council Chair: 

Date 4-13-06

PAGE: 1 of 2

Scribe: Monaghan

**JA = Just arrived at meeting
 LR = Left room temporarily
 LM = Left the meeting
 C = Chair of the meeting**

2006 Council Meeting Voting Record for Meeting Date: 3/9/06

	Motion 1	QA_chart	Carried		Motion 2	QA-new ideas	Carried		Motion 3	Comp HIV	Carried			Motion 1	QA_chart	Carried		Motion 2	QA-new ideas	Carried		Motion 3	Comp HIV	Carried	
MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
Gary Ainsworth		x				x				x			Sylvia Mazique		x				x				x		
C. Burton Bagby		x				x				x			Michael Miller				x		x				x		
Bill Barry		x				x				x			Askari Naqvi (11:35)		x				x				x		
Lester Byrd		x				x				x			Eva Nyenya		x				x				x		
Fide Cisnero		x				x				x			John Odom (11:56)	x				x				x			
Johnetta Evans-Thomas		x				x				x			Yvette Proctor		x				x				x		
Tonya Fisher (11:40)		x				x				x			Samuel Robinson IV		x				x				x		
Stephen Garcia		x				x				x			Pete Rodriguez		x				x				x		
Tammy Garrison		x				x				x			Cecilia Smith		x				x				x		
Daniel Garza		x				x				x			Glenn Taggart	x				x				x			
Veronica Garza		x				x				x			Bruce Turner				C				C				C
Eddie Givens (11:35)		x				x				x			John Tuttle		x				x				x		
Dena Gray (11:42)		x				x				x			Steven Varghaus		x				x				x		
Kimberly Griffin	x				x				x				Christy Varhuag		x				x				x		
Gretchen Hollingsworth (12:02)	x				x				x				David Watson		x				x				x		
Kevin Jackson (LM 12:06)		x				x				x			Cathy Wiley (11:45)		x				x				x		
Ken Malone	x				x				x				Lesley P. Williams	x				x				x			

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	Motion 4				Motion 5			Motion 6						Motion 4				Motion 5			Motion 6						
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO			ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN					
Gary Ainsworth		x				x				x			Sylvia Mazique		x							x					
C. Burton Bagby		x				x				x			Michael Miller		x							x					
Bill Barry		x				x				x			Askari Naqvi (11:35)		x							x					
Lester Byrd		x				x				x			Eva Nyenya		x							x					
Fide Cisnero		x				x				x			John Odom (11:56)		x							x					
Johnetta Evans-Thomas		x				x				x			Yvette Proctor		x							x					
Tonya Fisher (11:40)		x				x				x			Samuel Robinson IV		x							x					
Stephen Garcia		x				x				x			Pete Rodriguez		x							x					
Tammy Garrison		x				x				x			Cecilia Smith		x							x					
Daniel Garza		x				x				x			Glenn Taggart	x				x						x			
Veronica Garza		x				x				x			Bruce Turner				C				C						C
Eddie Givens (11:35)		x				x				x			John Tuttle		x							x					
Dena Gray (11:42)		x				x				x			Steven Varghaus		x							x					
Kimberly Griffin	x				x				x				Christy Varhuag		x							x					
Gretchen Hollingsworth (12:02)	x				x				x				David Watson		x							x					
Kevin Jackson (LM 12:06)		x				x				x			Cathy Wiley (11:45)		x							x					
Ken Malone	x				x				x				Lesley P. Williams	x				x						x			