

**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 12, 2007  
Meeting Location: 2223 W. Loop South, Room 416  
Houston, Texas 77027

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Bruce Turner, Chair	Ken Malone, excused	Sabrina Taylor, Tibotec Therapeutics
Burton Bagby	Gary Ainsworth, excused	Bernie Vasquez, Center for AIDS
Jacquelyn Baldwin	Lester Byrd	Charles Henley, HIV Services
David Bartholomew III	Veronica Garza, excused	Dorniecesher Johnson
Fide Cisnero	Sylvia Mazique, excused	Jim Stanley, Harris County Health Dept.
Paula Downes	Michael Miller, excused	
Tonya Fisher	Eva Nyenya, excused	Office of Support:
David Garner	Pete Rodriguez, excused	Tori Williams
Tammy Garrison	Steven Vargas, excused	Jennifer Kim
Yvette Garvin		Georgette L. Monaghan
Thomas Giordano		
Eddie Givens		
LaQuoiya Graham		
Dena Gray		
Kimberly Griffin		
Terry Hobbs		
Kevin Jackson		
Asia Johnson		
Melvin Johnson		
Marco Mata		
Askari Naqvi		
Shannon Prudhomme		
Samuel Robinson IV		
Cecilia Smith		
Glenn Taggart		
John Tuttle		
David Watson		
Cathy Wiley		

**Call to Order:** Bruce Turner, Chair, Ryan White Planning Council, called the meeting to order at 11:35 a.m. by asking for a moment of reflection.

Training on the How To Best Meet the Need Process: Samuel Robinson, Co-Chair of the Quality Assurance Committee, gave a brief description of the How To Best Meet The Need process and encouraged all Council members and others to sign up to participate in a workgroup and the training.

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

Adoption of the Minutes: *Motion: it was moved and seconded (Fisher, Mata) to adopt the March 8, 2007 minutes. Motion carried.* Abstentions: Downes, Graham, Johnson, A., Mata, Taggart.

**Public Comment:** Bernie Vazquez, Center for AIDS, stated that registration for Project LEAP classes is about to begin. See the attached application form and other information.

Sabrina Taylor, Tibotec Therapeutics, stated that her company is on the cutting edge of HIV/AIDS therapeutic technology. Please see her after the meeting for additional information.

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

**Quality Assurance Committee:** Samuel Robinson, Co-Chair, gave the following reports:

FY 2008 How To Best Meet the Need Process: See the attached schedule of workgroup meetings.

How To Best Meet the Need Training: All Council and external committee members are encouraged to attend the four-hour training on April 18, 2007.

Tool for Assessing the Administrative Mechanism: *Motion one: To approve the attached tool for assessing the administrative mechanism. Motion carried.*

Reports from the Administrative Agency: See the attached: Highlights from the 3<sup>rd</sup> Quarter FY 2006 Outcomes Report, FY 2006 Primary Care Chart Review, FY 2006 Vision Care Chart Review, FY 2006 Hospice Care Chart Review and Procurement Report (revised March 8, 2007)

**Comprehensive HIV Planning Committee:** Garner reported on the following:

2008 HIV/AIDS Needs Assessment – Provider Survey: *Motion two: To approve the attached provider survey form. Motion carried.* Abstain: Garvin.

2008 HIV/AIDS Needs Assessment - Justification for the Sample Size Table: See the attached justification.

2008 HIV/AIDS Needs Assessment - Cell Size Table: *Motion three: To approve the attached cell size table.* Discussion: Ann Robbins from the Texas Department of State Health Services (DSHS) has reviewed the chart and is comfortable with it. *Motion carried.*

**Affected Community Committee:** Tonya Fisher, Co-Chair, gave the following reports:

2007 Committee Meetings: See the attached schedule

Consumer Education: The 03/13/07 presentation entitled “Renal Considerations for the HIV Positive Community” was a dynamic presentation. The Center for AIDS was a great host for the event.

April Committee Meeting: The committee will not be meeting in April 2007 so that members can attend the four-hour April 18, 2007 How To Best Meet the Need Training.

2007 Quarterly Committee Report: see the attached report.

**Operations Committee:** David Bartholomew, Chair, reported on the following:

Council Bylaws, Policies and Procedures: The committee continues to review and recommend updates to Council bylaws, policies and procedures.

New Member Training: The March 27, 2007 orientation for new external committee members and others went well.

**Priority & Allocations Committee:** Tammy Garrison, Chair, gave the following reports:

Timeline of Critical 2007 Council Activities: See the attached, revised timeline. The Steering Committee will meet at the regularly scheduled date of Thursday, July 5, 2007.

FY 2008 Principles and Decision Making Criteria: *Motion four: To approve the attached FY 2008 Guiding Principles and Decision Making Criteria. Motion carried.*

FY 2008 Priority Setting Process: *Motion five: To approve the attached FY 2008 Priority Setting Process.* This will be a new process for the Council and should create a more objective list of priorities for FY 2008. *Motion carried.*

2007 Policy for Addressing Unobligated and Carryover Funds: *Motion six: To approve the attached 2007 Policy for Addressing Unobligated and Carryover funds with the understanding that The Resource Group may ask the committee to review requests for increased funding at additional times throughout the fiscal year. Motion carried.*

April and May 2007 Committee Meetings: The Priority and Allocations Committee will not be meeting in April 2007 in order to attend the How To Best Meet the Need training. The committee will have a 3-hour meeting in May 2007 in order to determine recommendations for the FY 2008 service priorities.

**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.

**Old Business:** None.

**New Business – Updates from:**

Part B, C Rural and D (Titles II, III Rural and IV): Yvette Garvin stated that the process of working with Part A to get recommendations for Part B and State Services funding is going smoothly. Soon, her office will begin to provide the Council with quarterly procurement reports.

Part F (Section F, SPNS): Thomas Giordano stated that they are enrolling their first patient this week.

Report from the CDC Planning and Prevention Group: Samuel Robinson stated that Garner has been elected to be the Co-Chair for the Group. Wiley shared the City of Houston's training calendar. The State Of Emergency will be meeting on April 13, 2007 on the 5<sup>th</sup> floor of the City Health Department.

Latino Task Force on HIV/AIDS: Cathy Wiley stated that the Task Force is reviewing their calendar in order to reduce participation in community events and focus their attention on health related events.

Legislative Updates: Dena Gray stated that Senator Ellis is working on a policy that would extend testing in the criminal justice system so that inmates will be tested when they enter as well as when they exit the system.


HOPWA: Dena Gray stated that HUD has awarded the Houston area \$6,507,000, an 11% increase over the FY 2007 amount. The Housing needs assessment is about to begin. They are working on creating some collaborative partners.

**Announcements:** Vazquez stated that the Center for AIDS will host three Consumer Summits in 2007.

Burton asked the committee to review and take part in the attached "Dine Out for AIDS" information.

**Adjournment:** *Motion: it was moved and seconded (Garrison, Bartholomew) to adjourn the meeting at 12:23 p.m. Motion carried.*

Respectfully submitted,

  
\_\_\_\_\_  
Victoria Williams, Manager

5/3/07  
Date

Draft Certified by  
Council Chair: 

Date 5/10/07

Final Approval by  
Council Chair: 

Date 5/10/07

2007 Council Meeting Voting Record for Meeting Date: 4-12-07

MEMBERS	Motion 1	QA	Carried	Motion 2	Provider	Carried	Motion 3	Cell size	Carried	Motion 1	QA	Carried	Motion 2	Provider	Carried	Motion 3	Cell size	Carried	
	ABSENT	YES	NO	ABSENT	YES	NO	ABSENT	YES	NO	ABSENT	YES	NO	ABSENT	YES	NO	ABSENT	YES	NO	
Gary Ainsworth	X			X			X				X			X			X		
C. Burton Bagby (11:34)		X			X			X			X			X			X		
Jacquelyn Baldwin		X			X			X			X			X			X		
David Bartholomew III		X			X			X		X				X			X		
Lester Byrd	X			X							X			X					
Fide Cisnero (11:50)	X			X						X				X					
Paula Downes		X			X			X		X				X					
Tonya Fisher		X			X			X		X				X					
David Garner (11:41)	X			X						X				X					
Tammy Garrison		X			X					X				X					
Yvette Garvin (11:40)		X						X		X				X					
Veronica Garza	X			X						X				X					
Thomas Giordano (11:51)	X			X						X				X					
Eddie Givens		X			X			X						X					
LaQuoya Graham		X			X			X						X					
Dena Gray (11:50)	X			X						X				X					
Kimberly Griffin (11:53)	X			X				X		X				X					
Terry Hobbs		X			X			X		X				X					

2007 Council Meeting Voting Record for Meeting Date: 4-12-07

MEMBERS	Motion 4	Criteria	Carried	Motion 5	Setting	Carried	Motion 6	Carryover	Carried	Motion 4	Criteria	Carried	Motion 5	Setting	Carried	Motion 6	Carryover	Carried
Gary Ainsworth	X	ABSENT	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO
C. Burton Bagby		X			X			X			X			X			X	
Jacquelyn Baldwin		X			X			X			X			X			X	
David Bartholomew III		X			X			X			X			X			X	
Lester Byrd	X			X			X				X			X			X	
Fide Cisnero		X			X			X			X			X			X	
Paula Downes		X			X			X			X			X			X	
Tonya Fisher		X			X			X			X			X			X	
David Garner		X			X			X			X			X			X	
Tammy Garrison		X			X			X			X			X			X	
Yvette Garvin		X			X			X			X			X			X	
Veronica Garza	X			X			X				X			X			X	
Thomas Giordano		X			X			X			X			X			X	
Eddie Givens		X			X			X			X			X			X	
LaQuoyia Graham		X			X			X			X			X			X	
Dena Gray		X			X			X			X			X			X	
Kimberly Griffin		X			X			X			X			X			X	
Terry Hobbs		X			X			X			X			X			X	
MEMBERS																		
Kevin Jackson																		
Asia Johnson																		
Melvin Johnson																		
Ken Malone																		
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