

Council Approved 02/14/08

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, December 13, 2007

Meeting Location: McGehee Conference Center, Christ Church Cathedral, 1117 Texas Avenue
Houston, Texas 77002

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT:
Bruce Turner, Chair	David Benson, excused	Modelle Brudner, Representing Judge Emmett
Ken Malone, Vice-Chair	Fide Cisnero, excused	Mark Williams
David Watson, Secretary	Paula Downes, excused	Marlene McNeese-Ward, Houston Department of Health and Human Services (HDHHS)
Burton Bagby	Dan Ellis, excused	Beau Mitts, HDHHS
Jacquelyn Baldwin	Yvette Garvin	
David Bartholomew	Dr. Thomas Giordano, excused	HIV Services:
Tonya Fisher	LaQuoiya Graham, excused	Charles Henley
David Garner	Terry Hobbs	Carin Martin
Tammy Garrison	Kenya Kimble	
Eddie Givens	Marco Mata, excused	Office of Support:
Dena Gray		Tori Williams
Kimberly Griffin		Georgette L. Monaghan
Linda Hollins		Diane Beck
Kevin Jackson		
Asia Johnson		
Melvin Johnson		
Michael Miller		
Askari Naqvi		
Samuel Robinson IV		
Pete Rodriguez		
Jerry Shelton		
Cecilia Smith		
Glenn Taggart		
John Tuttle		
Steven Vargas		
Cathy Wiley		

See the attached chart at the end of the minutes for individual voting information.

Call to Order: Bruce Turner, Chair, Ryan White Planning Council, called the meeting to order at 12:06 p.m. and asked for a moment of reflection.

HIV Testing in Local Hospital Emergency Rooms: Marlene McNeese-Ward, Bureau Chief, and Beau Mitts, Health Planner, Houston City Health Department, presented the attached Power Point presentation on HIV Testing in Local Hospital Emergency Rooms.

Adoption of the Agenda: **Motion #1:** *it was moved and seconded (Jackson, Garner) to adopt the agenda. Approved unanimously.*

Adoption of the Minutes: **Motion #2:** *it was moved and seconded (Bagby, Givens) to adopt the November 8, 2007 minutes. Motion carried.* Abstentions: Garner, Garrison, Gray, Miller, Naqvi, Robinson.

Public Comment: Baldwin stated that the Joyce Hudson School along with Bering Omega Community Services held an “Awareness to Kids” day and collected money, canned goods and baskets for holiday distribution.

Reports from Committees:

Quality Assurance Committee: Samuel Robinson, Co-Chair, reported on the following:

FY 2008 Standards of Care: **Motion #3:** *To endorse the attached proposed FY 2008 Standards of Care. Approved unanimously.*

FY 2008 Outcome Measures: **Motion #4:** *To endorse the attached proposed FY 2008 Outcome Measures with one change. On page 7 of the Outcome Measures, the Steering Committee recommends setting the threshold for Medical Case Management at 85% as opposed to 100%. Approved unanimously.*

Reports from HIV Services: See the attached:

- Monthly Procurement Report - dated 11/06/07
- Client Utilization Report – 2nd Quarter of FY 2007
- Administrative Cost Report - 03/01/07 – 08/31/07
- Highlights of the FY 2007 Semi-Annual Outcomes Report

Data Needs for FY 2008: **Motion #5:** *In FY 2008, use the same format and types of reports that were used in FY 2007. (See the above agenda item for an example of some of these reports.) Approved unanimously.*

Quarterly Committee Report: See the attached report.

Comprehensive HIV Planning Committee: Steven Vargas, Chair, gave the following reports:

Update on the 2008 HIV/AIDS Needs Assessment: The Gaps Analysis Work Group will be meeting on Thursday, December 20, 2007. The NAG will be meeting for the final review of the 2008 HIV/AIDS Needs Assessment at 11:30 a.m. on Thursday, January 10, 2008. Both meetings will be held at The Center for AIDS (CFA). The Council will receive the report for review and approval in February 2008.

Affected Community Committee: John Tuttle, Co-Chair, reported on the following:

Monthly Consumer Education Presentation: Marjorie Williams from the Center for AIDS provided basic medical information on HIV/AIDS and prevention for positives at the Oakwood Garden Apartments on November 13, 2007.

Greeters for the 2007 Council Meetings: See the attached.

Quarterly Committee Report: See the attached.

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

Proposed Changes to the Council Bylaws: ***Motion #6: To accept the attached, proposed changes to Council bylaws. Approved unanimously.***

Proposed Changes to the Council Policies: ***Motion #7: To accept the attached, proposed changes to Council policies. Approved unanimously.***

Election of Officers for the 2008 Planning Council: *Elections will be held in the following order: Chair, Vice Chair and Secretary.* Eddie Givens was nominated from the floor to run for Secretary. While votes were being counted, Turner presented perfect attendance certificates to the following individuals: Tonya Fisher; Eddie Givens; Kevin Jackson; Asia Johnson; Melvin Johnson; Samuel Robinson; Jerry Shelton; Bruce Turner; John Tuttle and David Watson.

A certificate of appreciation was presented to outgoing member Kevin Jackson for his six years of council membership. Modelle Brudner and Charles Henley received a token of appreciation from the Council.

The Chair of the Operations Committee announced that the 2008 Ryan White Planning Council officers are: Chair: Tammy Garrison; Vice-Chair: Ken Malone and Secretary: Eddie Givens. At this point in the meeting, the new Council Chair, T. Garrison, assumed responsibility for chairing the rest of the meeting.

2008 Council Orientation: The 2008 Council Orientation will take place on Thursday, January 31, 2008 at Trevisio Restaurant in the Medical Center. New members are to arrive at 8:30 a.m. Current members arrive at 10:00 a.m.

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

FY 2007 State Services Unspent Funds: The meeting to allocate FY 2007 State Services unspent funds was cancelled because there was only one request for increased funding and the Department of State Health Services (DSHS) determined that the Administrative Agent could respond to the request without getting a recommendation from the Council.

Report from Office of Support: Tori Williams, Manager, summarized the attached report. Williams asked those who need new name tags to see Diane Beck.

Report from HIV Services: Charles Henley, HIV Services, Harris County Health Department, summarized the attached report. Henley stated that he had presented the updated Procurement Report to the Steering Committee, per Council policy. Henley also stated that the HRSA Guidance for carry-over funds was received on Friday, December 7, 2007.

Old Business: None.

New Business:

Planning Council Members: Burton stated that he will be moving out of town to attend graduate school. He was very appreciative of his time on the Council.

Report from the CDC Planning and Prevention Group: Samuel Robinson stated that the Community Planning Group is in the process of interviewing for membership.

Mayor's Task Force on HIV/AIDS: Samuel Robinson stated that the Task Force participated in World AIDS Day on the campus of the Texas State University campus. Two mobile units offered HIV/AIDS testing at no charge.

Latino Task Force on HIV/AIDS: Steven Vargas stated that the group met on December 12, 2007. The next meeting will be at 10:00 a.m. on Tuesday, January 30, 2008 at the Women's Center

Legislative Updates: Ken Malone stated that appropriations are the big topic of discussion in Washington D.C. at this time.

HOPWA: Givens stated that the RFP deadline for HOPWA is December 20, 2007.

Announcements: Tuttle thanked all who participated in the Thomas Street World AIDS Day event, especially Bagby, Turner and Brudner.

Baldwin stated that the Prince Complex will be distributing holiday gifts to children under 13 years of age. Gifts include 250 bicycles and numerous toys. A parent must accompany each child.

Adjournment: Motion #8: *it was moved and seconded (Jackson, Baldwin) to adjourn the meeting at 2:00 p.m. Approved unanimously.*

Respectfully submitted,

Victoria "Joni" Williams
Victoria Williams, Manager

02-07-08
Date

Draft Certified by
Council Chair: Sammy Garrison

Date 02-07-08

Final Approval by
Council Chair: Sammy Garrison

Date 02-14-08

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

2007 Council Meeting Voting Record for Meeting Date: 12-13-07

	Motion #1				Motion #2				Motion #3					Motion #1				Motion #2				Motion #3																		
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN															
MEMBERS																																								
C. Burton Bagby		X				X				X			Jerry Shelton		X				X				X				X				X				X					
Jacquelyn Baldwin		X				X				X			Cecilia Smith		X				X				X				X				X				X					
David Bartholomew		X				X				X			Glenn Taggart, lm12:26	X				X				X				X				X				X						
Tonya Fisher, lm 1:21		X				X				X			Bruce Turner				C				C																C			
David Garner		X				X				X			John Tuttle		X				X				X				X				X				X					
Tammy Garrison		X				X				X			Steven Vargas		X				X				X				X				X				X					
Eddie Givens		X				X				X			David Watson		X				X				X				X				X				X					
Dena Gray, 12:16, lm1:34		X				X				X			Cathy Wiley		X				X				X				X				X				X					
Kimberly Griffin, 12:27		X				X				X																														
Linda Hollins		X				X				X			David Benson	X				X				X				X				X				X						
Kevin Jackson		X				X				X			Fide Cisnero	X				X				X				X				X				X						
Asia Johnson		X				X				X			Paula Downes	X				X				X				X				X				X						
Melvin Johnson		X				X				X			Dan Ellis	X				X				X				X				X				X						
Ken Malone		X				X				X			Yvette Garvin	X				X				X				X				X				X						
Michael Miller		X				X				X			Thomas Giordano	X				X				X				X				X				X						
Askari Naqvi		X				X				X			LaQuoia Graham	X				X				X				X				X				X						
Samuel Robinson IV		X				X				X			Terry Hobbs	X				X				X				X				X				X						
Pete Rodriguez		X				X				X			Kenya Kimble	X				X				X				X				X				X						
													Marco Mata	X				X				X				X				X				X						

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

2007 Council Meeting Voting Record for Meeting Date: 12-13-07

	Motion #4				Motion #5				Motion #6								
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN					
MEMBERS													MEMBERS				
C. Burton Bagby		X				X				X			Jerry Shelton		X		
Jacquelyn Baldwin		X				X				X			Cecilia Smith		X		
David Bartholomew		X				X				X			Glenn Taggart, lm12:26	X			
Tonya Fisher, lm 1:21		X				X				X			Bruce Turner			C	
David Garner		X				X				X			John Tuttle		X		
Tammy Garrison		X				X				X			Steven Vargas		X		
Eddie Givens		X				X				X			David Watson		X		
Dena Gray, 12:16, lm1:34		X				X				X			Cathy Wiley		X		
Kimberly Griffin, 12:27		X				X				X							
Linda Hollins		X				X				X			David Benson	X			
Kevin Jackson		X				X				X			Fide Cisnero	X			
Asia Johnson		X				X				X			Paula Downes	X			
Melvin Johnson		X				X				X			Dan Ellis	X			
Ken Malone		X				X				X			Yvette Garvin	X			
Michael Miller		X				X				X			Thomas Giordano	X			
Askari Naqvi		X				X				X			LaQuoiya Graham	X			
Samuel Robinson IV		X				X				X			Terry Hobbs	X			
Pete Rodriguez		X				X				X			Kenya Kimble	X			
													Marco Mata	X			

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

2007 Council Meeting Voting Record for Meeting Date: 12-13-07

	Motion #7				Motion #8											Motion #7				Motion #8									
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN								ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN						
MEMBERS																	MEMBERS												
C. Burton Bagby		X				X											Jerry Shelton		X				X						
Jacquelyn Baldwin		X				X											Cecilia Smith		X				X						
David Bartholomew		X				X											Glenn Taggart, lm12:26	X				X							
Tonya Fisher, lm 1:21		X			X												Bruce Turner				C		X						
David Garner		X				X											John Tuttle		X				X						
Tammy Garrison		X						C									Steven Vargas		X				X						
Eddie Givens		X				X											David Watson		X				X						
Dena Gray, 12:16, lm1:34		X			X												Cathy Wiley		X				X						
Kimberly Griffin, 12:27		X				X																							
Linda Hollins		X				X											David Benson	X				X							
Kevin Jackson		X				X											Fide Cisnero	X				X							
Asia Johnson		X				X											Paula Downes	X				X							
Melvin Johnson		X				X											Dan Ellis	X				X							
Ken Malone		X				X											Yvette Garvin	X				X							
Michael Miller		X				X											Thomas Giordano	X				X							
Askari Naqvi		X				X											LaQuoiya Graham	X				X							
Samuel Robinson IV		X				X											Terry Hobbs	X				X							
Pete Rodriguez		X				X											Kenya Kimble	X				X							
																	Marco Mata	X				X							