

**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 10, 2008

Meeting Location: 2223 W. Loop South, Suite 416

Houston, Texas 77027

MEMBERS PRESENT		OTHERS PRESENT
Tammy Garrison, Chair	Jerry Shelton	Ruth Atkinson
Eddie Givens, Secretary	Cecilia Smith	Mark Williams
Jackie Baldwin	Glenn Taggart	
Paula Downes	Bruce Turner	Harris County Public Health & Environmental Svcs:
Dan Ellis	John Tuttle	Jim Stanley
Tonya Fisher		Tom Ricciardello
Yvette Garvin	MEMBERS ABSENT	
Thomas Giordano	Ken Malone, Vice-Chair	Ryan White Grant Administration:
Morénike Giwa	David Bartholomew, excused	Charles Henley
Dena Gray	David Benson	Carin Martin
Charlotte Harris	Fide Cisnero	
Terry Hobbs	David Garner, excused	Office of Support:
Linda Hollins	Kimberly Hardison, excused	Tori Williams
Asia Johnson	Marco Mata	Jen Kim
Melvin Johnson	Michael Miller, excused	Georgette L. Monaghan
J. Hoxi Jones	Pete Rodriguez, excused	
Osaro Mgbere	Steven Vargas, excused	
Askari Naqvi	David Watson, excused	
Ruben Rosas	Cathy Wiley, excused	
Josie Salazar		

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

Call to Order: Tammy Garrison, Chair, Ryan White Planning Council, called the meeting to order at 11:40 a.m.

Announcements from the Council Chair: Garrison welcomed the following new members: Medicaid Representative J. Hoxi Jones, Charlotte Harris and Eulalia Seymore. In memory of James Malone, former external member, the Brentwood Ushers suggested making a donation to the Ryan White Planning Council in Malone's name. Since the administrative cost of accepting donations is high, the Office of Support sent Brentwood Baptist Church a Blue Book with the a suggestion that they donate to one of the service organizations in the Blue Book.

Garrison asked for a moment of reflection.

Training: How to Best Meet the Need Process: T. Williams briefly summarized how the process works and how Council members and others can participate.

Adoption of the Agenda: **Motion #1:** *it was moved and seconded (Givens, Downes) to adopt the agenda. Motion carried.*

Adoption of the Minutes: **Motion #2:** *it was moved and seconded (Fisher, Givens) to adopt the March 13, 2008 minutes. Motion carried.* Abstentions: Downes, Ellis, Fisher, Garvin, Giordano, Jones, Harris, Seymore.

Public Comment: None.

Reports from Committees:

Quality Assurance Committee: C. Smith gave the following reports:

FY 2008 Proposed New Idea Forms: **Motion #3:** *To approve the attached criteria and form for reviewing new ideas submitted to the Planning Council. Motion carried.* Abstention: Seymore.

2008 How To Best Meet the Need Process: See the attached schedule of How To Best Meet the Need workgroups and training. All Council members are encouraged to participate in the process.

Reports from Ryan White Grants Administration: See attached reports for FY 2007 Ryan White Part A:

- Procurement – revised 03/05/08
- CPCDMS – prepared 03/20/08
- 2007 Client Satisfaction Survey Results

Comprehensive HIV Planning Committee: Shelton reported on the following items:

2008 HIV/AIDS Needs Assessment: See the attached, revised information on risk behaviors. This information will be incorporated into the 2008 HIV/AIDS Needs Assessment.

2009 HIV/AIDS Comprehensive Plan: **Motion #4:** *To allocate \$15,000 for an outside vendor to conduct community meetings needed to develop Part Two of the 2009 HIV/AIDS Comprehensive Plan. Motion carried.* Abstention: Givens.

2009 HIV/AIDS Comprehensive Plan: See the attached Timeline for the 2009 HIV/AIDS Comprehensive Plan.

Affected Community Committee: C. Smith, Co-Chair, gave the following reports:

Consumer Education: See the attached copy of a presentation entitled “Hospice and Palliative Care” given by Sandy Stacy, RN at the 03/19/08 meeting of the Affected Community Committee.

2008 How To Best Meet the Need Process: Committee members signed up to participate in the 2008 How To Best meet the Need process. Committee members will also attend the 4 hour training instead of meeting as a committee in April. At least 4 committee members will be attending each work group.

Operations Committee: Terry Hobbs, Co-Chair, reported on the following items:

2008 Orientation for External Committee Members: Over seven people participated in the 2008 orientation for external committee members and others.

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

FY 2008 Policy for Allocating Unspent Funds: *Motion #5: To approve the attached FY 2008 Policy for Addressing Unobligated and Carryover Funds. Motion carried.* Abstentions: Downes, Seymore.

Criteria for Determining the FY 2009 Service Categories: *Motion #6: To approve the attached FY 2009 Justification Sheet for Service Categories. Motion carried.*

Report from Office of Support: Tori Williams, Manager, summarized the attached report. Rosas stated that Dena Gray has some client friendly flyers available with information on the HOPWA needs assessment workgroups.

Report from the Ryan White Grant Administration: Charles Henley, Manager, Public Health and Environmental Services, summarized the attached report.

New Business:

Report from Ryan White Parts B, C Rural and D: See Garvin's attached report. Blue Books will be available for pick up at the Resource Group starting this Friday, April 10, 2008.

Ryan White Part F SPNS: Giordano stated that there are 21 participants in the Houston SPNS project. 2008 is the 5th and final year for the project. Henley stated that this is an Outreach/Care/Prevention Project targeted to MSM Male Minority Youth between the ages of 13-24 years.

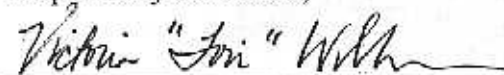
HOPWA: Gray stated that the HOPWA needs assessment meetings started on April 2, 2008. There are meetings every week, see attached information in the Manager's Report.

Announcements: Henley stated that all members are invited to participate at the attached Youth Summit on May 1, 2008.

Getting to Know You: Two Council members, Terry Hobbs and Jerry Shelton answered the question: "If you have a pet, please describe them."


Adjournment: *Motion #7: it was moved and seconded (Givens, Fisher) to adjourn the meeting at 12:18 p.m. Motion carried.*

Respectfully submitted,

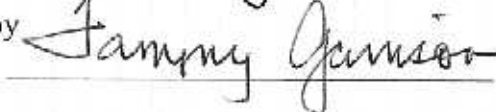


Victoria Williams, Manager

05/01/08
Date

Draft Certified by
Council Chair: 

Date 5/1/08

Final Approval by
Council Chair: 

Date 5/8/08

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

2008 Council Meeting Voting Record for Meeting Date: April 10, 2008

	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																	MEMBERS																
Jacquelyn Baldwin		X				X				X							Josie Salazar		X				X								X		
Paula Downes		X				X				X							Eulalia Seymore		X				X										X
Dan Ellis		X				X				X							Jerry Shelton		X				X								X		
Tonya Fisher		X				X				X							Cecilia Smith		X				X								X		
Tammy Garrison				C				C				C					Glenn Taggart, lm 12:10		X				X								X		
Yvette Garvin		X				X				X							Bruce Turner, lm 12:10		X				X								X		
Thomas Giordano		X				X				X							John Tuttle		X				X								X		
Eddie Givens		X				X				X							David Bartholomew	X					X								X		
Morénike Giwa		X				X				X							David Benson	X					X								X		
Dena Gray, 12:10	X				X				X								Fide Cisnero	X					X								X		
Charlotte Harris		X				X				X							David Garner	X					X								X		
Terry Hobbs		X				X				X							Kimberly Hardison	X					X								X		
Linda Hollins		X				X				X							Ken Malone	X					X								X		
Asia Johnson		X				X				X							Marco Mata	X					X								X		
Melvin Johnson		X				X				X							Michael Miller	X					X								X		
J. Hoxi Jones		X				X				X							Pete Rodriguez	X					X								X		
Osaro Mgbere		X				X				X							Steven Vargas	X					X								X		
Askari Naqvi		X				X				X							David Watson	X					X								X		
Ruben Rosas		X				X				X							Cathy Wiley	X					X								X		

	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	ABSENT	YES	NO	ABSTAIN	
MEMBERS														MEMBERS												
Jacquelyn Baldwin		X				X				X				Josie Salazar		X				X				X		
Paula Downes		X					X			X				Eulalia Seymore		X					X			X		
Dan Ellis		X				X				X				Jerry Shelton		X				X				X		
Tonya Fisher		X				X				X				Cecilia Smith		X				X				X		
Tammy Garrison				C				C				C		Glenn Taggart, lm 12:10		X		X						X		
Yvette Garvin		X				X				X				Bruce Turner, lm 12:10		X		X						X		
Thomas Giordano		X				X				X				John Tuttle		X		X				X		X		
Eddie Givens				X		X				X				David Bartholomew	X			X						X		
Morénike Giwa		X				X				X				David Benson	X			X						X		
Dena Gray, 12:10	X				X					X				Fide Cisnero	X			X						X		
Charlotte Harris		X				X				X				David Garner	X			X						X		
Terry Hobbs		X				X				X				Kimberly Hardison	X			X						X		
Linda Hollins		X				X				X				Ken Malone	X			X						X		
Asia Johnson		X				X				X				Marco Mata	X			X						X		
Melvin Johnson		X				X				X				Michael Miller	X			X						X		
J. Hoxi Jones		X				X				X				Pete Rodriguez	X			X						X		
Osaro Mgbere		X				X				X				Steven Vargas	X			X						X		
Askari Naqvi		X				X				X				David Watson	X			X						X		
Ruben Rosas		X				X				X				Cathy Wiley	X			X						X		