

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, July 10, 2008

Meeting Location: 2223 W. Loop South, Suite 416

Houston, Texas 77027

MEMBERS PRESENT		OTHERS PRESENT
Tammy Garrison, Chair	Cecilia Smith	Brandi Knight, Houston City Health Dept.
Ken Malone, Vice-Chair	Glenn Taggart	Summer Amos, Houston City Health Dept.
Eddie Givens, Secretary	Bruce Turner	Leonetta Green, Researcher
Paula Downes	John Tuttle	
Tonya Fisher	Cathy Wiley	
David Garner	<b>MEMBERS ABSENT</b>	<i>Harris County Public Health &amp; Environmental Svcs.</i>
Yvette Garvin	Jackie Baldwin, excused	Tom Ricciardello
Thomas Giordano	David Bartholomew, excused	
Morenike Giwa	David Benson, excused	<i>Ryan White Grant Administration:</i>
Charlotte Harris	Fide Cisnero, excused	Charles Henley
Asia Johnson	Dan Ellis, excused	Carin Martin
Melvin Johnson	Dena Gray	
J. Hoxi Jones	Kimberly Hardison	<i>Liaison for County Judge Emmett:</i>
Ernesto Macias	Linda Hollins	Modelle Brudner
Osaro Mgbere	Terry Hobbs, excused	
Askari Naqvi	Michael Miller, excused	<i>Office of Support:</i>
Ruben Rosas	Pete Rodriguez, excused	Tori Williams
Ryan Rushing	Josie Salazar, excused	Jen Kim
Eulalia Seymore	Jerry Shelton, excused	Georgette L. Monaghan
	Steven Vargas, excused	

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 11:35 a.m. and asked for a moment of reflection.

Training: FY 2009 Allocations Process: Bruce Turner, Chair, Priority & Allocations Committee, described the Allocation Process.

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

Adoption of the Minutes: Due to some confusion about the date of the voting chart, the minutes were tabled until the August Council meeting.

**Public Comment:** Leonetta Green, a university student, is doing a research study and needs volunteers. See the attached flyer.

**Reports from Committees:**

**Quality Assurance Committee:** Cecilia Smith reported on the following:

Reports from the Ryan White Part A Administrative Agent : See the attached:

- FY 2007 Procurement Report for Part A & MAI (06-11-08)
- FY 2008 Procurement Report for Part A & MAI (06-11-08)

Reports from the RW Part B Administrative Agent : See the attached:

- FY 2007 Procurement Report for Part B
- FY 2007 Procurement Report for State Services Funding
- FY 2007 Utilization Report for Part B & State Services Funding

Transportation: ***Motion #2:*** *To appoint a representative of the Planning Council to attend One Voice Transportation Committee meetings to ensure that the Council is informed of One Voice transportation activities.* Discussion: Please see Garrison if interested. ***Motion carried.*** Abstention: Wiley.

Transportation: Ryan White Grants Administration will be providing the Council with quarterly updates on client utilization of transportation services from the CPCDMS.

FY 2007 Assessment of the Administrative Mechanism: ***Motion #3:*** *To accept the FY 2007 Assessment of the Administrative Mechanism. Based upon the assessment, no action is required.* ***Motion carried.***

**Comprehensive HIV Planning Committee:** Jennifer Kim reported on the following:

2009 Comprehensive HIV Services Plan: The turnout was good at the two community meetings organized to collect information for the 2009 Comprehensive Plan. The vendor from San Antonio walked everyone through the process. Kim has been in conversation with the City of Houston to see if efforts can be coordinated to create a Joint Comprehensive HIV Plan.

**Affected Community Committee:** Cecilia Smith, Co-Chair, gave the following reports:

Consumer Education: The presentation entitled “The Medical Monitoring Project” was well attended and produced a lot of questions.

2008 Schedule of Educational Presentations: See the attached schedule.

June 30, 2009 Public Hearing: Smith commended Turner for his excellent presentation on the FY 2009 allocations given at the televised hearing. No public comment was received.

Ryan White Petty Cash Policy: The committee made recommendations on the attached memo regarding possible changes to the Ryan White Petty Cash Policy. These recommendations will be reviewed by the Operations Committee at their July meeting.

2008 Community Events: See the attached list of events.

**Operations Committee:** No report.

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

FY 2009 Service Priorities: **Motion #4:** *To approve the attached list of FY 2009 Service Priorities for Ryan White Parts A and B and State Services funding.* **Motion carried.** Abstentions: Malone, Downes, Garvin, Garner, Rushing, Wiley, Marcias, Giwa.

FY 2009 Minority AIDS Initiative (MAI) Funding: **Motion #5:** *To approve the attached FY 2009 MAI funding recommendation.* **Motion carried.** Abstentions: Malone, Downes, Garvin, Garner, Rushing, Wiley, Marcias, Giwa.

FY 2009 Level Funding Scenario: **Motion #6:** *To approve the attached FY 2009 Level Funding Scenario for Ryan White Parts A and B and State Services Funding.* **Motion carried.** Abstentions: Malone, Downes, Garvin, Garner, Rushing, Wiley, Marcias, Giwa.

FY 2009 Decrease Funding Scenario: **Motion #7:** *To approve the attached FY 2009 Decrease Funding Scenario for Ryan White Parts A and B and State Services Funding.* **Motion carried.** Abstentions: Malone, Downes, Garvin, Garner, Rushing, Wiley, Marcias, Giwa.

FY 2009 Increase Funding Scenario: **Motion #8:** *To approve the attached FY 2009 Increase Funding Scenario for Ryan White Parts A and B and State Services Funding.* **Motion carried.** Abstentions: Malone, Downes, Garvin, Garner, Rushing, Wiley, Marcias, Giwa, Giordano.

Turner thanked all committee members for their work on the products listed above.

**Report from Office of Support:** Tori Williams, Manager, summarized the attached report.

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

**New Business:**

Ryan White Part F SPNS: Giordano stated that the Hospital District is partnering with the City of Houston to offer those who have previously been tested for HIV/AIDS to be re-tested.

Report from the CDC Planning and Prevention Group: Garner stated that the Gap Analysis Project meets every Wednesday at 5:30 p.m.

Legislative Update: Malone stated that Congress is in recess due to Helm's funeral.

HOPWA: Tuttle stated that HOPWA is developing a standard intake form to be used by all HOPWA funded agencies.

Three Council members, Charlotte Harris, Ruben Rosas and Asia Johnson, answered the question: "What is your all time favorite movie".

**Adjournment: Motion #9:** it was moved and seconded (Givens, Fisher) to adjourn the meeting at 12:20 p.m. Motion carried.

Respectfully submitted,

Victoria "Joie" Wilh  
Victoria Williams, Manager

08-04-08  
Date

Draft Certified by  
Council Chair: Ken Melore

Date 08-07-08

Final Approval by  
Council Chair: Jammy Johnson

Date 8/14/08

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

Scribe: Monaghan

**2008 Council Meeting Voting Record for Meeting Date:**

	Motion #1	Agenda	Carried	QA-AA	Carried	Motion #2	QA-Transp	Carried	Motion #3	QA-AA	Carried	Motion #1	Agenda	Carried	QA-AA	Carried	Motion #2	QA-Transp	Carried	Motion #3	QA-AA	Carried	
	ABSENT	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	ABSENT	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO
MEMBERS																							
Paula Downes		X			X		X			X			X		X			X			X		
Tonya Fisher		X			X		X			X			X		X			X			X		
David Garner		X			X		X			X			X		X			X			X		
Tammy Garrison				C																			
Yvette Garvin		X			X		X			X			X		X			X			X		
Thomas Giordano, 12:05	X					X			X			X					X			X			
Eddie Givens		X			X		X			X			X		X			X			X		
Morénike Giwa		X			X		X			X			X		X			X			X		
Charlotte Harris		X			X		X			X			X		X			X			X		
Asia Johnson		X			X		X			X			X		X			X			X		
Melvin Johnson, 11:45		X			X		X			X			X		X			X			X		
J. Hoxi Jones		X			X		X			X			X		X			X			X		
Ernesto Macias		X			X		X			X			X		X			X			X		
Ken Malone		X			X		X			X			X		X			X			X		
Osaro Mgbere		X			X		X			X			X		X			X			X		
Askari Naqvi		X			X		X			X			X		X			X			X		
Ruben Rosas		X			X		X			X			X		X			X			X		
Ryan Rushing		X			X		X			X			X		X			X			X		
Eulalia Seymore		X			X		X			X			X		X			X			X		

Scribe: Monaghan

2008 Council Meeting Voting Record for Meeting Date:

MEMBERS	Motion #4	PA-Svc Pri	Carried	Level	Motion #6	Carried	Level	Carried	Motion #4	PA-Svc Pri	Carried	Motion #5	MAI	Carried	Motion #6	Level	Carried
	ABSENT	YES	NO	YES	ABSENT	NO	YES	ABSTAIN	ABSENT	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO
Paula Downes		X			X			X		X			X			X	
Tonya Fisher		X		X						X			X			X	
David Garner					X			X		X			X			X	
Tammy Garrison					C			C		X			X			X	
Yvette Garvin					X			X		X			X			X	
Thomas Giordano, 12:05	X				X				X			X			X		
Eddie Givens		X		X					X			X			X		
Morenike Giwa					X			X				X			X		
Charlotte Harris		X							X			X			X		
Asia Johnson		X							X			X			X		
Melvin Johnson, 11:45		X							X			X			X		
J. Hoxi Jones		X							X			X			X		
Ernesto Macias					X			X				X			X		
Ken Malone		X			X			X				X			X		
Osaro Mgbere		X							X			X			X		
Askari Naqvi		X							X			X			X		
Ruben Rosas		X							X			X			X		
Ryan Rushing		X							X			X			X		
Eulalia Seymore		X							X			X			X		

Scribe: Monaghan

2008 Council Meeting Voting Record for Meeting Date:

MEMBERS	Motion #7	Decrease	Carried	MEMBERS	Motion #7	Decrease	Carried	MEMBERS	Motion #8	Increase	Carried	MEMBERS	Motion #9	Adjoin	Carried
	ABSENT	YES	NO		ABSTAIN	ABSENT	YES		NO	ABSTAIN	ABSENT		YES	NO	ABSTAIN
Paula Downes				X				X		X				X	
Tonya Fisher		X				X								X	
David Garner				X				X						X	
Tammy Garrison				C				C						X	
Yvette Garvin				X				X						X	
Thomas Giordano, 12:05	X				X			X					X		
Eddie Givens		X				X			X				X		
Morénike Giwa				X				X					X		
Charlotte Harris		X				X			X				X		
Asia Johnson		X				X			X				X		
Melvin Johnson, 11:45		X				X			X				X		
J. Hoxi Jones		X				X			X				X		
Ernesto Macias				X				X					X		
Ken Malone				X				X					X		
Osaro Mgbere		X				X			X				X		
Askari Naqvi		X				X			X				X		
Ruben Rosas		X				X			X				X		
Ryan Rushing				X				X					X		
Eulalia Seymore		X				X			X				X		