

**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 8, 2010  
Meeting Location: 2223 W. Loop South, Suite 532  
Houston, Texas 77027

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Cecilia Smith-Ross, Chair	Roland Amboree, excused	Modelle Brudner, Liaison, Judge Ed Emmett
John Tuttle, Secretary	David Garner, excused	Anna Langford, The Resource Group
Sherifat Akorede	Eddie Givens	Linda Cantu, BMS
Claudine Alexandre-McGill	Dena Gray	
Jackie Baldwin	Linda Hollins	Ryan White Grant Administration
Ben Barnett	Sheron Jackson, excused	Charles Henley
David Benson	Melvin Johnson, excused	Carin Martin
Keith Bynam	Osaro Mgbere, excused	
Paula Downes	Pete Rodriguez, Vice-Chair, excused	Office of Support
Tammy Garrison	Ryan Rushing	Tori Williams
Jerry Garza	Glenn Taggart, excused	Jen Kim
Morénike Giwa		Georgette L. Monaghan
Gabriel Gonzalez		
Terry Hobbs		
Sammie Johnson		
J. Hoxi Jones		
Billie Lackins		
Januari Leo		
Ernesto Macias		
Patrick Martin		
Greg Monk		
Venita Ray		
Ruben Rosas		
Josie Salazar		
Eric Twombly		
Steven Vargas		

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

Call to Order: Cecilia Smith-Ross, Chair, Ryan White Planning Council, called the meeting to order at 11:34 a.m. and asked for a moment of reflection.

Welcoming Remarks: Smith-Ross asked the following Council members to please stand if present: Roland Amboree and Linda Hollins. She encouraged all members to get to know these members better by reading about them on the attached "Getting to Know You" forms in the meeting packet.

Smith-Ross made the following general comments: Please remember that our job as Council members is to make decisions out in the open so that the public can understand how and why we have come to a particular decision. With this in mind, I want to encourage all members to gather information, discuss your ideas and debate the different points in your meetings. Robust discussion during a meeting is a good thing. Having different points of view is a good thing. Talking something over in a side conversation with your buddies and arriving at a meeting with your mind already made up is not a good thing. And, complaining about a decision after the meeting is over undermines our ability to work as a team. Our Council is rich with expertise because it is made up of different kinds of people: consumers, providers, healthcare professionals, academics and more. Let's use our meetings to share ideas and learn from each other. It will make the meetings more interesting and our final decisions more transparent.

Special presentation: Claudine Alexandre-McGill, gave a Power Point Presentation on her 10 day visit to Haiti, where she worked in both a hospital and an AIDS hospice.

Training: Morénike Giwa, Co-Chair, Quality Assurance Committee, gave a brief overview of the *How to Best Meet the Need Process*, including meeting dates and times.

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

Adoption of the December 2009 Minutes: **Motion #2**: *it was moved and seconded (Benson, Bynam) to adopt the March 11, 2010 minutes. Motion carried.* Abstentions: Alexandre-McGill, S. Johnson, Lackins, Macias, Ray, Rosas, Salazar.

**Public Comment:** Please see the attached written public comment from B. Turner on the How To Best Meet the Need meeting schedule and justification sheet.

#### **Reports from Committees:**

**Ryan White Ad Hoc Strategy Committee:** Vargas, Co-Chair gave the following report: The Committee met on Monday, March 29, 2010, and was well attended by about 30 stakeholders, all of whom participated in the discussion which followed presentations by Charles Henley (HCPHES) and Marlene McNeese-Ward (HDHHS). Mr. Henley provided an overview of the new legislative mandates and Ms. McNeese-Ward provided an update on Houston's prevention activities and highlighted some of the key differences between the RWPC and CPG programs. See the two attached presentations.

The main focus of the meeting was to develop questions which may be asked of HRSA in order to shed more light on how we may proceed with implementing the new mandates. Mr. Henley and Ms. McNeese-Ward will be attending an April 12-13, 2010 meeting in Washington DC where answers to these questions will hopefully be secured. Their report on this meeting will be presented on Wednesday, April 21, 2010 at 10:00 a.m. The Ad-Hoc Committee will be meeting regularly at 2:00 p.m. the third Monday of the month starting on May 17, 2010.

**Quality Assurance Committee:** Morénike Giwa, Co-Chair gave the following reports:

FY 2011 How To Best Meet the Need Process: See the attached list of workgroups. All are encouraged to attend the training from 1:00 p.m. – 5:00 p.m. on Thursday, April 15, 2010 at the City of Houston Medical Center Building at 1115 S. Braeswood.

Reports from Part A Administrative Agent: See the attached reports which were reviewed at the committee meeting: FY 2009 Chart Reviews: Hospice, Vision, Oral Health, Primary Care, Case Management and 2009 Focus Groups.

CPCDMS Update: See the attached report dated March 18, 2010.

CPCDMS Update: **Motion #3:** *To ask the Part A Administrative Agent to initiate a discussion with all stakeholders in order to increase the effectiveness of data sharing among Ryan White funded providers. Motion carried.* Abstentions: Martin, Lackins.

Reports from Part B Administrative Agent: See the attached FY 2009 – 2010 Part B and State Services Utilization Report (as of 03/12/10).

FY 2011 Ryan White Service Justification Chart: **Motion #4:** *To approve the attached 2011 Ryan White Service Justification Chart.* Discussion: Martin stated that there are other funding sources available and so there needs to be different wording in Column 6. **Motion failed.** For: Bynam, Jones; Abstentions: Lackins, Martin, S. Johnson, Macias. **Motion #5:** *it was moved and seconded (Rosas, Garza) to accept the attached chart with the text in column 6 changed to read as follows: List Ryan White Part A, B and State Services funding AND identify other funding sources (Alternative Funding Sources). Motion carried.*

**Affected Community Committee:** Gabriel Gonzalez, Co-Chair, gave the following reports:

FY 2011 How To Best Meet the Need Process: Numerous committee members have signed up to participate in this process.

The June 2010 HIP HOP Testing Event: Numerous committee members have signed up to participate as volunteers at this weeklong event.

Committee Training: See the attached outline that was used to train Committee members on the purpose of the Council and public hearings.

Quarterly Committee Report: See the attached report.

**Operations Committee:** Ruben Rosas, Co-Chair, reported on the following:

2009 Mentor/Mentee Program Evaluation: See the attached report. An end of the year survey is being considered, to be distributed to the 2010 mentors and mentees during the November Planning Council External Appreciation meeting in hopes of receiving more responses from the mentees.

2010 Council Orientation Evaluation: See the attached report. Rosas stated that committee discussion centered on the length and structure of the event, with special attention being paid to the challenge being presented to those who have full time jobs and need to get back to them sometime during the day of the event.

Council Bylaws and Policies: FYI: In May, the committee will recommend the following change to the Ryan White Planning Council bylaws and policies (changes to the bylaws require 30 day notification before the vote can be taken): "Except as otherwise required by the Ryan White Program, staff representing the Office of Support and Part A and B Administrative Agencies, cannot serve as members of the Ryan White Planning Council. Staff representing these entities is requested to attend Council, committee and other meetings when work products are being developed and approved." Martin stated that his representation on the Council is not that of representing the Resource Group, Part B and State Services Administrative Agent, and he will be able to be removed after a new MOU is approved later this year.

Quarterly Committee Report: See the attached report.

**HIP HOP Report:** Rosas is the Planning Council's liaison for the HIP HOP event. Rosas attended the first meeting and is on the Logistics Committee. See the attached HIP HOP information sheet containing contact

information and more. The HIP HOP organizers are offering to provide the Council with 200 complimentary concert tickets in hopes that organizations, like the Council, can provide them to people who have already tested positive and are getting tested again at the event solely to secure free concert tickets. The Operations Committee will have to develop guidelines for distributing the tickets. If Council members and/or friends of Council members would like to volunteer, the Council is expected to provide at least 20 volunteers at the event.

**Priority and Allocations Committee:** Greg Monk, Co-Chair, gave the following reports:

Public Comment: See the attached written comments regarding oral health and more.

FY 2011 Principles and Decision Making Criteria: ***Motion #6:*** *To approve the attached FY 2011 Guiding Principles and Decision Making Criteria.* ***Motion carried.*** Abstentions: Martin, Macias, Lackins.

Special June 2010 Committee Meetings: The committee will be holding special meetings to develop recommendations for the FY 2011 Ryan White Part A and B and State Service allocations. The dates of the meetings are:

- 1 – 5 p.m., Tuesday, June 8, 2010
- 1 – 5 p.m., Thursday, June 10, 2010
- 1 – 5 p.m., Tuesday, June 15, 2010
- 10 a.m., Wednesday, June 23, 2010 – the meeting at which the recommendations will be voted on by the full committee

FY 2010 HRSA Grant Award: See the attached email.

Quarterly Committee Report: See the attached report.

**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.

**Report from The Resource Group:** Patrick Martin, Program Development Director, The Houston Regional HIV/AIDS Resource Group summarized the attached reports. Members were encouraged to visit the website for information about the group called: Serving the Incarcerated and Recently Released (SIRR). Meetings are open to all.

#### **New Business:**

Planning Council Members: Smith-Ross reminded members to provide the Office of Support with a hard copy of announcements about non-Ryan White events and meetings the Tuesday before the Planning Council meets. The reports are to be summarized at the meeting in 30 seconds or less.

HOPWA: Bynam stated that Ada Edwards is serving as Interim Director of the City Housing Department until James Notewear, who is being recommended by the Mayor, can be approved by City Council at their next meeting.

Latino HIV Task Force (LHTF) report: Vargas gave the following report: The Latino HIV Task Force met on Friday, March 26, 2010, and discussed various ways of increasing the LHTF presence in the community. The next meeting will be held on Friday, April 23, 2010, from 11:00am – 12:30pm at Thomas Street Health Center

in the 3<sup>rd</sup> Floor Conference Rm. Afterwards, for those who are able, some of the LHTF members will be lunching at the Last Concert Café (1403 Nance Street, Houston, TX 77002, (713) 226-8563), the site of the monthly *Praia* events.

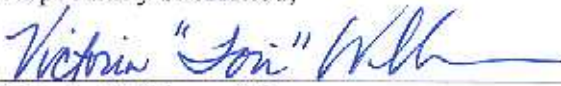
Incarcerated: see the attached report from Lackins.

AIDS Trail Network: Giwa reviewed the attached "Overview of the AIDS Clinical Trials Network".

**Announcements:** Vargas announced that Pete Rodriguez is one of the nominees for Grand Marshall this year for the Pride Parade.

**Adjournment:** Motion #7: *it was moved and seconded (Monk, S. Johnson) to adjourn the meeting at 1:16 p.m. Motion carried.*

Respectfully submitted,

  
Victoria Williams, Manager

05-03-10  
Date

Draft Certified by  
Council Chair: 

Date 05-04-10

Final Approval by  
Council Chair: 

Date 05-13-10

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

2010 Council Meeting Voting Record for Meeting Date: 4/8/10

	Motion #1				Motion #2				Motion #3				MEMBERS	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
Sherifat Akorede		X				X							Melvin Johnson	X											
Claudine Alexandre-McGill													Sammie Johnson		X									X	
Roland Amboree	X												J. Hoxi Jones		X									X	
Jackie Baldwin		X				X							Billie Lackins		X										X
Ben Barnett		X				X							Januari Leo, 11:35		X									X	
David Benson		X				X							Ernesto Macias		X									X	
Keith Bynam		X				X							Patrick Martin												X
Paula Downes, 11:36		X				X							Oşaro Mgbere	X											
David Garner	X												Greg Monk		X									X	
Tammy Garrison		X				X							Venita Ray		X									X	
Jerry Garza		X				X							Pete Rodriguez	X											
Eddie Givens	X												Ruben Rosas		X									X	
Morénike Giwa		X				X							Ryan Rushing	X											
Gabriel Gonzalez		X				X							Josie Salazar		X									X	
Dena Gray	X												Cecilia Smith-Ross												C
Terry Hobbs		X				X							Gene Taggart	X											
Linda Hollins	X												John Tuttle		X									X	
Sheron Jackson	X												Eric Twombly		X									X	
													Steven Vargas		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	ABSENT	YES	NO	ABSTAIN	
MEMBERS														MEMBERS												
Sherifat Akorede			X			X			X					Melvin Johnson	X											
Claudine Alexandre-McGill			X			X			X					Sammie Johnson				X	X				X			
Roland Amboree	X													J. Hoxi Jones		X			X				X			
Jackie Baldwin			X			X			X					Billie Lackins				X	X						X	
Ben Barnett			X			X			X					Januari Leo			X		X				X			
David Benson			X			X			X					Ernesto Macias				X	X						X	
Keith Bynam		X				X			X					Patrick Martin				X	X							X
Paula Downes			X			X			X					Osaro Mgbere	X											
David Garner	X													Greg Monk			X		X				X			
Tammy Garrison			X			X			lr					Venita Ray			X		X				X			
Jerry Garza			X			X			X					Pete Rodriguez	X											
Eddie Givens	X													Ruben Rosas			X		X				X			
Morénike Giwa			X			X			X					Ryan Rushing	X											
Gabriel Gonzalez			X			X			X					Josie Salazar			X		X				X			
Dena Gray	X													Cecilia Smith-Ross				C							C	
Terry Hobbs			X			X			lr					Glenn Taggart	X											
Linda Hollins	X					X			lr					John Tuttle			X		X				X			
Sheron Jackson	X					X			lr					Eric Twombly			X		X				X			
														Steven Vargas			X		X				X			

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	Motion #7				Motion #		Carried		Motion #		Carried		Motion #7	Motion #7				Motion #		Carried		Motion #		Carried	
	ABSENT	YES	NO	ABSTAIN										ABSENT	YES	NO	ABSTAIN								ABSENT
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
Sherifat Akorede		X											Melvin Johnson	X											
Claudine Alexandre-McGill													Sammie Johnson		X										
Roland Amboree	X												J. Hoxi Jones		X										
Jackie Baldwin		X											Billie Lackins		X										
Ben Barnett		X											Januari Leo, 12:45lm	m											
David Benson		X											Ernesto Macias		X										
Keith Bynam		X											Patrick Martin		X										
Paula Downes		X											Osaro Mgbere	X											
David Garner	X												Greg Monk		X										
Tammy Garrison, 12:58lm	m												Venita Ray, 12:52lm	m											
Jerry Garza		X											Pete Rodriguez	X											
Eddie Givens	X												Ruben Rosas		X										
Morénike Giwa		X											Ryan Rushing	X											
Gabriel Gonzalez		X											Josie Salazar, 12:44lm	m											
Dena Gray	X												Cecilia Smith-Ross				C								
Terry Hobbs, 1:10 lm	m												Glenn Taggart	X											
Linda Hollins	X												John Tuttle		X										
Sheron Jackson	X												Eric Twombly		X										
													Steven Vargas		X										