

Council Approved November 8, 2012

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, October 11, 2012

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Morénike Giwa, Chair,	Claudine Alexandre-McGill	Modelle Brudner, Liaison-Judge Emmett
Ben Barnett, Vice-Chair	Roland Amboree, excused	Cecilia Smith –Ross – Greeter
Venita Ray, Secretary	Ruth Atkinson, excused	Ramiro Hernandez
Michael Bass	Melody Barr, excused	Antony Wilson
David Benson	Jerry Garza	
Bianca Burley	Billie Lackins, excused	STAFF PRESENT
Amber David	Januari Leo, excused	<i>Ryan White Grant Administration</i>
Chris Escalante	Osaro Mgbere, excused	Charles Henley
Gabriel Gonzalez	Greg Monk, excused	Carin Martin
Tracy Gorden	Terrence Redix, excused	Heather Keizman
Linda Hollins	Eric Twombly, excused	
Melvin Johnson	Nadine Wallace, excused	<i>The Resource Group</i>
J. Hoxi Jones	Pat Weatherspoon, excused	Anna Henry
Nancy Miertschin		Patrick Martin
Kevin Moore		
Teresa Presley Pruitt		<i>Office of Support</i>
Carl Tennill		Tori Williams
C. Bruce Turner		Jen Hadayia
David Watson		Rusty Wendt, UTSPH, intern
Lena Williams		Georgette L. Monaghan
Larry Woods		

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

Call to Order: Morénike Giwa, Chair, Ryan White Planning Council, called the meeting to order at 11:40 a.m. and asked for a moment of reflection.

Educational Presentation: Medicaid, SNAP and TANF On-line Application Process: J. Hoxi Jones, Regional Partnership Specialist, Texas Health and Human Services Commission, Office of Community Access presented the attached Power Point presentation entitled, “YourTexasBenefits.com and the Community Partner Program”.

Adoption of the Agenda: **Motion #1**: *it was moved and seconded (Presley Pruitt, Gordon) to adopt the agenda. Motion carried unanimously.*

Adoption of the Minutes: ***Motion #2***: it was moved and seconded (Presley Pruitt, Tennill) to adopt the September 13, 2012 minutes. ***Motion carried***. Abstentions: Bass, Burley, Gonzalez, Williams.

Public Comments and Announcements: None.

Reports from Committees:

Quality Assurance Committee: David Benson, Co-Chair, reported on the following:

Because the committee did not meet in September, there was no report. The Committee will meet on October 18, 2012 to review the mental health service definition and explore a possible recommendation regarding geographic targeting.

Comprehensive HIV Planning: Michael Bass, Chair, reported on the following:

Educational Presentation: *Jurisdictional Survey on HIV Testing and Linkage to Care*: Camden J. Hallmark, Houston Department of Health and Human Services, provided a presentation on preliminary findings from a jurisdictional survey of the HIV testing and linkage to care activities and barriers of private, non-profit, and public providers, co-sponsored by the Center for AIDS Research.

2013 Joint Epidemiological Profile: See the attached Table of Contents for the 2011 Joint Epidemiological Profile for HIV Prevention and Care Planning and the attached Inventory of Special Populations in Core Planning Deliverables. A workgroup will be formed to develop the 2013 Report, including sections on special populations. Although the workgroup is open to all who wish to participate, Hadayia stated that a notice has been sent to individuals recommended by the committee. The goal is have their first meeting in late October or early November to finalize content, structure and text related to special populations.

Updated Committee Timetable: See the attached 2012 timetable of major activities for the Comprehensive HIV Planning and Ad Hoc EIIHA Committees.

Committee Meeting Schedule: The Comprehensive HIV Planning and Ad Hoc EIIHA Committees will meet jointly on October 15, 2012 at 2:00 p.m. The meeting will feature a presentation on the “Men’s Testing Initiative” and planning for the 2014 HIV/AIDS Needs Assessment.

Quarterly Committee Report: See the attached report.

Affected Community: Teresa Presley Pruitt, Co-Chair, reported on the following:

Educational Presentation: *Medicaid Updates*: The Committee met at Bering Omega Community Services and received information on how changes in Medicaid are impacting Oral Health and Adult Day Care services. See the attached.

2012 Committee Meeting Schedule: See the attached meeting schedule. The October 16, 2012 meeting will be held at FLAS and immediately following will be a Standards of Care training. See the attached flyer.

2012 Greeters: See the attached list of greeters.

Operations: David Watson, Co-Chair, gave the following reports:

Ryan White Election Policy: Please review the Ryan White Election Policy and submit nominations to the Office of Support before noon on Thursday, November 1, 2012. Nominations should be submitted for the 2013 Council Chair, Vice Chair and Secretary. After that, nominations will be taken from the floor during the election. Nominations accepted today: Chair: Turner and Vice Chair: Barnett.

Motion #3: Approve the attached 2013 Mentor/Mentee Program. ***Motion carried unanimously***.

Petty Cash Policy and Reimbursement Form: **Motion #4**: Approve the attached, revised child care form and the following underlined text indicating a revision to the Ryan White Petty Cash Policy:

Child Care - Expenses for childcare will be \$35 per child per visit, not to exceed \$100 per day (total). An exception to this would be an activity that takes place outside of normal business hours (6 am – 6 pm) in which case a volunteer could be reimbursed for an additional \$35 per child per visit, not to exceed \$100 (total). A Council approved Child Care Expense Receipt must be attached to the Claim for Reimbursement. Child Care reimbursements are based on RWPC meetings or committee related events.

Motion carried unanimously.

Proposed Financial Caps on Petty Cash Reimbursements: **Motion #5**: Approve the attached pilot project which will put an annual financial cap on individual petty cash reimbursements in 2013. **Motion carried unanimously.**

2012 Attendance: See the attached summary report regarding 2012 Council and External Committee member attendance.

Chair Giwa turned the Chair duties over to Vice-Chair Barnett as she had to leave the meeting.

Priority and Allocation: Linda Hollins, Co-Chair, reported on the following:

Letter of Agreement with Ryan White Part B Stakeholders: The Priority and Allocations Committee has reviewed and made recommended changes to the attached Letter of Agreement with Ryan White Part B Stakeholders. The document will now go to the Operations Committee for their review. Therefore, all comments should be submitted to the Operations Committee before their meeting on Tuesday, October 9, 2012.

Reports from the Administrative Agency – Part A: See the attached FY 21012 Part A/MAI Procurement Report dated 09/10/12.

Reports from the Administrative Agency – Part B/SS: See the attached reports:

- FY 11/12 Procurement Report – Part B (06/30/12)
- FY 12/13 Client Utilization Report – Part B (06/30/12)
- FY 11/12 Procurement Report – State Services (06/30/12)
- RW Health Insurance Service Utilization Report (06/30/12)

Quarterly Committee Report: See the attached report.

Plan for FY 2012 Carryover Funds: **Motion #6**: If there are FY 2012 Ryan White Part A carryover funds, it is the intent of the committee to recommend allocating up to \$650,152 to Outpatient/Ambulatory Primary Medical Care. **Motion carried.** Abstentions: Miertschin, Watson, Williams, Woods.

FY 2012 Unspent Funds: **Motion #7**: In the final quarter of the FY 2012 Ryan White Part A, Part B and State Services grant years, after implementing the year end Council-approved reallocation of unspent funds and utilizing the existing 10% reallocation rule to the extent feasible, Ryan White Grants Administration (RWGA) may reallocate any remaining unspent funds as necessary to ensure the Houston EMA has less than 5% unspent Formula funds and no unspent Supplemental funds. The Resource Group (TRG) may reallocate any remaining unspent funds as necessary to ensure no funds are returned to the Texas Department of State Health Services. RWGA and TRG must inform the Council of these shifts no later than the next scheduled Ryan White Planning Council Steering Committee meeting. **Motion carried.** Abstentions: Miertschin, Watson, Williams, Woods, David, Bass.

Report from Office of Support: Tori Williams, Manager, summarized the attached report. Williams encouraged members everyone to please put November 8, 2012 and December 13, 2012 on their calendars as they will be the last two Council meetings of the year. November 8th will be held off-site at the Third Ward Multi-Service Center. The Council will be honoring the 2012 External members, hence the need for an off-site meeting location. December 13th will be the election of the 2013 officers. Lunch will be provided that day. Williams also noted the two Standards of Care meetings that will be held next week:

- October 16, 2012 is a training at FLAS
- October 18, 2012 will be a consumer only workgroup in room 532. See the attached flyer.

Important dates for 2012 include:

- Mentor/Mentee Luncheon on Thursday, January 17, 2013
- Council Orientation on Thursday, January 24, 2013

Report from Ryan White Grant Administration: Charles Henley, Manager, summarized the attached report.

Report from The Resource Group: Patrick Martin, Program Development Director, The Resource Group, summarized the attached report.

New Business:

Project LEAP: Watson stated that the Project LEAP graduation is scheduled for Wednesday, November 7, 2012. Williams added that invitations have been distributed to Project LEAP graduates, their family members and friends and members of the Advisory Committee. The event is not open to others because of budget restraints.

HIV Prevention Group (HPG): Hadayia reported that the Project LEAP students presented the results of their mini-needs assessments to the HPG.

African American Emergency Task Force on HIV/AIDS: David stated that there will be a seminar on the current state of the syphilis outbreak at noon on 10-12-12 at the Kashmere Multi-Service Center.

Latino Task Force on HIV/AIDS: Escalante stated that National Latino HIV/AIDS Awareness Day is on October 15, 2012. The Task Force will be holding a testing event at AAMA and at the Garza Student Center at 6001 Gulf Coast on Saturday, October 13, 2012 from 11:00 a.m. – 4:00 p.m.

M-PACT: Turner stated that the T-Dance was a complete success. Participating agencies requested that the event be repeated.

AIDS Trial Network: Watson reported that they will be meeting from November 1-3, 2012. The next meeting will be on January 23, 2013.

Medical Updates: Barnett stated that Houston is experiencing a syphilis outbreak which is being driven by co-infections of HIV. It is important that Council members and others spread information about the epidemic and resources available to identify and treat syphilis.

Announcements: Escalante stated that there is an online site for people who are positive called the Positive Posse. This Saturday they are having a casino run at Coushatta. Money raised from the event will benefit PWA Catholic Charities and Colt 45's Food Bank Program. See Escalante for details.

Adjournment: The meeting was adjourned at 12:50 p.m.

Respectfully submitted,

Victoria "Toni" Williams
Victoria Williams, Manager

10-31-12
Date

Draft Certified by
Council Chair: Morénike Givá

Date 11-01-12

Final Approval by
Council Chair: Morénike Givá

Date 11-08-12

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

	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																
Morénike Giwa				C				C				C			X					X							David Watson		X					X											
Ben Barnett		X				X				X										X			X				Lena Williams		X						X										
Venita Ray		X				X				X										X				X			Larry Woods		X					X											
Michael Bass		X						X		X																																			
David Benson		X				X				X										X							Claudine Alexandre-McGill	X																	
Bianca Burley, 11:56		X						X		X										X							Roland Amboree	X																	
Amber David		X				X				X										X							Ruth Atkinson	X																	
Chris Escalante		X				X				X										X							Melody Barr	X																	
Gabriel Gonzalez		X						X		X										X							Jerry Garza	X																	
Tracy Gorden		X				X				X										X							Billie Lackins	X																	
Linda Hollins, 11:50		X				X				X										X							Januari Leo	X																	
Melvin Johnson		X				X				X										X							Osaro Mgbere	X																	
J. Hoxi Jones		X				X				X										X							Greg Monk	X																	
Nancy Miertschin,		X				X				X										X							Terrence Redix	X																	
Kevin Moore		X				X				X										X							Eric Twombly	X																	
Teresa Presley Pruitt		X				X				X										X							Nadine Wallace	X																	
Carl Tennill		X				X				X										X							Pat Weatherspoon	X																	
Bruce Turner		X				X				X																																			

	Motion #4				Motion #5				Motion #6				Motion #4				Motion #5				Motion #6				
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
Morénike Giwa, 12:31				C	Im								David Watson		X				X						X
Ben Barnett		X						C				C	Lena Williams		X				X						X
Venita Ray		X				X				X			Larry Woods		X				X						X
Michael Bass		X				X				X															
David Benson		X				X				X			Claudine Alexandre-McGill	X											
Bianca Burley, 11:56		X				X				X			Roland Amboree	X											
Amber David		X				X				X			Ruth Atkinson	X											
Chris Escalante		X				X				X			Melody Barr	X											
Gabriel Gonzalez		X				X				X			Jerry Garza	X											
Tracy Gorden		X				X				X			Billie Lackins	X											
Linda Hollins, 11:50		X				X				X			Januari Leo	X											
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J. Hoxi Jones		X				X				X			Greg Monk	X											
Nancy Miertschin,		X				X						X	Terrence Redix	X											
Kevin Moore		X				X				X			Eric Twombly	X											
Teresa Presley Pruitt		X				X				X			Nadine Wallace	X											
Carl Tennill		X				X				X			Pat Weatherspoon	X											
Bruce Turner		X				X				X															

	Motion #7	Unspent funds	Carried		Motion #7	Unspent funds	Carried		
MEMBERS	ABSENT	YES	NO	ABSTAIN	MEMBERS	ABSENT	YES	NO	ABSTAIN
Morénike Giwa	X				David Watson				X
Ben Barnett				C	Lena Williams				X
Venita Ray		X			Larry Woods				X
Michael Bass				X					
David Benson		X			Claudine Alexandre-McGill	X			
Bianca Burley, 11:56		X			Roland Amboree	X			
Amber David				X	Ruth Atkinson	X			
Chris Escalante		X			Melody Barr	X			
Gabriel Gonzalez		X			Jerry Garza	X			
Tracy Gorden		X			Billie Lackins	X			
Linda Hollins, 11:50		X			Januari Leo	X			
Melvin Johnson	X				Osaro Mgbere	X			
J. Hoxi Jones		X			Greg Monk	X			
Nancy Miertschin,				X	Terrence Redix	X			
Kevin Moore		X			Eric Twombly	X			
Teresa Presley Pruitt		X			Nadine Wallace	X			
Carl Tennill		X			Pat Weatherspoon	X			
Bruce Turner		X							