

**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

12 noon, Thursday, April 11, 2013
Meeting Location: 2223 W. Loop South, Room 416
Houston, Texas 77027

MEMBERS PRESENT	MEMBERS PRESENT	OTHERS PRESENT
Greg Monk, Chair	Steven Vargas	Ramiro Hernandez
Ben Barnett, Vice-Chair	Nadine Wallace	Nada Federl
Morénike Giwa, Secretary	David Watson	Robin Peyson, NAMI
Ruth Atkinson	Larry Woods	Angelina Hudson, NAMI
Melody Barr		
Curtis Bellard	MEMBERS ABSENT	STAFF PRESENT
Skeet Boyle	Roland Amboree	<i>Ryan White Grant Administration</i>
Rene de Buenrostro	Michael Bass	Charles Henley
Amber David	David Benson	Carin Martin
Chris Escalante	Bianca Burley	
Evelio Escamilla	Ella Collins-Nelson	<i>The Resource Group</i>
Gene Ethridge	Jerry Garza, excused	Sha'Terra Fairley
Herman Finley	Gabriel Gonzalez	Yolanda Jones
Tracy Gorden	J. Hoxi Jones, excused	
Paul Grunewald	Osaro Mgbere, excused	<i>Office of Support</i>
Januari Leo	Kevin Moore, excused	Tori Williams
Nelson Lopez	Terrence Redix, excused	Jen Hadayia
Nancy Miertschin	C. Bruce Turner	Georgette L. Monaghan
Teresa Presley Pruitt	Eric Twombly	
Leslie Raneri	Tamika White	
Cecilia Ross	Lena Williams-Ellis, excused	

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

Call to Order: Greg Monk, Chair, Ryan White Planning Council, called the meeting to order at 12:12 p.m. and welcomed new Council member Skeet Boyle. Skeet was a Council member previously and is currently serving as a member of the Quality Assurance Committee.

Dwayne Haught from the Texas HIV Medication Program received his award from the Planning Council and sent the following response: *Tori, please thank the Planning Council in Houston for the beautiful plaque and the wonderful photo. I really treasure it. The Planning Council and People Living with HIV/AIDS in the Houston EMA are all responsible for Texas having the best ADAP in the country. It has been a real honor getting to know you all and working with you through the years. Thanks again, Dwayne Haught.*

The report regarding the HRSA site visit should be available soon. In the meantime, the wrap up meeting with the three visitors was very complimentary of the Houston Ryan White Program. They cited the following as strengths in our program:

- Committed, qualified members of the team (they were very impressed with the consumers they met)
- The structure is “flat, lean and mean”
- A clear separation between the Planning Council and RW Grant Administration
- The Memorandum of Understanding clearly defines our different roles
- The Planning Council is clearly data driven
- Excellent collaboration with the different funding streams and others
- There were no legislative or programmatic findings
- And, the Houston EMA was cited for a number of best practices

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

Adoption of the Minutes: **Motion #2**: *it was moved and seconded (Presley Pruitt, Wallace) to adopt the February 14, 2013 minutes. Motion carried.* Abstentions: de Buenrostro, Leo, Miertschin.

Training: The How To Best Meet the Need Process: Cecilia Ross, Co-Chair, Quality Assurance Committee, led the Council through the attached description of the How to Best Meet the Need process.

Public Comments and Announcements: Giwa read the guidelines regarding public comment. Robin Peyson handed out the attached documents and invited Council members to participate in the upcoming NAMI Walk. Angelina Hudson, NAMI Educator, summarized the information on the attached brochure about NAMI. Vargas pointed out that on one piece of literature it states that the date of the walk is May 14th, but the correct date is May 4, 2013.

Reports from Committees:

Affected Community Committee: Nadine Wallace, Co-Chair, gave the following reports: Committee Training: How to Best Meet the Need: The Committee received training in the How to Best Meet the Need process so that members can fully participate in this process in April and May 2013.

Houston Area Comprehensive HIV Prevention and Care Services Plan for 2012 - 2014: See the attached update on the development of a nondiscrimination statement. The committee is gathering feedback from local stakeholders and needs assessment activities before they will be in a position to make a recommendation on this item.

2013 Committee Meeting Schedule: See the attached 2013 Committee meeting schedule.

National Youth HIV/AIDS Awareness Day: April 10: See the attached description of National Youth HIV and AIDS Awareness Day which will be on Wednesday, April 10, 2013.

Comprehensive HIV Planning Committee: Steven Vargas, Co-Chair, reported on the following: 2013 Joint Epidemiological Profile: The Special Populations and Co-Infections sections of Chapter 6 have been drafted. New data on HIV and Hepatitis co-infection were received in March, and an additional section will be added to the report. Grammar, formatting, and readability edits are being completed by staff now, and a complete draft of Chapter 6 will be provided to the Steering Committee and Council for review and approval at their May meetings. In the meantime, the portions of the document that were approved by the Council in March will be used for the How to Best Meet the Need process in April.

Activity Planning for Year 2 of the Comprehensive HIV Plan: The committee discussed implementation of assigned Year 2 activities from the Comprehensive HIV Plan and completed Activity Worksheets. Activities assigned to the Comprehensive HIV Planning Committee for Year 2 are:

- Engage broad-based Houston Area health, social service, and community coalitions in order to engage new and non-traditional partners in supporting the HIV prevention and care mission
- Establish or maintain formal partnerships between the Houston Area HIV Planning Bodies and agencies or individuals representing Special Populations; and through these partnerships, seek technical assistance and training on how the needs of Special Populations can be advanced
- Support ongoing statewide efforts for increased integration of HIV prevention and care as outlined in the *Texas HIV/STD Prevention Plan*, *Texas Jurisdictional Plan*, and *Texas Program Collaboration, Service Integration Plan (PCSI)*

All are to be conducted in collaboration with the HIV Prevention Community Planning Group (CPG).

Update: 2014 HIV/AIDS Needs Assessment Process: The workgroup to design the consumer survey for the 2014 Needs Assessment convened by conference call on March 21, 2013 to finalize the survey. The Needs Assessment Group (NAG) will meet on April 2, 2013 to approve the consumer survey & sampling plan. The committee will approve both products at their April meeting.

Other Special Studies from 2012: Analysis of the SIRR Provider Survey conducted in 2012 is complete, and the results will be presented and were discussed at the April 10, 2013 Comprehensive HIV Planning Committee meeting.

Quality Assurance Committee: Cecilia Ross, Co-Chair, gave the following reports:

Criteria for Determining the FY 2014 Service Categories: ***Motion #3:*** *Approve the attached chart which lists the criteria to be used to determine the Ryan White Part A, MAI, Part B and State Services FY 2014 service categories. Motion carried unanimously.*

Assessment of the Administrative Mechanism: ***Motion #4:*** *Approve the attached 2013 Assessment Checklist for the assessment of the local Ryan White HIV/AIDS Program administrative mechanism. Motion carried unanimously.*

2012 Ryan White Part A Chart Reviews: See the attached copy of the Ryan White Part A 2012 Chart Reviews for the following services:

- Primary Care
- Vision Care

2013 How to Best Meet the Need Training and Workgroup Meeting Schedule: See the attached workgroup meeting schedule for the 2013 How to Best Meet the Need process. All are encouraged to see Monaghan to sign up to participate in a training or workgroup. Workgroup meeting packets will be available at the How to Best Meet the Need training meeting at 1:30 p.m. on Thursday, April 11, 2013.

Navigator Program: The attached Idea Form regarding a Navigator Program has been forwarded to the How to Best Meet the Need Workgroup on Monday, April 15, 2013 with a possible follow up workgroup on Thursday, April 18, 2013.

Priority and Allocations Committee: Melody Barr reported on the following:

Ryan White Part A/MAI Procurement Report: See the attached Ryan White Part A/MAI Procurement Report (dated 03/11/13) and the 4th Quarter, final FY 2012 Service Utilization Report (dated 03/28/13).

Ryan White Part B and State Services Procurement Reports: See the attached Ryan White Part B and State Services Procurement Reports.

FY 2014 Guiding Principles & Criteria: **Motion #5**: *Approve the attached FY 2014 Guiding Principles and Criteria. **Motion carried.*** Abstention: Boyle.

FY 2014 Priority Setting Process: **Motion #6**: *Approve the attached FY 2014 Priority Setting Process. **Motion carried.*** Abstention: Boyle.

2013 Policy for Addressing Unobligated & Carryover Funds: **Motion #7**: *Approve the attached 2013 Policy for Addressing Unobligated and Carryover Funds. **Motion carried.*** Abstention: Boyle.

FY 2013 Congressional Budget: See the attached chart which shows examples of the potential impact of Sequester-related reductions in Houston's Ryan White award.

Operations Committee: David Watson, Co-Chair, reported on the following:

Council Member Statement of Confidentiality: **Motion #8**: *Approve the attached Statement of Confidentiality form and ask all members to sign the form and turn it into Williams at the end of the April 2013 Council meeting. Discussion: members asked if they were required to sign the form and if by signing the form, are they limiting their ability to collaborate and refer members to non-Ryan White sponsored activities. Williams responded that no one was required to sign the form. **Motion carried.** Nay: Escamilla. Abstentions: Vargas, Barr, Giwa, de Buenrostro.*

Office of Support Staff Policies and Procedures: See the attached Office of Support Staff Policies and Procedures.

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

Report from Ryan White Grant Administration: Charles Henley, Manager, Ryan White Grants Administration, Harris County Public Health Service, summarized the attached report.

Report from The Resource Group: Sha'Terra Fairley and Yolanda Jones, The Resource Group, summarized the attached report.

New Business:

Spotlight on the Operations Committee: David Watson, Co-Chair and other members of the Operations Committee gave a brief presentation on the functions of the committee.

Ryan White Part C Urban: Nancy Miertschin stated that they have created a Social Worker/Medical Case Manager position at the Northwest Clinic, which will be funded by both Ryan White Parts C and D.

HOPWA: Melody Barr stated that their next RFP will be issued in late April/early May. They are anticipating about a \$1million short fall in terms of what they received last year.

Community Prevention Group (CPG): Steven Vargas reported on the following information: the next CPG meeting will be on Thursday, April 25, 2013 from 3:00 pm – 5:00 pm at the Third Ward Multi-Service Center. On March 26, 2013, the Bureau of HIV/STD, Viral Hepatitis Prevention and the Community Re-Entry Network Program met at AAMA's main campus will discuss the successes and challenges from the March Latino Mobilization Initiative. Lisandra Lamboy detailed the potential for a Futbol/Soccer Team Collaboration to

facilitate health screenings, education and awareness. This effort is tentatively set for roll-out in September 2013, and will target adult males and their families. At the regularly scheduled HHPPG meeting held on March 28, 2013 Jen Hadayia and Amber Alvarez presented a crosswalk detailing question alignment between the Ryan White Needs Assessment and the Prevention Assessment surveys. HHPCPG members were provided with copies of both draft surveys, and invited to provide feedback or comments to Hadayia or Alvarez.

Update from Task Forces:

African American: Amber David stated that the African American State of Emergency will be meeting at 12:00 p.m. on Friday, April 12, 2013 at the Kashmere Multi Service Center. Discussion will include strategies for condom distribution for Splash 2013, which will start the first week of May. As they do every year, they will take the midnight to 6:00 a.m. shift for condom distribution. They are kicking off community testing in Sunnyside this month and they are collaborating with the City so they will be in the right spots.

Latino: Steven Vargas provided the following information: the next meeting of the Latino HIV Task Force (LHTF) will be on Friday, April 26, 2013 from 2:00 pm – 4:00 pm at the West End Multi-Service Center. On March 23, 2013, the Latino HIV Task Force participated in the 14th Annual Cesar Chavez Parade, and marched from Canal Street and Cesar Chavez to Hidalgo Park behind the LHTF banner. At the end of the parade route they invited new Texas State Attorney Sylvia Garcia to take a photo with us, which was done prior to her speech honoring the late Texas State Senator Mario Gallegos. On Tuesday, April 9, 2013, the LHTF Leadership attended the first GLBT LULAC Chapter meeting in Houston on Tuesday, April 9, 2013. The group has been in existence for a year and is seeking new membership. Actually known as Q-LULAC, the group is concentrating on immigration reform, same sex marriage and health education not only for the LGBT community, but for all Latinos in the Houston area this year. The Task Force is also considering participation in this year's Cinco De Mayo Parade on Saturday, May 4, 2013. For more info, please send an email to latinohtf@hotmail.com.

Syphilis: Herman Finley stated that the epidemic is up but it is also leveling off. The next meeting is on April 25, 2013 at Legacy Community Health Services at the 1116 Jackson Boulevard location.

AIDS Trial Network: Morénike Giwa stated that one of the local cabs will be holding their next meeting on Tuesday, April 14, 2013, at Legacy Community Health Services from 5:30 pm to 6:30 pm. Dr. Elizabeth Chow, with the AIDS Consortium, was selected to collaborate with the group regarding anal/oral cervical cancers. Findings found that there is still a lot of stigma surrounding anal sex. The group is creating a video that will help people understand what to look for. The trans-woman study in Atlanta showed that they are 49 times more likely to contract the HIV virus than other individuals.

MSM: Amber David stated that testing at the FBar has been so successful that it will be an ongoing testing site with the mobile unit where syphilis testing will also take place.

Hepatitis C Task Force: Steven Vargas reported on the following information: the next meeting will be on Wednesday, May 8, 2013 from 3:00 pm – 4:00 pm at the Kashmere Multi-Service Center. The Task Force met on April 10, 2013, and discussed the final preparations for the Hepatitis Testing Day event scheduled for May 19, 2013 in the United States. Millions of Americans have chronic viral hepatitis; and about 75% of them do not know they are infected. To address this, on May 17, 2013 Legacy Community Health Services will be educating and testing people about HCV all day at their 1415 California location. AAMA's Minorities Action Program will be doing the same on May 20, 2013 at their 204 Clifton location, and through street outreach activities. Plans are being developed to have another HCV education and testing day in late July 2013.

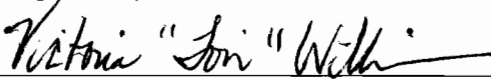
Legislative Updates: Januari Leo stated that the legislature should be ready to adjourn at the end of May. Last week, an amendment to the Texas State budget was submitted that would have taken state money away from LGBT Health centers on the premise that these "health centers can spread and perpetuate HIV/AIDS". The amendment was removed, to great applause from the floor. A lot of work is being done regarding Medicaid expansion, there is word of a Public Hearing on the issue next week which is yet to be confirmed.

SPNS Grant: HIV and the Homeless Program: Nancy Mierstchin stated that Harris Health Systems (HHS) has a five year SPNS grant that allows them to develop medical homes for HIV positive homeless individuals. The grant is in its first year. HHS has been interviewing for two positions that are related to the study. They have rolled out routine HIV testing at clinics for the homeless, which has so far resulted in 0 positives.

Announcements: Monk stated that there are still four council members who have not taken the Open Meetings Act training. Giwa is looking for Native Americans for a research study; they do not need to be HIV positive. Wallace is going to be walking for the National Kidney Foundation this weekend; there is still time to sponsor her.

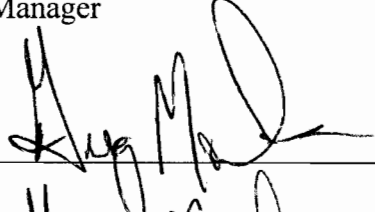
Adjournment: The meeting adjourned at 1:27 p.m.

Respectfully submitted,

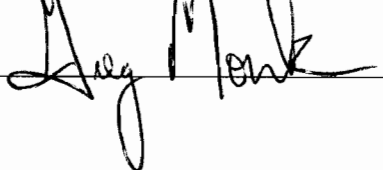


Victoria Williams, Manager

5/1/13
Date

Draft Certified by
Council Chair: 

Date 5/9/13

Final Approval by
Council Chair: 

Date 5/9/13

Council Meeting Voting Records for April 11, 2013

C = Chair of the meeting LM = Left the meeting VP = via phone	Motion #1				Motion #2					Motion #1				Motion #2			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
MEMBERS																	
Ruth Atkinson		X				X			Cecilia Ross		X				X		
Ben Barnett		X				X			Steven Vargas		X				X		
Melody Barr		X				X			Nadine Wallace		X				X		
Curtis Bellard		X				X			David Watson		X				X		
Skeet Boyle		X				X			Larry Woods		X				X		
Rene de Buenrostro		X				X			ABSENT:								
Amber David, 12:14		X				X			Roland Amboree	X							
Chris Escalante		X				X			Michael Bass	X							
Evelio Escamilla		X				X			David Benson	X							
Gene Ethridge		X				X			Bianca Burley	X							
Herman Finley, 12:21	X				X				Ella Collins-Nelson	X							
Morénike Giwa		X				X			Jerry Garza	X							
Tracy Gorden		X				X			Gabriel Gonzalez	X							
Paul Grunenwald, 12:16	X				X				J. Hoxi Jones	X							
Januari Leo		X				X			Osaro Mgbere	X							
Nelson Lopez		X				X			Kevin Moore	X							
Nancy Miertschin		X				X			Terrence Redix	X							
Greg Monk				C				C	Bruce Turner	X							
Teresa Presley Pruitt		X				X			Eric Twombly	X							
Leslie Raneri		X				X			Tamika White	X							
									Lena Williams-Ellis	X							

C = Chair of the meeting
 LM = Left the meeting
 VP = via phone

	Motion #3				Motion #4					Motion #3				Motion #4				
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	
MEMBERS																		
Ruth Atkinson		X				X				Cecilia Ross		X				X		
Ben Barnett		X				X				Steven Vargas		X				X		
Melody Barr		X				X				Nadine Wallace		X				X		
Curtis Bellard		X				X				David Watson		X				X		
Skeet Boyle		X				X				Larry Woods		X				X		
Rene de Buenrostro		X				X				ABSENT:								
Amber David, 12:14		X				X				Roland Amboree	X							
Chris Escalante		X				X				Michael Bass	X							
Evelio Escamilla		X				X				David Benson	X							
Gene Ethridge		X				X				Bianca Burley	X							
Herman Finley, 12:21		X				X				Ella Collins-Nelson	X							
Morénike Giwa		X				X				Jerry Garza	X							
Tracy Gorden		X				X				Gabriel Gonzalez	X							
Paul Grunenwald, 12:16		X				X				J. Hoxi Jones	X							
Januari Leo		X				X				Osaro Mgbere	X							
Nelson Lopez		X				X				Kevin Moore	X							
Nancy Miertschin		X				X				Terrence Redix	X							
Greg Monk				C				C		Bruce Turner	X							
Teresa Presley Pruitt		X				X				Eric Twombly	X							
Leslie Raneri		X				X				Tamika White	X							
										Lena Williams-Ellis	X							

	Motion #5				Motion #6					Motion #5				Motion #6			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
C = Chair of the meeting LM = Left the meeting VP = via phone																	
MEMBERS																	
Ruth Atkinson		X				X			Cecilia Ross		X				X		
Ben Barnett		X				X			Steven Vargas		X				X		
Melody Barr		X				X			Nadine Wallace		X				X		
Curtis Bellard		X				X			David Watson		X				X		
Skeet Boyle				X				X	Larry Woods		X				X		
Rene de Buenrostro		X				X			ABSENT:								
Amber David, 12:14		X				X			Roland Amboree	X							
Chris Escalante		X				X			Michael Bass	X							
Evelio Escamilla		X				X			David Benson	X							
Gene Ethridge		X				X			Bianca Burley	X							
Herman Finley, 12:21		X				X			Ella Collins-Nelson	X							
Morénike Giwa		X				X			Jerry Garza	X							
Tracy Gorden		X				X			Gabriel Gonzalez	X							
Paul Grunenwald, 12:16		X				X			J. Hoxi Jones	X							
Januari Leo		X				X			Osaro Mgbere	X							
Nelson Lopez		X				X			Kevin Moore	X							
Nancy Miertschin		X				X			Terrence Redix	X							
Greg Monk				C				C	Bruce Turner	X							
Teresa Presley Pruitt		X				X			Eric Twombly	X							
Leslie Raneri		X				X			Tamika White	X							
									Lena Williams-Ellis	X							

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 LM = Left the meeting
 VP = via phone

	Motion #7				Motion #8					Motion #7				Motion #8			
	ABSENT	CARRYOVER	CARRIED	ABSTAIN	ABSENT	OPERATIONS	CARRIED	ABSTAIN		ABSENT	CARRYOVER	CARRIED	ABSTAIN	ABSENT	OPERATIONS	CARRIED	ABSTAIN
MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
Ruth Atkinson		X				X			Cecilia Ross		X				X		
Ben Barnett		X				X			Steven Vargas		X						X
Melody Barr		X						X	Nadine Wallace		X				X		
Curtis Bellard		X				X			David Watson		X				X		
Skeet Boyle				X		X			Larry Woods		X				X		
Rene de Buenrostro		X						X	ABSENT:								
Amber David, 12:14		X				X			Roland Amboree	X							
Chris Escalante		X				X			Michael Bass	X							
Evelio Escamilla		X					X		David Benson	X							
Gene Ethridge		X				X			Bianca Burley	X							
Herman Finley, 12:21		X				X			Ella Collins-Nelson	X							
Morénike Giwa		X						X	Jerry Garza	X							
Tracy Gorden		X				X			Gabriel Gonzalez	X							
Paul Grunenwald, 12:16		X				X			J. Hoxi Jones	X							
Januari Leo		X				X			Osaro Mgbere	X							
Nelson Lopez		X				X			Kevin Moore	X							
Nancy Miertschin		X				X			Terrence Redix	X							
Greg Monk				C				C	Bruce Turner	X							
Teresa Presley Pruitt		X				X			Eric Twombly	X							
Leslie Raneri		X				X			Tamika White	X							
									Lena Williams-Ellis	X							