

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, November 13, 2014

Meeting Location: 2223 W. Loop South, Room 416

Houston, Texas 77027

MEMBERS PRESENT	MEMBERS PRESENT	OTHERS PRESENT
Steven Vargas, Chair	Cecilia Ross, VP	Lionel Pennamon
Herman Finley, Vice-Chair, VP	C. Bruce Turner	John Lazo
Leslie Raneri, Secretary	Eric Twombly	Allen Murray
Ruth Atkinson	Nadine Wallace, VP	Brian Arenare, DCCP
Curtis Bellard	David Watson	Osaro Mgbere
Skeet Boyle	Larry Woods	Carol Suazo
Bianca Burley, VP		Michael Kennedy
Amber David, VP	MEMBERS ABSENT	Tam Kiehnhoff
Gene Ethridge	Roland Amboree, excused	Angela Hawkins
Gabriel Gonzalez	Melody Barr, excused	STAFF PRESENT
Tracy Gorden	Michael Bass, excused	<i>Ryan White Grant Administration</i>
Connie Harris	David Benson, excused	Carin Martin
Peta-gay Ledbetter	Rene de Buenrostro, excused	Heather Keizman
Januari Leo	Ella Collins-Nelson, excused	<i>The Resource Group</i>
Nancy Miertschin	Evelio Salinas Escamilla, excused	Yvette Garvin
Greg Monk, VP	Jerry Garza	<i>Office of Support</i>
Kevin Moore	Paul Grunenwald, excused	Tori Williams
Shital Patel	J. Hoxi Jones, excused	Amber Alvarez
	Teresa Pruitt, excused	Georgette L. Monaghan

See attached chart for individual voting information

Welcoming Remarks: Vargas stated the following: Per the Meeting Policy and because of the unusually cold weather, several members will be participating via speaker phone. Raneri, as the Council Secretary, will monitor the telephone and document votes. On a related note, the Operations Committee is exploring ways in which the Council can use technology more often to see if there are ways to increase Council participation without sacrificing important dialogue that takes place when people are in the same room. If members have ideas or wish to add their two cents to this discussion, please speak with Atkinson or Watson, the Committee Co-Chairs, or send written comments to Williams in the Office of Support.

Matt Locklin, chairman emeritus of the Thomas Street Patient Advisory Council has passed away. See the info table for information about his two services.

Call to Order: Steven Vargas, Chair, called the meeting to order at 12:10 p.m. and asked for a Moment of Reflection.

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

Adoption of the Minutes: **Motion #2:** *it was moved and seconded (Boyle, Ethridge) to adopt the September 11, 2014 minutes. Motion carried.* Abstentions: Gonzalez, Ledbetter, Leo, Monk, Patel, Twombly, Wallace.

Reports from Committees:

Priority and Allocations Committee: Bruce Turner, Co-Chair, reported on the following:

Ryan White Part B – Increased Funding: See the attached email regarding an additional \$3.5 million in Part B funds.

Ryan White Part A - FY 2014 Carryover Funds: **Motion #3:** *If there are FY 2014 Ryan White Part A carryover funds, it is the intent of the committee to recommend allocating up to \$655,848.60 to Outpatient/Ambulatory Primary Medical Care. Motion carried.* Abstentions: Woods, Miertschin, Leo, Patel, Finley.

FY 2014 Unspent Funds: **Motion #4:** *In the final quarter of the FY 2014 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 unanimously.*

Reports from the Administrative Agency – Part A: See the attached reports:

- UOB Requirements, dated
- FY14 Procurement Report: Part A and MAI, dated 10/23/14

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

- FY13 Procurement – RW Part B, dated 08/21/14
- FY13/14 Procurement – State Services, thru 08/31/14
- FY13/14 Service Utilization Report: Part B, dated 10/09/14
- FY13/14 Service Utilization Report: State Services, dated 10/09/14
- Two Health Insurance Assistance Service Utilization Reports, received 10/09/14

October 2014 Requests for Increased Allocations – Part A: **Motion #5:** *Approve \$650,000 as outlined on the attached chart regarding October 2014 requests for increased funds from Ryan White Part A FY 2014 unspent funds.* Abstentions: Woods, Miertschin, Patel, Watson, Twombly, Leo, Finley.

July 2014 Requests for Increased Allocations – MAI: **Motion #6:** *Approve \$100,000 as outlined on the attached chart regarding October 2014 requests for increased funds from Ryan White Minority AIDS Initiative (MAI) FY 2014 unspent funds.* Abstentions: Woods, Miertschin, Patel, Leo, Finley.

Operations Committee: Ruth Atkinson, Co-Chair, reported on the following:

Important 2015 Council Date: Please note that the 2015 all-day Council Orientation is scheduled for Thursday, January 29, 2015 at Trevisio's Restaurant. Former members are asked to arrive at 10:00 a.m. New appointees and members of the Operations Committee are asked to arrive at 8:15 a.m.

2014 Council Trainings: See the attached list of 2014 Council trainings.

Attendance Policy: **Motion #7:** *Approve the attached, underlined changes (lines 86 – 97) to Policy 600.1 entitled Quorum, Voting, Proxies, Attendance. Motion carried unanimously.*

Voting Policy: **Motion #8:** *Per the advice of the Assistant County Attorney for Harris County, approve the attached, underlined changes (lines 28 - 36) to Policy 500.1 entitled Election of Officers, Election of Committee Chairs, Duties of Officers & Chairs. Discussion: Atkinson read lines 28-36. Motion carried. Nay: Bellard.*

Training: Election Policy: Atkinson gave a brief summary of the election policy and reminded members that elections for the Officers of the 2015 Houston Ryan White Planning Council will take place at the December 11, 2014 Council meeting.

Slate of Nominees for Officers of the 2015 Houston RWPC: See the attached slate of nominees for officers of the 2015 Houston Ryan White Planning Council.

Project LEAP Advisory Committee: The Project LEAP Advisory Committee will be meeting at 12:30 p.m. on Monday, November 10, 2014 to review the evaluation of Project LEAP 2014 and to give input into Project LEAP 2015.

Comprehensive HIV Planning Committee: Nancy Miertschin, Co-Chair, gave the following reports:
Motion #9: *Extend annual and incomplete Year 3 Comprehensive HIV Prevention and Care Services Plan activities, existing benchmarks, and objectives into 2015, and approve joint RWPC/CPG letter detailing this Extension. See attached letter from the U.S. Department of Health and Human Services which states that the next Comprehensive Plan will be due in September 2016. Motion carried unanimously.*

2014 Health Insurance Enrollment Study: Office of Support staff distributed packets of recruitment flyers regarding the Health Insurance Enrollment Study to case management supervisors at major Ryan White-funded sites and at community meetings. The final day of data collection was November 3, 2014.

2014 Feasibility Study: Health Planner Amber Alvarez was scheduled to conduct key informant interviews with nine stakeholders before the end of October. The purpose of the interviews is to collect data that will allow the Council to decide if they wish to conduct a pilot project that will study the impact of using Ryan White (RW) funds to enroll 100 individuals living below 100% of poverty in private health insurance plans.

Upcoming Activities Timeline: The Committee reviewed a 2014 – 2017 timeline detailing anticipated activities through March 2017, including development of the next Comprehensive Plan. Please see the accompanying timeline.

Quarterly Committee Report: Please see the Quarterly Committee Report.

Affected Community Committee: Gene Ethridge, Co-Chair, reported on the following:

Consumer-Only Workgroup: Eleven individuals participated in the consumer-only workgroup to review the FY 2015 Standards of Care and Performance and Outcome Measures.

Monthly Committee Meeting Topics: See the attached list of monthly training topics and off site meeting locations.

2014 Community Events: See the attached list of 2014 events where the Council will have a presence.

2014 Greeters: See the attached list of greeters for the 2014 Council meetings.

Quality Assurance Committee: Januari Leo, Co-Chair, gave the following report:

Standards of Care & Outcome Measure Workgroups: Members of the Quality Assurance Committee did not meet in October so that they could participate in one of the two workgroups for the FY 2015 standards of care and performance and outcome measures.

We Appreciate Our External Committee Members: Vargas presented a certificate of appreciation to each of the following 2014 external committee members: Osaro Mgbere, Lionel Pennamon, Carol Suazo, Michael Kennedy, Tam Kiehnhoff, Angela Hawkins, Allen Murray and John Lazo.

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

Report from Ryan White Grant Administration (RWGA): Carin Martin, Manager, summarized the attached report. Martin stated that Dr. Arenare regreted having to leave the meeting early and plans to attend all Council meetings.

Report from The Resource Group: Yvette Garvin, Manager, summarized the attached report. Vargas asked if there was an update regarding the focus groups that The Resource Group is hosting for the Wait List Workgroup. Garvin responded "no".

New Business:

Ryan White Part C Urban and Part D: No report.

Community Development Advisory Council (CDAC): No report since they only meet twice a year.

Community Prevention Group (CPG): No report. Harris stated that members of the CPG are excited about the bake-off for the HIV and Aging event as they are sure they are going to win.

Update from Task Forces:

- **African American:** No update.
- **Latino:** See Vargas's attached report.
- **MSM:** See Vargas's attached report.
- **Transgender:** See attached Transgender flyer.
- **Hepatitis C:** See Vargas's attached report.
- **Syphilis:** No report.
- **Urban AIDS Ministry:** David stated that St. John's Church downtown, as part of their ministry, regularly conducts HIV testing. A mother and her son were newly diagnosed and, as a result of this ministry, are no longer living on the street.

HIV and Aging Group: See Turner's attached report.

Legislative Updates: Leo stated that elections have wrapped up so she is now looking towards the upcoming 84th Texas legislative session, which begins on January 12, 2015. Out of 14 million registered voters in Texas, approximately 34% voted in the last election. Out of approximaely 2 million registered voters in Harris County, 33.6% voted. Representative Ruth McClendon (D, San Antonio) has filed House Bill 65, which would allow for syringe exchange programs

Texas HIV/AIDS Coalition: Leo stated that Advocacy Day in Austin is on Wednesday, February 18, 2015. Buses will be leaving from Houston for the one day trip. AIDS Watch in Washington, D.C. will be held on April 13-14, 2015. Scholarship applications are now available for airfare and lodging, and are due by December 22, 2014.

SPNS Grant: HIV and the Homeless Program: See Miertschin's attached report. Miertschin stated that Houston is no longer in the top four for homelessness in the nation.

Medical Updates: Patel stated that there has been success with a generic once a day pill, which lowers the costs and makes it easier for patients to adhere to their medication schedules.

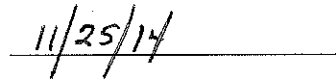
Announcements: Vargas thanked everyone for attending the meeting today. The Council has had difficulty meeting quorum this year. Everyone's participation is extremely important and he looks forward to seeing everyone at the December Council meeting as well.

Adjournment: The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

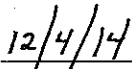


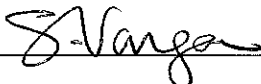
Victoria Williams, Manager

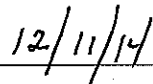


Date

Draft Certified by
Council Chair: 

Date 

Final Approval by
Council Chair: 

Date 

Council Voting Records for November 13, 2014

C = Chair of the meeting lm = Left the meeting lr = Left the room VP = Via phone	Motion #1			Motion #2				Motion #1			Motion #2			
	ABSENT	Agenda YES	Carried NO	ABSTAIN	Minutes YES	Carried NO		ABSTAIN	ABSENT	Agenda YES	Carried NO	ABSTAIN	Minutes YES	Carried NO
MEMBERS														
Steven Vargas, Chair				C			C	C. Bruce Turner	X				X	
Herman Finley, VP	X				X			Eric Twombly	X					X
Leslie Raneri, Secretary	X				X			Nadine Wallace, VP	X					X
Ruth Atkinson	X				X			David Watson	X				X	
Curtis Bellard	X				X			Larry Woods	X				X	
Skeet Boyle	X				X									
Bianca Burley, VP	X				X			MEMBERS ABSENT						
Amber David, VP	X				X			Roland Amboree						
Gene Ethridge	X				X			Melody Barr						
Gabriel Gonzalez	X					X		Michael Bass						
Tracy Gorden	X				X			David Benson						
Connie Harris	X				X			Rene de Buenrostro						
Peta-gay Ledbetter	X					X		Ella Collins-Nelson						
Januari Leo	X					X		Evelio Salinas Escamilla						
Nancy Miertschin	X				X			Jerry Garza						
Greg Monk, VP	X					X		Paul Grunenwald						
Kevin Moore	X				X			J. Hoxi Jones						
Shital Patel	X					X		Teresa Pruitt						
Cecilia Ross, VP	X				X									

	Motion #3			Motion #4				Motion #3			Motion #4				
	ABSENT	YES	NO	ABSTAIN	YES	NO		ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO
C = Chair of the meeting lm = Left the meeting lr = Left the room VP = Via phone															
		PA-FY 14 Carryover Funds	Carried		PA-FY 14 Unspent Funds	Carried			PA-FY 14 Carryover Funds	Carried			PA-FY 14 Unspent Funds	Carried	
MEMBERS															
Steven Vargas, Chair				C			C	C. Bruce Turner	X				X		
Herman Finley, VP				X	X			Eric Twombly	X				X		
Leslie Raneri, Secretary		X			X			Nadine Wallace, VP	X				X		
Ruth Atkinson		X			X			David Watson	X				X		
Curtis Bellard		X			X			Larry Woods			X		X		
Skeet Boyle		X			X										
Bianca Burley, VP		X			X			MEMBERS ABSENT							
Amber David, VP		X			X			Roland Amboree							
Gene Ethridge		X			X			Melody Barr							
Gabriel Gonzalez		X			X			Michael Bass							
Tracy Gorden		X			X			David Benson							
Connie Harris		X			X			Rene de Buenrostro							
Peta-gay Ledbetter		X			X			Ella Collins-Nelson							
Januari Leo				X	X			Evelio Salinas Escamilla							
Nancy Miertschin				X	X			Jerry Garza							
Greg Monk, VP		X			X			Paul Grunenwald							
Kevin Moore		X			X			J. Hoxi Jones							
Shital Patel				X	X			Teresa Pruitt							
Cecilia Ross, VP		X			X										

C = Chair of the meeting
 Im = Left the meeting
 lr = Left the room
 VP = Via phone

	Motion #5			Motion #6					
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	
		PA-\$650,000 in FY 14 Pt. A Funds				PA-\$100,000 in FY 14 MAI Funds			
		Carried				Carried			
MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	
		PA-\$650,000 in FY 14 Pt. A Funds				PA-\$100,000 in FY 14 MAI Funds			
		Carried				Carried			
Steven Vargas, Chair				C				C	C. Bruce Turner
Herman Finley, VP				X				X	Eric Twombly
Leslie Raneri, Secretary	X				X				Nadine Wallace, VP
Ruth Atkinson	X				X				David Watson
Curtis Bellard	X				X				Larry Woods
Skeet Boyle	X				X				
Bianca Burley, VP	X				X				MEMBERS ABSENT
Amber David, VP	X				X				Roland Amboree
Gene Ethridge	X				X				Melody Barr
Gabriel Gonzalez	X				X				Michael Bass
Tracy Gorden	X				X				David Benson
Connie Harris	X				X				Rene de Buenrostro
Peta-gay Ledbetter	X				X				Ella Collins-Nelson
Januari Leo				X				X	Evelio Salinas Escamilla
Nancy Miertschin				X				X	Jerry Garza
Greg Monk, VP	X				X				Paul Grunenwald
Kevin Moore	X				X				J. Hoxi Jones
Shital Patel				X				X	Teresa Pruitt
Cecilia Ross, VP	X				X				

C = Chair of the meeting
 Im = Left the meeting
 lr = Left the room
 VP = Via phone

	Motion #9			Motion #9				
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
MEMBERS								
Steven Vargas, Chair				C				C
Herman Finley, VP	X							
Leslie Raneri, Secretary	X							
Ruth Atkinson	X							
Curtis Bellard	X							
Skeet Boyle	X							
Bianca Burley, VP	X							
Amber David, VP	X							
Gene Ethridge	X							
Gabriel Gonzalez	X							
Tracy Gorden	X							
Connie Harris	X							
Peta-gay Ledbetter	X							
Januari Leo	X							
Nancy Miertschin	X							
Greg Monk, VP	X							
Kevin Moore	X							
Shital Patel	X							
Cecilia Ross, VP	X							
C. Bruce Turner								
Eric Twombly								
Nadine Wallace, VP								
David Watson								
Larry Woods								
MEMBERS ABSENT								
Roland Amboree								
Melody Barr								
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Rene de Buenrostro								
Ella Collins-Nelson								
Evelio Salinas Escamilla								
Jerry Garza								
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J. Hoxi Jones								
Teresa Pruitt								