

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 14, 2016
2223 W. Loop South, Room 532; Houston, Texas 77027

MEMBERS PRESENT	MEMBERS PRESENT	OTHERS PRESENT
Steven Vargas, Chair	Cecilia Ross	Ann Dills, DSHS
Tracy Gorden, Vice-Chair	Gloria Sierra	James Arango, DSHS
Carol Suazo, Secretary	Isis Torrente	Shabaura Perryman, Bristol Myers
Ted Artiaga	C. Bruce Turner	Samantha Robinson, UTMB
Rodrigo Avila	David Watson	Denis Kelly
Curtis Bellard		
David Benson	MEMBERS ABSENT	STAFF PRESENT
Bianca Burley	Ruth Atkinson	<i>Ryan White Grant Administration</i>
Ella Collins-Nelson	Connie Barnes, excused	Carin Martin
Amber David	Melody Barr	Heather Keizman
Evelio Salinas Escamilla	Skeet Boyle, excused	Tasha Traylor
Angela F. Hawkins	Denny Delgado	
Arlene Johnson	Gene Ethridge	<i>The Resource Group</i>
J. Hoxi Jones	Herman Finley	Sha'Terra Johnson-Fairley
John Lazo	Paul Grunenwald, excused	Tiffany Shepherd
Nancy Miertschin	Peta-gay Ledbetter, excused	
Rodney Mills	Robert Noble	<i>Office of Support</i>
Allen Murray	Shital Patel	Tori Williams
Tana Pradia	Steven Stellenwerf, excused	Amber Alvarez
Teresa Pruitt	Larry Woods	Diane Beck
Leslie Raneri		

Call to Order: Steven Vargas, Chair, called the meeting to order at 12:09 p.m.

During the welcoming remarks, Vargas said Dr. Harris has resigned from the Council because he retired from the Houston Health Department and has moved back to Florida. Vargas welcomed new Council member Rodrigo Avila, a graduate of Project LEAP 2014.

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

Approval of the Minutes: *Motion #2: it was moved and seconded (Harris, Escamilla) to approve the March 10, 2016 minutes. Motion carried.* Abstentions: Artiaga, Avila, Burley, Escamilla, Raneri.

Training: Update on Retention in Care: Ann Dills, Texas Department of State Health Services, presented the attached PowerPoint.

Public Comment and Announcements: James Arango, Texas Department of State Health Services Region 5/6, introduced himself. He was to accompany Dr. Grunenwald to the How To Best Meet the Need training this afternoon but Dr. Grunenwald cannot attend. Arango said that he will stay for the training scheduled for later in the day.

Reports from Committees:

Comprehensive HIV Planning Committee: Nancy Miertschin, Co-Chair, reported on the following: Update on the 2016 Needs Assessment: The Committee reviewed the 2016 Needs Assessment Sampling Summary dated April 6, 2016, see attached.

April Committee Meeting: The April Comprehensive HIV Planning Committee meeting has been cancelled to allow member participation in the Comprehensive Plan Workgroups, NAG, and the How to Best Meet the Need process.

Affected Community Committee: Tana Pradia, Co-Chair, reported on the following: Committee Training: Tori Williams provided an overview of the How to Best Meet the Need (HTBMN) process after which, members signed up to participate in the different workgroups.

2016 Greeters: See the attached list of 2016 volunteer greeters at monthly Council meetings.

2016 Community Events: See the attached list of 2016 events at which there will be a Council presence. Please contact Eric Moreno if you signed up to assist with the Pride Festival and you have not been assigned to a shift.

Quality Improvement Committee: Cecilia Ross, Co-Chair, reported on the following: Justification for the FY 2017 Service Categories: *Motion #3: Approve the attached criteria for determining the FY 2017 Ryan White service categories. Motion carried.* Abstention: Escamilla.

Report from the Part A Administrative Agency: See the attached reports:

- FY14 Chart Reviews:
 - Primary Care, dated 11/15
 - Vision Care, dated 11/15
 - Oral Health – Rural, dated 12/15
- Clinical Quality Management Committee Report, dated 02/03/16
- 2016 Client Satisfaction Survey Update
- FY15 RW Part A and MAI Procurement Report, dated 03/08/16

Report from the Part B Administrative Agency: See the attached reports:

- 2015/16 RW Part B Procurement, dated 03/17/16
- 2015/16 RW Part B Service Utilization, dated 03/17/16
- 2015/16 DSHS State Services Procurement, dated 03/17/16
- 2015/16 DSHS State Services Service Utilization, dated 03/17/16

- Health Insurance Service Utilization, revised 03/16/16
- 2015 Chart Reviews:
 - Home & Community Based Services
 - Hospice Services
 - Oral Health Care Services

FY 2017 How to Best Meet the Need (HTBMN) Workgroup Schedule: See attached FY 2017 HTBMN workgroup meeting schedule. All are encouraged to attend at least one workgroup and to sign up with Eric Moreno if you wish to receive a meeting reminder. Workgroup packets will be available at the April 14, 2016 training or through the Office of Support after April 14th.

Wait List Workgroup: ***Motion #4:*** *Approve the following definition of Wait Time: The calculation of time from the first appointment given until the actual receipt of service. See the attached for detailed information and examples of wait time and wait lists.* **Motion carried.** Abstentions: Artiaga, David, Escamilla, Miertschin, Watson.

Priority and Allocations Committee: No report.

Operations Committee: Curtis Bellard, Co-Chair, reported on the following:

2016 Texas Open Meetings Act Training: Please note the revised list of Council members who need to turn in a certificate to the Office of Support verifying their participation in the 60 minute Texas Open Meetings Act training. Also, please note that the link to the video training has changed. The new link is provided on the attached flyer. All Council and external committee members are required to participate in the training once in a lifetime.

2016 Council Orientation: See the attached results of the evaluation of the 2016 Council Orientation.

Ryan White Conflict of Interest Policy: ***Motion #5:*** *Approve the attached list which indicates when conflict of interest applies to a particular Ryan White work product and conflicted members are asked to abstain from voting.* **Motion carried.**

Report from Office of Support: See attached.

Report from Ryan White Grant Administration: See attached.

Report from The Resource Group: See attached.

New Business:

Updates from Task Forces:

- **Latino:** Vargas submitted the attached report.
- **MPact:** Artiaga submitted the attached report.
- **Youth:** Lazo submitted the attached report.
- **Hepatitis C:** Vargas submitted the attached report.
- **Heterosexual HIV Awareness:** Atkinson submitted the attached report.

HIV and Aging: Turner submitted the attached report.

Announcements: The training on the documents used in the How to Best Meet the Need process will take place immediately after the Council meeting.

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

Respectfully submitted,

Victoria L. Williams
Victoria Williams, Manager

05-31-16
Date

Draft Certified by
Council Chair: *S. Barger*

Date 6/2/2016

Final Approval by
Council Chair: *S. Barger*

Date 6/9/2016

Council Voting Records for April 14, 2016

C = Chair of the meeting ln = Left the meeting lr = Left the room VP = Via phone	Motion #1 Agenda Carried			Motion #2 Minutes Carried			Motion #3 FY17 Justification Chart Carried			MEMBERS	Motion #1 Agenda Carried			Motion #2 Minutes Carried			Motion #3 FY17 Justification Chart Carried				
	ABSENT	YES	NO	ABSTAIN	YES	NO	ABSTAIN	ABSENT	YES		NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	
				C																	
MEMBERS																					
Steven Vargas, Chair																					
Tracy Gorden, Vice-Chair			X			X															
Carol Suazo, Secretary		X			X																
Ted Artiaga		X						X													
Rodriga Avila		X						X													
Curtis Bellard		X																			
David Benson		X			X																
Bianca Burley		X						X													
Ella Collins-Nelson		X			X																
Amber David		X			X																
Evelio Salinas Escamilla		X							X												
Angela F. Hawkins		X			X																
Arlene Johnson		X			X																
J. Hoxi Jones		X			X																
John Lazo		X			X																
Nancy Miertschin		X			X																
Rodney Mills		X			X																
Allen Murray		X			X																
Tana Pradia		X			X																
Teresa Pruitt		X			X																
Leslie Raneri		X						X													

C = Chair of the meeting lm = Left the meeting lr = Left the room VP = Via phone	Motion #4 Wait Time Definition Carried			MEMBERS	Motion #5 COI Policy Carried			Motion #4 Wait Time Definition Carried			Motion #5 COI Policy Carried								
	ABSENT	YES	NO		ABSENT	YES	NO	ABSENT	YES	NO	ABSENT	YES	NO						
MEMBERS																			
Steven Vargas, Chair		X		C			C		X				X						
Tracy Gorden, Vice-Chair		X							X				X						
Carol Suazo, Secretary		X							X				X						
Ted Artiaga				X					X										
Rodriga Avila		X							X				X						
Curtis Ballard		X							X				X						
David Benson		X							X				X						
Bianca Burley		X							X				X						
Ella Collins-Nelson		X							X				X						
Amber David				X					X				X						
Evelio Salinas Escamilla				X					X				X						
Angela F. Hawkins		X							X				X						
Arlene Johnson		X							X				X						
J. Hoxi Jones		X							X				X						
John Lazo		X							X				X						
Nancy Miertschin				X					X				X						
Rodney Mills		X							X				X						
Allen Murray		X							X				X						
Tana Pradia		X							X				X						
Teresa Pruitt		X							X				X						
Leslie Raneri		X							X				X						