

**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, March 9, 2017

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

MEMBERS PRESENT	MEMBERS PRESENT	OTHERS PRESENT
Cecilia Ross, Chair	Robert Noble	Mikel Marshall, ViiV
Carol Suazo, Secretary	John Poole	
Ted Artiaga	Tana Pradia	STAFF PRESENT
Connie Barnes	Teresa Pruitt	<i>Ryan White Grant Administration</i>
Curtis Bellard	Viviana Santibanez	Heather Keizman
Bianca Burley	Gloria Sierra	Tasha Traylor
Ella Collins-Nelson	Krystal Shultz	
Amber David	Isis Torrente	<i>The Resource Group</i>
Johnny Deal	Steven Vargas	Sha'Terra Johnson-Fairley
Evelio Salinas Escamilla		
Tracy Gorden	MEMBERS ABSENT	<i>Office of Support</i>
Paul Grunenwald	David Benson, excused	Tori Williams
Angela F. Hawkins	Skeet Boyle, excused	Amber Harbolt
J. Hoxi Jones	Denny Delgado	Diane Beck
Denis Kelly	Herman Finley, excused	
Peta-gay Ledbetter	Arlene Johnson	
Tom Lindstrom	John Lazo, excused	
Osaro Mgbere	Shital Patel, excused	
Nancy Miertschin	Venita Ray, excused	
Rodney Mills	Larry Woods	
Allen Murray		

Call to Order: Cecilia Ross, Chair, called the meeting to order at 12:04 p.m.

During the opening remarks, Ross welcomed the new co-chairs and thanked the volunteers who are staffing tables and attending events in order to distribute Project LEAP information. To date, the Office of Support has received 36 applications and interviewed 14 candidates. Although the flyers say that the deadline for applications is Friday, March 3rd, the staff is happy to receive applications up until the first day of class. And, don't forget that the person who refers the highest number of people that interview will receive a \$50 gift certificate. Many thanks to those who represented the

Planning Council at the AIDS Walk on Sunday, March 5th. Unfortunately, the Council couldn't get a Whoopie/Water table so members volunteered to help with set up and break down and distribution of Project LEAP flyers. Many thanks to the Mentors who are doing a great job encouraging members to take the Open Meetings Act training. Ross presented a special pin to the mentors who were present. The three Council members who have not submitted a certificate to the Office of Support for the Open Meetings Act training are: Denny Delgado, Shital Patel and Krystal Shultz. Tomorrow is National Women and Girls HIV Awareness Day. Ross also reminded everyone that monthly Council meetings typically end with reports from local task forces. Although the task forces are not officially related to the Planning Council, their work impacts and interfaces with the work of the Planning Council. Therefore, out of courtesy and as a way to keep our members informed, each task force is invited to submit a brief written report and/or have up to 30 seconds during the meeting to give an oral update to the Council. Please organize these updates in advance so that they are short and efficient.

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

Approval of the Minutes: *Motion #2*: it was moved and seconded (Pruitt, Pradia) to approve the February 9, 2017 minutes. **Motion carried.** Abstentions: Deal, Grunenwald, Jones, Ledbetter.

Training: Council Activities for the 2017 Comprehensive Plan: Harbolt presented information regarding activities in the Comprehensive Plan for which the RWPC is responsible.

Training: How to Best Meet the Need Process: Noble presented the attached PowerPoint.

Public Comment and Announcements: See attached comment from H. Keizman dated 02-20-17.

Reports from Committees:

Quality Improvement Committee: Gloria Sierra, Co-Chair, reported on the following:
General Committee Orientation: The Committee received Committee-specific orientation, which included learning how to review and understand reports routinely prepared by staff.

Reports from the Administrative Agent – Part A/MAI: See the attached reports:

- FY16 Service Utilization, dated 02/08/17
- FY16 Procurement, dated 02/08/17
- FY15 Chart Reviews
 1. Power Point Summary
 2. Oral Health – Rural
 3. Primary Care
 4. Vision
- Clinical Quality Management Quarterly Committee Report

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

- Schedule of 2017 Reports from The Resource Group
- Service Utilization (3), dated 02/03/17 & 02/06/17
- Procurement (2), dated 02/08/17
- Health Insurance Assistance Program Report (2), dated 01/10/17 & 02/08/17
- TRG Consumer Interview Results 2016

Proposed Ideas: **Motion #3:** *Establish a Workgroup to study and recommend action on the two (2) Proposed Idea forms that both relate to the Emergency Financial Assistance service category.*
Motion Carried.

Process for Providing Input into the Part B/SS Standards of Care: See the attached schedule for providing input into Ryan White Part B/State Services (SS) Standards of Care that are being proposed by the Texas Department of State Health Services (DSHS). The Council has agreed to do the best they can to meet the deadlines, but there are a number of months when the schedule is not compatible with the Council's work schedule.

Input into the Part B/SS Standards of Care: **Motion #4:** *The Committee recommends the following input regarding the Ryan White Part B/State Services (SS) standards of care for:*

*Universal, Primary Outpatient Medical Care and Medical Case Management: The Council noted the difference in formatting, contract vs. standards of care language, and performance measures and recommends that Ryan White Part A/MAI continue to use the current Part A standards of care for Universal, Primary Outpatient Medical Care and Medical Case Management. Some regulations in the Part B/SS standards seem onerous (example: is it beneficial to require agencies to ask clients about their hobbies?). Overall, this recommendation will not result in a difference in the quality of care which clients receive in the Houston EMA verses the rest of the State. In addition, there are some items in the Part B/SS standards that will be considered for adoption into the Part A standards for Medical Case Management in the Fall of 2017. **Motion Carried Unanimously.***

Affected Community Committee: Rodney Mills, Co-Chair, reported on the following:

Committee Training: See the attached items regarding committee training on the purpose of the Council and the role of the committee at public hearings and health fairs.

Road 2 Success Proposal: See the attached proposal regarding Road 2 Success. The Committee will make a recommendation regarding this proposal in April 2017. The delay is because the Committee had to postpone their February meeting due to electrical problems at the Office of Support building the day of their meeting.

Comprehensive HIV Planning Committee: Isis Torrente, Co-Chair, reported on the following:

Speakers Bureau Workgroup: John Lazo provided a brief overview of the function and scope of the Speaker's Bureau. Members were encouraged to sign up to participate on the Speaker's Bureau Workgroup. The Workgroup is slated to meet in April, August, and December this year.

2017 Committee Timetable: See the attached 2017 Committee Timetable for 2017 activities and deliverables.

2016 Needs Assessment: Profile of the Recently Released: See attached. Additional profiles detailing needs and barriers encountered among special populations represented in the Needs Assessment will be completed for transgender and gender non-conforming, youth, aging, rural, women of color, MSM, and those who are unstably housed or homeless, through August.

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

2017 Texas Open Meetings Act Training: See the attached list of those who have participated in the Open Meetings Act training.

Council Orientation: See the attached evaluation of the 2017 Council Orientation.

Committee Orientation: Per Council policy, members of the Operations Committee signed Statements of Confidentiality forms.

2017 Council Training Topics: See the attached list of 2017 Council training topics.

FY 2017 Council Support Budget: See the attached, revised FY 2017 Council Support Budget which has been revised to accommodate an increase in the cost of employee health insurance and retirement.

Priority and Allocations Committee: Paul Grunenwald, Co-Chair, reported on the following: FY 2018 Guiding Principles and Criteria: **Motion #5:** Approve the attached FY 2018 Guiding Principles and Decision Making Criteria. **Motion Carried.**

FY 2018 Priority Setting Process: **Motion #6:** Approve the attached FY 2018 Priority Setting Process. **Motion Carried.**

FY 2017 Policy for Addressing Unobligated and Carryover Funds: **Motion #7:** Approve the attached FY 2017 Policy for Addressing Unobligated and Carryover Funds. **Motion Carried.**

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

Report from Ryan White Grant Administration: Heather Keizman presented the attached report.

Report from The Resource Group: Sha'Terra Johnson-Fairley summarized the attached report.

New Business:

Updates from Task Forces:

African American: Johnson-Fairley said the next meeting is 03/10/17 at noon at the Fifth Ward Multiservice Center located at 4014 Market Street.

Latino: Sierra submitted the attached report. A copy of the newsletter is available on the sign in table.

MSM: Artiaga submitted the attached report.

Transgender: Noble said that a transgender forum was hosted by the Houston Health Department. McNeese will implement changes based on updated information received.

Hepatitis C: Vargas stated that they meet at Avenue 360 on the third Wednesday of the month at 10 a.m..

Urban AIDS Ministry: David said March 5th began the Week of Prayer for the Healing of AIDS.

Youth: Sierra stated that the group did not meet in February; the next meeting will be on Tuesday, March 14 at Leonel Castillo Community Center at 10:00 am.

Positive Women's Network: Pradia reported that they meet on the second Monday of the month at Legacy. They joined with AAMA for the March 4th event observing Women and Girls HIV Awareness Day.

END HIV Houston: Vargas said that the comprehensive plan crosswalk was presented at the PrEP stakeholders meeting.

Ryan White Part C Urban and Part D: Miertschin stated that their competing application was submitted on February 21st .

SPNS Grant: HIV and the Homeless Program: Miertschin reported that this project will conclude at the end of August.

Texas HIV Medication Advisory Committee: Miertschin said that they will meet on April 7th and have a full agenda.

Texas HIV Syndicate: Harbolt submitted the attached report.

Announcements: Presley reminded everyone that the SIRR Re-Entry Summit is March 29th; please register if you would like to attend. Gorden noted the flyer he distributed is asking for goods to be sent to children in Africa. Johnson-Fairley said that March is social worker month so say thank you to a social worker. Vargas said that Poole was selected for the NMAC Leadership Training: Building Leaders of Color.

Adjournment: The meeting was adjourned at 1:31 p.m.

Respectfully submitted,

Victoria "Toni" Williams
Victoria Williams, Director

04/03/17
Date

Draft Certified by
Council Chair: Nancy Miertschin

Date 04/06/17

Final Approval by
Council Chair: Cecilia Ross

Date 04/13/17

Council Voting Records for March 9, 2017

MEMBERS	Motion #1 Agenda Carried			Motion #2 Minutes Carried			Motion #3 Workgroup for Proposed Ideas Carried		
	ABSENT	YES	NO	ABSENT	YES	NO	ABSENT	YES	NO
C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room VP = Via phone									
MEMBERS									
Cecilia Ross, Chair			C						
Carol Suazo, Secretary	X			X					
Ted Artiaga	X			X					
Connie Barnes	X			X					
Curtis Bellard	X			X					
Bianca Burley	X			X					
Ella Collins-Nelson	X			X					
Amber David	X			X					
Johnny Deal	X			X					
Evelio Escamilla ja 1:04 pm	X			X					
Tracy Gorden	X			X					
Paul Grunenwald	X			X					
Angela F. Hawkins	X			X					
J. Hoxi Jones	X			X					
Denis Kelly	X			X					
Peta-gay Ledbetter	X			X					
Tom Lindstrom	X			X					
Osaro Mgbere	X			X					
Nancy Miertschin	X			X					
Rodney Mills	X			X					
Allen Murray	X			X					

MEMBERS	Motion #4 DSHS SOC Input Carried			Motion #5 FY18 Principles & Criteria Carried			Motion #6 FY18 Priority Setting Process Carried		
	ABSENT	YES	NO	ABSENT	YES	NO	ABSENT	YES	NO
C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room VP = Via phone									
MEMBERS									
Cecilia Ross, Chair			C						
Carol Suazo, Secretary	X			X				X	
Ted Artiaga	X			X				X	
Connie Barnes	X			X				X	
Curtis Bellard	X			X				X	
Bianca Burley	X			X				X	
Ella Collins-Nelson	X			X				X	
Amber David	X			X				X	
Johnny Deal	X			X				X	
Evelio Escamilla ja 1:04 pm	X			X				X	
Tracy Gorden	X			X					
Paul Grunenwald	X			X					
Angela F. Hawkins	X			X					
J. Hoxi Jones	X			X					
Denis Kelly	X			X					
Peta-gay Ledbetter	X			X					
Tom Lindstrom	X			X					
Osaro Mgbere	X			X					
Nancy Miertschin	X			X					
Rodney Mills	X			X					
Allen Murray	X			X					

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	ABSENT	YES	NO		ABSENT	YES	NO
MEMBERS							
Cecilia Ross, Chair				Robert Noble	X		ABSTAIN
Carol Suazo, Secretary		X		Tana Pradia	X		
Ted Artiaga		X		John Poole	X		
Connie Barnes		X		Teresa Pruitt	X		
Curtis Bellard		X		Venita Ray	X		
Bianca Burley		X		Viviana Santibanez	X		
Ella Collins-Nelson		X		Gloria Sierra	X		
Amber David		X		Krystal Shultz	X		
Johnny Deal		X		Isis Torrente	X		
Evelio Salinas Escamilla ja 1:04 pm		X		Steven Vargas	X		
Tracy Gorden		X					
Paul Grunenwald		X					
Angela F. Hawkins		X		MEMBERS ABSENT			
J. Hoxi Jones		X		David Benson			
Denis Kelly		X		Skeet Boyle			
Peta-gay Ledbetter		X		Denny Delgado			
Tom Lindstrom		X		Herman Finley			
Osaro Mgbere		X		Arlene Johnson			
Nancy Miertschin		X		John Lazo			
Rodney Mills		X		Shital Patel			
Allen Murray		X		Larry Woods			