

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 9, 2017

Meeting Location: Ryan White Offices, 2223 W. Loop South, Rm 416; Houston, Texas 77027

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Cecilia Ross, Chair	Ted Artiaga, excused	Rosalind Belcher
Carol Suazo, Secretary	David Benson, excused	Ma'Janae Chambers
Connie Barnes	Ella Collins-Nelson	Bobby Cruz
Curtis Bellard	Evelio Salinas Escamilla, excused	Ronnie G. Galley
Skeet Boyle	Herman Finley, excused	Shamra Hodge
Bianca Burley	Tracy Gorden, excused	Alex Moses
Amber David	Arlene Johnson	Crystal Starr
Johnny Deal	J. Hoxi Jones, excused	Amana Turner
Paul Grunenwald	Osaro Mgbere, excused	C. Bruce Turner
Angela F. Hawkins	Nancy Miertschin, excused	Leslie Ellis, HCPHS
Denis Kelly	Teresa Pruitt	Sean Greene, CHCP
Peta-gay Ledbetter	Venita Ray, excused	Stephen Johnson
Tom Lindstrom		
Rodney Mills		STAFF PRESENT
Allen Murray		<i>Ryan White Grant Administration</i>
Robert Noble		Heather Keizman
Shital Patel		Tasha Traylor
Krystal Perez		
John Poole		<i>The Resource Group</i>
Tana Pradia		Sha'Terra Johnson-Fairley
Viviana Santibanez		
Gloria Sierra		<i>Office of Support</i>
Isis Torrente		Tori Williams
Steven Vargas		Amber Harbolt
Larry Woods		Diane Beck

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

During the opening remarks, Ross extended thanks to Nancy, Evelio and Ted for volunteering to proof read the Part A grant application. She asked members to take flyers from the information table and give them to friends who speak Spanish and might be interested in participating in Camino hacia tu Salud. The event is this Saturday at the Leonel Castillo Community Center. Although we have been advertising the event, it always helps to hand a flyer to a friend. She noted that there is a revised agenda at your place on light pink paper which includes the Steering Committee's motion to approve the slate of nominees for officers for the 2018 Ryan White Planning Council. According to Council policy, the slate closed at the end of the November Steering Committee meeting, but those interested in adding a candidate can do so the day of the election on December 14th.

We Appreciate Our External Committee Members: Ross presented a certificate of appreciation to each of the following 2017 external committee members: Rosalind Belcher, Ma'Janae Chambers, Bobby Cruz, Ronnie G. Galley, Shamra Hodge, Alex Moses, Crystal Starr, Amana Turner, and C. Bruce Turner.

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

Approval of the Minutes: Motion #2: *it was moved and seconded (Pradia, Torrente) to approve the October 12, 2017 minutes. Motion carried.* Abstentions: Barnes, Bellard, Boyle, Noble, Sierra, Woods.

Training: Intimate Partner Violence and HIV: Heather Keizman, Project Coordinator, Ryan White Grant Administration, presented the attached information.

Training: Election Policy: Curtis Bellard, Co-Chair, Operations Committee, reviewed the Planning Council's election policy, see the attached.

Public Comment and Announcements: None.

Reports from Committees:

Comprehensive HIV Planning Committee: Steven Vargas, Co-Chair, reported on the following: 2017 Comprehensive Plan: Implementation Progress Report: See the attached 2017 Q2 Implementation Progress Report. By the end of June, 88% of activities slated for implementation in 2017 were completed or had progress made.

Special Study – Out of Care Interviews: The Committee reviewed the updated prospectus for the Out of Care Special Study. Staff and 3 interns will seek to interview approximately 25 PLWH, each with 2 or more periods of being out to care since their diagnosis. The Committee also developed questions for the interview guide, including reasons for falling out of care, life priorities at that time, knowledge of services available at that time, accessing medical services outside of the HIV care system, what could have been done differently to prevent them from falling out of care, and what supports helped them get back in to care. See the attached updated prospectus.

Committee Quarterly Report: See the attached Comprehensive HIV Planning Committee Quarterly Report.

Quality Improvement Committee: No report.

Affected Community Committee: Rodney Mills, Co-Chair, reported on the following: FY 2018 Standards of Care: On October 23, 2017, the Committee hosted a consumer-only workgroup to provide input into standards of care for FY 2018 Ryan White Part A/MAI*, Part B and State Services

funded services. See the attached memo which summarizes committee recommendations and was sent to the Quality Improvement Committee to be included in the final recommendations.

Road 2 Success: Members of the Affected Community Committee will host Road 2 Success on Saturday, November 4, 2017 and Camino hacia tu Salud on Saturday, November 11, 2017. See the attached list of community events for details regarding these two and other events in 2017.

Operations Committee: Curtis Bellard, Co-Chair, reported on the following:
2017 Council Training Topics: See the revised list of 2017 Council Training Topics.

Updated/Revised Council Policies: **Motion #3:** *approve the attached, updated/revised Ryan White Planning Council policies (no changes recommended, only updates to document names and dates):*

- 400.03 *Process for Approving the Council Support Budget*
- 800.01 *Conflict of Interest*
- 1000.01 *Grievance*

Motion Carried. Abstention: Noble.

2017 Cross Committee Training Evaluation: See the attached evaluation of the 2017 Cross Committee training.

Memorandum of Understanding with Part A Stakeholders: **Motion #4:** *make no changes to the Memorandum of Understanding with Part A Stakeholders.* **Motion Carried.** Abstention: Noble.

2018 Council Applicants: The committee interviewed four 2018 Council applicants in October and will be interviewing 2-3 additional candidates in November.

Election of 2018 Officers: See attached Slate of Nominees and Members Eligible to Run for Chair of the 2018 Ryan White Planning Council. **Motion #5:** *approve the attached slate of nominees who are running for officers for the 2018 Ryan White Planning Council. The nominees are: Cecilia Ross for Chair, Skeet Boyle for Vice Chair and Carol Suazo for Secretary.* **Motion Carried.**

Priority and Allocations Committee: Paul Grunenwald, Co-Chair, reported on the following:
Reports from RW Administrative Agent – Part A/MAI: See the attached:

- FY17 Procurement Report – Part A/MAI, dated 08/10/17

Martin said that the expected year-to-date figures need to be updated.

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

- Response re: June 2017 allocation of State Services-Rebate funds
- FY17/18 Procurement – Part B, dated 10/10/17
- FY16/17 Procurement – DSHS State Services, dated 10/10/17 (see updated report in The Resource Group's monthly report)
- FY16/17 Health Insurance Assistance Program, dated 10/09/17
- FY16/17 Health Insurance Assistance Program, dated 09/12/17
- FY16/17 Health Insurance Assistance Program, dated 07/06/17

FY 2017 Ryan White Part A Service Category Reallocation: **Motion #6:** *Allocate \$80,000 in unspent RW Part A funding to the Health Insurance Assistance Program.* **Motion carried.** Abstentions: Kelly, Lindstrom, Patel, Woods.

FY 2017 Ryan White Part A Carryover Funds: **Motion #7:** *If there are FY 2017 Ryan White Part A carryover funds, it is the intent of the committee to recommend allocating the full amount to Outpatient/Ambulatory Primary Medical Care.* **Motion carried.** Abstentions: David, Kelly, Lindstrom, Noble, Patel, Perez, Sierra, Woods.

FY 2017 Unspent Funds: **Motion #8:** *In the final quarter of the FY 2017 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 Grant 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.** Abstention: Sierra.

Quarterly Committee Report: See the attached 2017 Quarterly Committee Report.

Positive Connections Ad Hoc Committee: Steven Vargas, Co-Chair, reported on the following:
2017 Positive Links Composition of Study Group: Committee members agreed by consensus That the number of people that will be enrolled in the 2017 Positive Links study group will be 50. Between November 1, 2017 and February 28, 2018, enrollees will be limited to black or Hispanic HIV-positive individuals since the project will be funded with Minority AIDS Initiative dollars during that timeframe. The goal of the project will be to improve retention in care among minority populations and that those considered for enrollment in the study will come from provider referrals.

Motion #9: *Eligibility for the 2017 Positive Links study group will be as simple as possible, as long as it meets the funding criteria. Regarding the enrollment process, the implementation site is encouraged to give priority to the special populations designated in the 2017 Comprehensive Plan, which are: youth aged 13-24, homeless, incarcerated/recently released, people who inject drugs, men who have sex with men, transgender and gender non-conforming, women of color and aged 50 years and older.* **Motion carried.** Abstention: Sierra.

Committee Meeting Dates: The next Committee meeting will be at 12 noon on Monday, November 13, 2017.

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

Report from Ryan White Grant Administration: Heather Keizman, Project Manager, summarized the attached report.

Report from The Resource Group: Sha'Terra Johnson-Fairly, Health Planner, summarized the attached report.

Medical Updates: Patel submitted the attached article about HIV and Smoking. Johnson-Fairly said that the state has a tool to help with smoking cessation for PLWH.

Community Prevention Group (CPG): Kelly said they have two new members and are still taking applications. The next meeting will be at 3 pm on November 16, 2017 at the West End Multi-Service Center located at 170 Heights Boulevard.

Updates from Task Forces

African American: Johnson-Fairley said they met this morning because tomorrow is Veteran's Day. They are having a Beat the Street outreach event for World AIDS Day. Elections will be held at the next meeting on December 8th.

Latino: Sierra said they are having a health fair in Denver Harbor on December 11 from 10am to 2pm.

MSM: Vargas said they will be doing their monthly outreach at the usual spot.

Transgender: Santibanez said they are still not being recognized as a population so no data is collected.

Hepatitis C: Vargas submitted the attached report.

HIV and Aging Coalition: Bruce Turner said that at the last meeting they had a great presentation on *Nostalgia and the Brain* from a health care provider at St. Joseph Hospital. The next meeting will be the annual Christmas party which will take place on December 2, 2017.

Positive Women's Network (PWN): See attached flyer.

END HIV Houston: Vargas said that the workgroup meetings have started up again. The End HIV plan was presented to the Mayor's Hispanic Advisory Council.

Texas HIV Medication Advisory Committee: Vargas said that the meeting in December has been cancelled. They will be meeting in January about the HCV program.

Texas HIV Syndicate: Harbolt said they met in October and a large part of it was about creating the End HIV plan for the state.

Legislative Updates: Kelly said that the open enrollment period has been moved back to mid-December so it is a much shorter timeframe this year and the advertising budget was cut drastically so please spread the word.

Texans Living with HIV Network: Murray said there will be a conference call tonight to work on the membership process.

Texas Black Women's Initiative: Johnson-Fairley said they tested over 60 students at Prairie View A&M and did condom, female condom and dental dam demonstrations.

Announcements: Vargas said that the Positive Women's Network is inclusive of Trans women. Kelly said a lot of PLWH have been removed from social security and need help with resumes and finding employment. Boyle said that St. Johns' is still distributing supplies for Harvey relief.

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

Respectfully submitted,


Victoria Williams, Director

11/21/17
Date

Draft Certified by
Council Chair: 

Date 12/07/17

Final Approval by
Council Chair: 

Date 12/14/17

Council Voting Records for November 9, 2017

	Motion #1 Agenda Carried			Motion #2 Minutes Carried			Motion #3 Policies 400.03, 280.01, 1000.01 Carried					
	YES	NO	C	ABSENT	YES	NO	C	ABSENT	YES	NO	C	
	ABSENT											
MEMBERS	MEMBERS											
Cecilia Ross, Chair	X				X				X			
Carol Suazo, Secretary	X				X				X			
Connie Barnes	X				X				X			
Curtis Ballard	X				X				X			
Skeet Boyle	X				X				X			
Bianca Burley ja 12:09 pm	X			X					X			
Amber David	X				X				X			
Johnny Deal	X				X				X			
Paul Grunenwald ja 12:11 pm	X			X					X			
Angela F. Hawkins ja 12:12 pm	X			X					X			
Denis Kelly	X				X				X			
Peta-gay Ledbetter	X				X				X			
Tom Lindstrom	X				X				X			
Rodney Mills	X				X				X			
Allen Murray	X				X				X			
Robert Noble	X				X				X			
Shital Patel ja 12:09 pm	X			X					X			
Krystal Perez	X				X				X			
John Poole ja 12:13 pm	X			X					X			
Tana Pradia	X				X				X			

Barnes, Ballard, Boyle, Noble, Sierra, Woods

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room VP = Via phone	Motion #4 Part A MOU Carried			Motion #5 Slate of Nominees Carried			Motion #6 FY17 Part A Reallocation Carried		
	ABSENT	YES	NO	ABSENT	YES	NO	ABSENT	YES	NO
MEMBERS	MEMBERS								
Cecilia Ross, Chair			C				C		
Carol Suazo, Secretary	X			X				X	
Connie Barnes	X			X				X	
Curtis Bellard	X			X				X	
Skeet Boyle	X			X				X	
Bianca Burley	X			X				X	
Amber David	X			X				X	
Johnny Deal	X			X				X	
Paul Grunenwald	X			X				X	
Angela F. Hawkins	X			X				X	
Denis Kelly	X			X				X	
Peta-gay Ledbetter	X			X				X	
Tom Lindstrom	X			X				X	
Rodney Mills	X			X				X	
Allen Murray	X			X				X	
Robert Noble			X	X				X	
Shital Patel	X			X				X	
Krystal Perez	X			X				X	
John Poole	X			X				X	
Tana Pradia	X			X				X	

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room VP = Via phone	Motion #7 FY17 Part A Carryover Funds Carried			Motion #8 FY17 Part A Unspent Funds Carried			Motion #9 2017 Positive Links study group Carried			Motion #7 FY17 Part A Carryover Funds Carried			Motion #8 FY17 Part A Unspent Funds Carried			Motion #9 2017 Positive Links study group Carried					
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	
MEMBERS																					
Cecilia Ross, Chair				C				C													
Carol Suazo, Secretary		X							X					X							X
Connie Barnes		X							X					X							X
Curtis Bellard		X							X					X							X
Skeet Boyle		X							X					X							X
Bianca Burley		X							X					X							X
Amber David		X							X					X							X
Johnny Deal		X							X					X							X
Paul Grunenwald		X							X					X							X
Angela F. Hawkins		X							X					X							X
Denis Kelly		X							X					X							X
Peta-gay Ledbetter		X							X					X							X
Tom Lindstrom		X							X					X							X
Rodney Mills		X							X					X							X
Allen Murray		X							X					X							X
Robert Noble		X							X					X							X
Shital Patel		X							X					X							X
Krystal Perez		X							X					X							X
John Poole		X							X					X							X
Tana Pradia		X							X					X							X