

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, December 14, 2017

Meeting Location: Ryan White Offices, 2223 W. Loop South, Rm 532; Houston, Texas 77027

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

Call to Order: Cecilia Ross, Chair, called the meeting to order at 12:10 p.m.

During the opening remarks, Ross said that Chris and Ramiro asked her to thank members of the Planning Council and staff for all of the well wishes, food and more that they have received. They feel loved and cared for. Ross extended thanks to the following individuals who gave up their Saturday mornings to help with Road 2 Success on November 4th and Camino hacia tu Salud on November 11th: Tana, Steven, Teresa, Isis, Carol and John P. The events could not have taken place without the generous gift of time and muscle provided by the volunteers. Flyers for the last Road 2 Success event were at the

information table. Members were asked to help distribute this information broadly. Ross continued by stating that the 2018-2019 Blue Books had arrived! The new book includes information about PrEP. Members were encouraged to go to the second floor and pick up a couple of cases of Blue Books for clients, co-workers and friends, once the meeting has adjourned.

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

Approval of the Minutes: Motion #2: it was moved and seconded (Barnes, Kelly) to approve the November 9, 2017 minutes. Motion carried. Abstentions: Benson, Collins-Nelson, Escamilla, Gorden, Johnson, Mgbere and Pruitt.

Training: People First Language: Tana Pradia, Poz Strike Force, presented the attached information.

Public Comment and Announcements: None.

Reports from Committees

Comprehensive HIV Planning Committee: Steven Vargas, Co-Chair, reported on the following: Special Study: Out of Care Interviews: Harbolt stated that six interviews have been conducted so far, two more are scheduled and she is screening calls daily. The committee will look at the emerging themes this afternoon. Please share the attached flyer.

Quality Improvement Committee: Gloria Sierra, Co-Chair, reported on the following: Reports from the Administrative Agency – Part A/MAI: See the attached reports:

- FY17 Procurement, dated 11/15/17
- FY16 Service Utilization, dated 11/15/17

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

- FY17/18 Procurement – Part B, dated 10/10/17
- FY16/17 Procurement – State Services, dated 10/10/17
- Health Insurance Assistance Service Utilization, dated 10/09/17 and 09/12/17

FY 2018 Standards of Care and Performance Measures – Part A/MAI: Motion #3: To approve the attached documents entitled: Recommendations from the Ryan White Planning Council, which include comments from the following:

- 2017 Comprehensive Plan Activities
- Affected Community Committee
- Consumer Feedback
- Community Workgroup
- No recommended changes to the Performance Measures.

Motion Carried.

FY 2018-2019 Standards of Care and Outcome Measures – Part B/SS: The FY 2018-2019 Standards of Care for Part B and State Services will be reviewed by the Quality Improvement Committee in February 2018.

FY 2018-2019 DSHS Standards of Care for Health Insurance: No input recommended.

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

2017 World AIDS Day: Committee members signed up to participate in a number of community World AIDS Day observances. See the attached calendar of events.

Road 2 Success: Members of the Affected Community Committee hosted Road 2 Success on Saturday, November 4, 2017 and Camino hacia tu Salud on Saturday, November 11, 2017. See the attached list with details regarding these two events and others.

Road 2 Success – January 13, 2018: Please note that the Affected Community Committee is hosting the final Road 2 Success in the series on Saturday morning, January 13, 2018. Please see the attached flyer, in English and in Spanish, and please take additional flyers from the sign-in table to distribute to friends who might benefit from participating in the event.

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

Operations Committee: Nancy Miertschin, Co-Chair, reported on the following:
Project LEAP 2017: See the attached Project LEAP 2017 Final Evaluation Report.

Project LEAP 2018: ***Motion #4: Approve the attached service definition with recommended changes for Project LEAP 2018. Motion Carried.***

Project LEAP 2018: ***Motion #5: Approve the attached Student Selection Guidelines with no recommended changes for Project LEAP 2018. Motion Carried.***

NOTE: Amendments to the bylaws require two-thirds (2/3) of the entire membership of the Council and must be submitted to full Council at least 15 days prior to voting. Members were notified in writing regarding the proposed amendments to the bylaws 15 days prior to voting.

Updated/Revised Council Policies: ***Motion #6: Approve the attached Ryan White Planning Council bylaws (recommended changes are underlined and in bold text). Motion carried unanimously.***

Important Dates in 2018: Please note the following important meeting dates in 2018:

- Mentor Luncheon – Thursday, January 18, 2018
- All-day Council Orientation – Thursday, January 25, 2018

Quarterly Committee Report: Please see the attached Quarterly Committee Report.

Election of Officers for the 2018 Planning Council: See the attached list of nominees. Miertschin opened the floor for additional nominations; Torrente was nominated for Chair and Kelly and Torrente were nominated for Vice Chair. Each candidate on the ballot stated their qualifications for their respective positions.

Ballots were distributed. Williams reminded members that, per the election policy, voters must write their name on each ballot. Ballots without the voter's name will not be counted in the election results.

While ballots were being tallied the following certificates were presented:

- Leadership – members of the 2017 Steering Committee
- Appreciation – members who are retiring and RWGA, TRG and OS staff
- Perfect Attendance – for Council and/or standing committees

Ross also acknowledged the individuals who attended the presentation of the World AIDS Day Resolution at Commissioner's Court in November: Burley, David, and Miertschin.

The following individuals were elected by ballot: Chair - Cecilia Ross and Vice Chair - Skeet Boyle.

Motion #7: it was moved and seconded (Vargas, Escamilla) to accept Carol Suazo as Secretary by acclamation. Motion carried unanimously.

Priority and Allocations Committee: No report.

Positive Connections Ad Hoc Committee: Steven Vargas, Co-Chair, reported on the following:
Analysis of Smartphone-Based App Project: See two attached articles regarding evaluations of the Positive Links app.

Evaluation of the Houston Positive Links App Project: **Motion #8:** *Approve the attached evaluation measures for the Houston Positive Links App Project.* **Motion Carried.** Abstention: Boyle

Committee Meeting Updates: At the last meeting, Monday December 4, 2017, the committee came up with questions for an external evaluation. See attached. The Office of Support will work with the grant administration and Thomas Street Health Center staff to put together a project timeline. The committee will meet in the Spring to review the implementation report.

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

Report from Ryan White Grant Administration: Carin Martin, Manager, reported that we are in the final quarter of 2017 and they are working with providers to spend down funds. Emergency Financial Assistance was added to the primary care bundle and the RFP process has been completed. Medical Transportation and Rural Primary Care was also bid. They currently have an open position for a financial analyst.

Report from The Resource Group: Sha'Terra Johnson-Fairly, Health Planner, reported that they released an RFP and are receiving proposals. They are currently looking for external reviewers, including those living with HIV - please refer anyone who is interested to her. They have a position open for a planning assistant to work on the End HIV plan.

Medical Updates: Patel submitted the attached report.

Updates from Task Forces

African American: David said that members distributed approximately 1,000 HIV information packets on World AIDS Day at Fannin Street near the bus station. Bread of Life was there with water and snacks and the mobile unit tested 15 individuals.

Latino: Sierra said their members are hosting a health fair at the Denver Harbor Multiservice Center on Monday, December 18, 2017 from 10 am to 2 pm.

MSM: Artiaga submitted the attached report.

Hepatitis C: Vargas submitted the attached report.

Urban AIDS Ministry: David said that St. John's Church lit a candle three times in acknowledgement of World AIDS Day, touching about 1,500 people.

HIV and Aging Coalition: Kelly said they had their annual Christmas party on December 2, 2017; it was well attended and he thanked everyone for coming out to support them.

Positive Women's Network (PWN): Pradia said they are selling Christmas floral arrangements to raise funds to pay for registration for five women to attend a leadership summit in Myrtle Beach, South Carolina.

END HIV Houston: Vargas said that the workgroups were called together yesterday to talk about what they are doing and the processes for getting some of the work done. He is chairing the access to care workgroup and they are using the crosswalk that Harbolt and Ray developed to see what's been done so far and what has not. There was a conference call with the State regarding their plan, Harbolt was also on that call. Harbolt was able to share some of the recommendations for incarcerated/recently released

to be implemented statewide.

Ryan White Part C Urban and Part D: Miertschin said that they received the notice of grant award for the Part C grant which starts again on January 1, 2018; it was a partial award.

Texas HIV Medication Advisory Committee: Miertschin said that they will be meeting January 5, 2018 in Austin. There is one new drug up for approval.

Legislative Updates: Kelly said that there will be a vote Tuesday on the tax bill which includes some health care items.

Announcements: Ross said that this is the last meeting of the year. She thanked everyone for their participation and valuable input this year.

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

Respectfully submitted,

Victoria "Joi" Williams
Victoria Williams, Director

Date 01/30/18

Draft Certified by
Council Chair: Cecilia Obregon

Date 2/1/18

Final Approval by
Council Chair: Cecilia Obregon

Date 2/8/18

Council Voting Records for December 14, 2017

MEMBERS	Motion #1 Agenda Carried			Motion #2 Minutes Carried			Motion #3 Part A SOC & PM 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									
Cecilia Ross, Chair		X						X	
Tracy Gorden, Vice Chair		X			X			X	
Carol Suazo, Secretary		X						X	
Ted Artiaga ja 12:18 pm	X			X					
Connie Barnes		X			X			X	
David Benson		X						X	
Skeet Boyle		X			X			X	
Bianca Burley ja 12:18 pm	X			X				X	
Ella Collins-Nelson		X							
Amber David ja 12:18 pm	X			X					
Johnny Deal		X			X				
Evelio Salinas Escamilla		X							
Angela F. Hawkins		X			X				
Arlene Johnson		X							
Denis Kelly		X			X				
Peta-gay Ledbetter		X			X				
Tom Lindstrom	lr			lr					
Osaro Mgbere		X							
Nancy Miertschin		X			X				
Rodney Mills		X			X				
MEMBERS									
MEMBERS									
Shital Patel		X							
Tana Pradia		X							
Teresa Pruitt		X							
Viviana Santibanez		X							
Gloria Sierra		X							
Isis Torrente		X							
Steven Vargas		X							
Larry Woods ja 12:24 pm	X			X					
MEMBERS ABSENT									
Curtis Bellard									
Herman Finley									
Paul Grunenwald									
J. Hoxi Jones									
Allen Murray									
Robert Noble									
Krystal Perez									
John Poole									
Venita Ray									

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room VP = Via phone	Motion #4 Project LEAP 2018 Service Definition Carried			Motion #5 Project LEAP 2018 Student Selection Guidelines Carried			Motion #6 RWPC Bylaws Carried			
	MEMBERS	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN
	MEMBERS									
Cecilia Ross, Chair										
Tracy Gorden, Vice Chair										
Carol Suazo, Secretary										
Ted Artiaga										
Connie Barnes										
David Benson										
Skeet Boyle										
Bianca Burley										
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	Gloria Sierra									
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	Venita Ray									

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room VP = Via phone	Motion #7 Secretary by Acclamation Carried				MEMBERS	Motion #8 Pos Links Evaluation Measures Carried			
	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	NO	ABSTAIN
MEMBERS									
Cecilia Ross, Chair				C	Shital Patel	X			
Tracy Gorden, Vice Chair	X				Tana Pradia	X			
Carol Suazo, Secretary	X				Teresa Pruitt	X			
Ted Artiaga	X				Viviana Santibanez	X			
Connie Barnes	X				Gloria Sierra	X			
David Benson	X				Isis Torrente	X			
Skeet Boyle	X				Steven Vargas	X			
Bianca Burley	X				Larry Woods	X			
Ella Collins-Nelson	X								
Amber David	X								
Johnny Deal	X				MEMBERS ABSENT				
Evelio Salinas Escamilla	X				Curtis Bellard				
Angela F. Hawkins	X				Herman Finley				
Arlene Johnson	X				Paul Grunenwald				
Denis Kelly	X				J. Hoxi Jones				
Peta-gay Ledbetter	X				Allen Murray				
Tom Lindstrom	X				Robert Noble				
Osaro Mgbere	X				Krystal Perez				
Nancy Miertschin	X				John Poole				
Rodney Mills	X				Venita Ray				