

## HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL



*We envision an educated community where the needs of all persons living with HIV 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 living with and/or affected by HIV by taking a leadership role in the planning and assessment of HIV resources.*

### MINUTES

12 noon, Thursday, March 8, 2018

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

| MEMBERS PRESENT           | MEMBERS PRESENT        | OTHERS PRESENT                         |
|---------------------------|------------------------|--|
| Cecilia Oshingbade, Chair | Shital Patel           | Bret Camp, AHF                         |
| Skeet Boyle, Vice Chair   | Krystal Perez          | Chris Escalante                        |
| Carol Suazo, Secretary    | John Poole             | Ramiro Hernandez                       |
| Ted Artiaga               | Tana Pradia            | Mona Jessi                             |
| Connie L. Barnes          | Venita Ray             | Matilda Padilla                        |
| Rosalind Belcher          | Faye Robinson          | Nancy Miertschin                       |
| Ella Collins-Nelson       | Gloria Sierra          |  |
| Bobby Cruz                | Bruce Turner           | <b>STAFF PRESENT</b>                   |
| Johnny Deal               | Steven Vargas          | <i>Ryan White Grant Administration</i> |
| Herman L. Finley III      |                        | Carin Martin                           |
| Ronnie Galley             |                        | Heather Keizman                        |
| Angela F. Hawkins         | <b>MEMBERS ABSENT</b>  | Tasha Traylor                          |
| Dawn Jenkins              | Ruth Atkinson          |  |
| Daphne L. Jones           | David Benson, excused  | <i>The Resource Group</i>              |
| Denis Kelly               | Paul E. Grunenwald     | Sha'Terra Johnson-Fairley              |
| Peta-gay Ledbetter        | Arlene Johnson         |  |
| Tom Lindstrom             | J. Hoxi Jones, excused | <i>Office of Support</i>               |
| Rodney Mills              | Osaro Mgbere, excused  | Tori Williams                          |
| Allen Murray              | Viviana Santibanez     | Amber Harbolt                          |
| Robert Noble              | Isis Torrente          | Diane Beck                             |

**Call to Order:** Cecilia Oshingbade, Chair, called the meeting to order at 12:06 p.m.

During the opening remarks, Oshingbade thanked Allen Murray and his team of volunteers for the wonderful job they have been doing recruiting Project LEAP applicants. To date, over 41 people have applied. According to Tori, the applicants that have been interviewed have been fantastic. Thank you for this important work on behalf of the Council. Oshingbade then reminded everyone that today is the first day of the new fiscal year. Any changes that were made to service categories during our 2017 planning year begin today.

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

**Approval of the Minutes:** Motion #2: it was moved and seconded (Boyle, Deal) to approve the February 8, 2018 minutes. Motion carried. Abstentions: Barnes, Belcher, Noble, Patel.

**Public Comment and Announcements:** See attached. A gentleman spoke on behalf of AAMA and as a person living with HIV. He wanted to bring attention to the written public comment from Ann Robison. He said that her comments are absolutely true. SAMHSA bases their grant funding on AIDS diagnoses and Texas has done a great job at reducing AIDS diagnoses so the funds will not be coming to us. The Council needs to take a very close look at the funding allocation for Substance Abuse treatment services. The gentleman continued by saying that he was asked to speak on behalf of Mr. Escalante. Mr. Escalante and Hernandez are in recovery and doing well. They came today to say thank you for the cards and visits and to please keep them in our thoughts and prayers as they continue to recover.

### **Reports from Committees**

**Comprehensive HIV Planning Committee:** Steven Vargas, Co-Chair, reported on the following:

2018 Committee Goals: The 2018 Committee voted to adopt the recommendation from the 2017 Committee of expanding Goal #1 in 2018 to read: "Assess, evaluate, and make ongoing recommendations for the Comprehensive HIV Prevention and Care Services Plan and corresponding areas of the End HIV Plan."

2018 Committee Timetable: Please see the attached 2018 Committee Timetable.

Update on Special Study – Out of Care: As of the February Committee meeting, 17 interviews will be completed as of tomorrow. The minimum sampling goal is 25 interviews completed. Please see Amber Harbolt for more information on the study and to refer potential study candidates.

Comprehensive Plan Evaluation Workgroup: The Evaluation Workgroup will meet in April to review Year 1 implementation of the 2017 Comprehensive Plan. This important process ensures the Comprehensive Plan is attuned and responsive to the changing healthcare landscape and local, state, and national HIV planning priorities. Please see Diane Beck if you are interested in joining the Workgroup or to receive meeting notices.

Houston Health Department (HHD) Community Health Improvement Plan (CHIP) Priority Suggestions: On February 27th, the Houston Health Department hosted a meeting for community partners to identify health priorities for HHD's CHIP. The Committee reviewed objectives from the 2017-2021 Comprehensive Plan and suggested the following two for inclusion in the CHIP priorities:

**Objective 3:** Increase the proportion of newly-diagnosed individuals linked to clinical HIV care within one month of their HIV diagnosis to at least 85% from 66% (2015)

**Objective 8:** Increase the percentage of individuals with diagnosed HIV infection in the Houston Area who are virally suppressed from 57% (2015) to at least 80%.

Speaker's Bureau: Since its inception in 2015, no Planning Council or Project LEAP applications have been received from individuals attending Speaker's Bureau presentations. The Committee moved to end the Speaker's Bureau, in favor of exploring new strategies for coordination and recruitment with business communities, and instructed staff to share process information from the Speaker's Bureau with the Perinatal HIV Prevention program for the program's speaking group.

Verbal Update on Special Study – Social Determinants: Dr. Mgbere reported to staff that, while most available data has been accessed, data tables are still being constructed.

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

Committee Orientation: All committees dedicated the first portion of their February meeting to general orientation, which included a review of the purpose of the committee, requirements, such as the Open Meetings Act training deadline, work products, meeting dates and more.

2018 Road 2 Success: The committee has decided to postpone all educational events, such as Road 2 Success, until the EMA has received more information about the FY 2018 grant award.

Project LEAP Recruitment: Committee members will be distributing Project LEAP flyers at the AIDS Walk on Sunday, March 4, 2018.

**Quality Improvement Committee:** Denis Kelly, Co-Chair, reported on the following:

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

- FY16 Chart Reviews
  1. Oral Health – Rural
  2. Primary Care
  3. Vision
- Selected Core Performance Measures by Gender, received 02/13/18
- Clinical Quality Management Quarterly Committee Report, 01/18/18

Reports from Administrative Agent for Part B/SS: See the attached reports from the Part B/State Services Administrative Agent:

- TRG Consumer Interview Results 2017

FY 2018/19 Standards of Care: **Motion #3:** Approve the recommended changes regarding the FY 2018/19 Standards of Care for Ryan White Part B and State Services. **Motion Carried.**

**Priority and Allocations Committee:** Peta-gay Ledbetter, Co-Chair, reported on the following:

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

- FY17 Service Utilization, dated 02/13/18
- FY17 Procurement, dated 11/15/17

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

- Procurement, FY17/18 SS – Rebate, dated 02/15/18
- Procurement, FY17/18 SS, dated 02/06/18
- Procurement, FY17/18 Part B, dated 02/05/18
- Service Utilization, FY16/17, Part B, dated 02/05/18
- Health Insurance Assistance Program Report (2), both dated 02/05/18

FY 2019 Guiding Principles and Criteria: **Motion #4:** Approve the attached FY 2019 Guiding Principles and Decision Making Criteria. **Motion Carried.**

FY 2019 Priority Setting Process: **Motion #5:** Approve the attached FY 2019 Priority Setting Process. **Motion Carried.**

FY 2018 Policy for Addressing Unobligated and Carryover Funds: **Motion #6:** Approve the attached FY 2018 Policy for Addressing Unobligated and Carryover Funds. **Motion Carried.** Abstention: Artiaga.

**Operations Committee:** Johnny Deal, Co-Chair, reported on the following:

Petty Cash Policy, 900.01, revised January 1, 2018: **Motion #7:** Approve the recommended changes on line 40 of the Petty Cash Policy, 900.01, so that it will now read: ".....work hours are any time on a Monday through Friday during regular business hours (approximately 8 a.m. until 5 p.m.), the member must provide the requested employment-related information on the Petty Cash Transportation Form. **Motion Carried.** Abstention: Turner.

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

**Report from Ryan White Grant Administration:** Carin Martin, Manager, summarized the attached report.

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

**Medical Updates:** Patel said there is a new single pill drug called Biktarvy which contains only two medications. It is another option for patients and is available at some pharmacies now but it is not yet on the ADAP formulary. She recently attended the CROI Conference. There was no theme but they looked at improving the quality of life for those with diabetes, hypertension, etc. San Francisco is now doing test-to-care in 6 days.

**Community Development Advisory Council for Housing:** Deal said the second meeting was on February 21, 2018 on Sawyer Street.

**HOPWA:** Perez said that the RFP would be out at the end of March or early April.

**Community Prevention Group (CPG):** Kelly said that the next meeting is on March 22<sup>nd</sup> at 190 Heights Boulevard.

#### **Updates from Task Forces**

**Latino:** Sierra said that the Cesar Chavez parade has been cancelled. They are currently working on a health fair.

**Youth:** Sierra said they will be going to a couple of high schools in April.

**MSM:** Artiaga submitted the attached report.

**Hepatitis C:** Vargas said that they are working to develop a forum at the state and local level in May.

**HIV and Aging Coalition:** Turner submitted the attached report. They are working on a Long Term Survivors event/fundraiser which will include a luncheon, raffle, and games. If members are interested in volunteering please let him know.

**Texas HIV Medication Advisory Committee:** Turner submitted the attached report.

**Positive Women's Network (PWN):** Pradia submitted the attached report. There were also two event flyers distributed.

**Texas Black Women's Initiative (TBWI):** Johnson-Fairly said they are in the process of writing a health equity micro grant application.

**Texas HIV Syndicate:** Harbolt said that they are continuing work on the Ending the Epidemic (EtE) Plan.

**END HIV Houston:** Vargas said they are working to develop action steps. He is encouraging task forces to send a representative to address the Houston City Council on HIV awareness days in order to demonstrate that HIV affects all populations.

**Texans Living with HIV Network:** Ray said that this is a statewide network. They have adopted an organizational structure and are designing a membership application. The goal is to have a conference in about a year to adopt priorities.


**Announcements:** Mills thanked everyone who called and checked on him while he was in the hospital.

**Adjournment:** The meeting was adjourned at 1:23 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Victoria Williams, Director

Date 03/23/18

Draft Certified by  
Council Chair:   
\_\_\_\_\_

Date 4/5/2018

Final Approval by  
Council Chair:   
\_\_\_\_\_

Date 4/12/18

## Council Voting Records for March 8, 2018

| C = Chair of the meeting<br>ja = Just arrived<br>lm = Left the meeting<br>lr = Left the room<br>VP = Via phone | Motion #1<br>Agenda<br>Carried |     |    | Motion #2<br>Minutes<br>Carried |     |    | Motion #3<br>FY18/19 Part<br>B/SS SOC<br>Carried |     |    |         |
|--|--------------------------------|-----|----|---------------------------------|-----|----|--|-----|----|---------|
|  | ABSENT                         | YES | NO | ABSENT                          | YES | NO | ABSENT   | YES | NO |         |
| MEMBERS  |                                |     |    |                                 |     |    |  |     |    | ABSTAIN |
| Cecilia Oshingbade, Chair  |                                |     | C  |                                 |     |    |  |     |    |         |
| Skeet Boyle, Vice Chair  |                                | X   |    | X                               |     |    |  | X   |    |         |
| Carol Suazo, Secretary   |                                | X   |    | X                               |     |    |  | X   |    |         |
| Ted Artiaga  |                                | X   |    | X                               |     |    |  | X   |    |         |
| Connie L. Barnes   |                                | X   |    |                                 |     | X  |  | X   |    |         |
| Rosalind Belcher   |                                |     |    |                                 |     | X  |  |     |    |         |
| Ella Collins-Nelson  | X                              |     |    | X                               |     |    |  | X   |    |         |
| Bobby Cruz   | X                              |     |    | X                               |     |    |  | X   |    |         |
| Johnny Deal  | X                              |     |    | X                               |     |    |  | X   |    |         |
| Herman L. Finley III   | X                              |     |    | X                               |     |    |  | X   |    |         |
| Ronnie Galley  | X                              |     |    | X                               |     |    |  | X   |    |         |
| Angela F. Hawkins  | X                              |     |    | X                               |     |    |  | X   |    |         |
| Dawn Jenkins   | X                              |     |    | X                               |     |    |  | X   |    |         |
| Daphne L. Jones  | 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  | X   |    |         |
| MEMBERS  |                                |     |    |                                 |     |    | MEMBERS ABSENT                                   |     |    |         |
|  |                                |     |    |                                 |     |    | Ruth Atkinson                                    |     |    |         |
|  |                                |     |    |                                 |     |    | David Benson                                     |     |    |         |
|  |                                |     |    |                                 |     |    | Paul E. Grunenwald                               |     |    |         |
|  |                                |     |    |                                 |     |    | Arlene Johnson                                   |     |    |         |
|  |                                |     |    |                                 |     |    | J. Hoxi Jones                                    |     |    |         |
|  |                                |     |    |                                 |     |    | Osaro Mgbere                                     |     |    |         |
|  |                                |     |    |                                 |     |    | Viviana Santibanez                               |     |    |         |
|  |                                |     |    |                                 |     |    | Isis Torrente                                    |     |    |         |

| C = Chair of the meeting<br>ja = Just arrived<br>lm = Left the meeting<br>lr = Left the room<br>VP = Via phone<br>MEMBERS | Motion #4<br>FY19 Guiding<br>Principals<br>Carried |     |    | Motion #5<br>FY19 Priority<br>Setting Process<br>Carried |     |    | Motion #6<br>FY18 Policy for<br>Unobligated &<br>Carryover Funds<br>Carried |     |    |        |
|---|--|-----|----|--|-----|----|---|-----|----|--------|
|   | ABSENT   | YES | NO | ABSENT   | YES | NO | ABSENT  | YES | NO | ABSENT |
|   |  |     | C  |  |     |    |   |     |    |        |
| Cecilia Oshingbade, Chair   |  |     |    |  |     |    |   |     |    |        |
| Skeet Boyle, Vice Chair   | X  |     |    | X  |     |    | X   |     |    |        |
| Carol Suazo, Secretary  | X  |     |    | X  |     |    | X   |     |    |        |
| Ted Artiaga   | X  |     |    | X  |     |    | X   |     |    |        |
| Connie L. Barnes  | X  |     |    | X  |     |    | X   |     |    |        |
| Rosalind Belcher  | X  |     |    | X  |     |    | X   |     |    |        |
| Ella Collins-Nelson   | X  |     |    | X  |     |    | X   |     |    |        |
| Bobby Cruz  | X  |     |    | X  |     |    | X   |     |    |        |
| Johnny Deal   | X  |     |    | X  |     |    | X   |     |    |        |
| Herman L. Finley III  | X  |     |    | X  |     |    | X   |     |    |        |
| Ronnie Galley   | X  |     |    | X  |     |    | X   |     |    |        |
| Angela F. Hawkins   | X  |     |    | X  |     |    | X   |     |    |        |
| Dawn Jenkins  | X  |     |    | X  |     |    | X   |     |    |        |
| Daphne L. Jones   | 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   |     |    |        |

| C = Chair of the meeting<br>ja = Just arrived<br>lm = Left the meeting<br>lr = Left the room<br>VP = Via phone | Motion #7<br>Petty Cash Policy<br>900.01<br>Carried |     |    | MEMBERS               | Motion #7<br>Petty Cash Policy<br>900.01<br>Carried |     |    |
|--|---|-----|----|-----------------------|---|-----|----|
|  | ABSENT  | YES | NO |                       | ABSENT  | YES | NO |
| MEMBERS  |   |     |    |                       |   |     |    |
| Cecilia Oshingbade, Chair  |   |     | C  | Krystal Perez         |   | X   |    |
| Skeet Boyle, Vice Chair  |   | X   |    | Shital Patel          |   | X   |    |
| Carol Suazo, Secretary   |   | X   |    | John Poole            |   | X   |    |
| Ted Artiaga  |   | X   |    | Tana Pradia           |   | X   |    |
| Connie L. Barnes   |   | X   |    | Venita Ray            |   | X   |    |
| Rosalind Belcher   |   |     |    | Faye Robinson         |   | X   |    |
| Ella Collins-Nelson  |   | X   |    | Gloria Sierra         |   | X   |    |
| Bobby Cruz   |   | X   |    | Bruce Turner          |   |     | X  |
| Johnny Deal  |   | X   |    | Steven Vargas         |   | X   |    |
| Herman L. Finley III   |   | X   |    |                       |   |     |    |
| Ronnie Galley  |   | X   |    |                       |   |     |    |
| Angela F. Hawkins  |   | X   |    | <b>MEMBERS ABSENT</b> |   |     |    |
| Dawn Jenkins   |   | X   |    | Ruth Atkinson         |   |     |    |
| Daphne L. Jones  |   | X   |    | David Benson          |   |     |    |
| Denis Kelly  |   | X   |    | Paul E. Grunenwald    |   |     |    |
| Peta-gay Ledbetter   |   | X   |    | Arlene Johnson        |   |     |    |
| Tom Lindstrom  |   | X   |    | J. Hoxi Jones         |   |     |    |
| Rodney Mills   |   | X   |    | Osaro Mgbere          |   |     |    |
| Allen Murray   |   | X   |    | Viviana Santibanez    |   |     |    |
| Robert Noble   |   | X   |    | Isis Torrente         |   |     |    |