

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, April 11, 2019

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

MEMBERS PRESENT	MEMBERS PRESENT	OTHERS PRESENT
Bruce Turner, Chair	Pete Rodriguez	Angelia Coronado, MD Anderson
Veronica Ardoin	Imran Shaikh	Tricia Tahay, MD Anderson
Ted Artiaga	Crystal Starr	Tangela Woodland-Ballard
Tony Crawford	Isis Torrente	
Bobby Cruz		
Johnny Deal		
Ronnie Galley	MEMBERS ABSENT	STAFF PRESENT
Ahmier Gibson	Connie L. Barnes, excused	<i>Ryan White Grant Administration</i>
Gregory Hamilton	Rosalind Belcher	Carin Martin
Angela F. Hawkins	Dawn Jenkins excused	Heather Keizman
Allison Hesterman	Arlene Johnson	Samantha Bowen
Daphne L. Jones	Mel Joseph	
J. Hoxi Jones	Peta-gay Ledbetter, excused	<i>The Resource Group</i>
Denis Kelly	Tom Lindstrom excused	Crystal Townsend
Holly McLean	Robert Noble	
Rodney Mills	Shital Patel , excused	<i>Office of Support</i>
Niquita Moret	John Poole, excused	Tori Williams
Allen Murray	Tana Pradia, excused	Amber Harbolt
Matilda Padilla	Gloria Sierra, excused	Diane Beck
Faye Robinson	Carol Suazo	

Call to Order: C. Bruce Turner, Chair, called the meeting to order at 12:07 p.m.

During the opening remarks, Turner said that all Council members have taken the Open Meetings Act training so the Council is in compliance with the Texas law. There will be a How to Best Meet the Need training after Council adjourns. All are encouraged to attend. Because the training starts at 1:30 pm, there will be no verbal Task Force Reports at the Council meeting. Please sign up to participate in the How To Best Meet the Need workgroup meetings. There will be no standing committee meetings in April so that all Council and committee members have time to participate in at least one workgroup.

Also, please get involved in the NAG process if you are interested in understanding how needs assessments work. See Diane if you want to get meeting reminders. Turner then called for a Moment of Reflection.

Adoption of the Agenda: ***Motion #1:** it was moved and seconded (McLean, Kelly) to adopt the agenda with the following change, move the Report from Ryan White Grant Administration to before the committee reports. Motion Carried.*

Approval of the Minutes: ***Motion #2:** it was moved and seconded (Starr, Galley) to approve the March 14, 2019 minutes. Motion Carried.* Abstentions: Jones, Kelly, Mills, Robinson, Rodriguez, Torrente.

Training: The How To Best Meet the Need Process: Ann Dills, Texas Department of State Health Services, presented the attached PowerPoint on the Houston HSDA HIV Care Continuum.

Public Comment and Announcements: Trisha Tanay, MD Anderson Cancer Center, distributed flyers about their program to help people quit smoking cigarettes. See attached.

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

Reports from Committees

Comprehensive HIV Planning Committee: Daphne Jones, Co-Chair, reported on the following: Epidemiological Profile: The Committee reviewed the revised version of Chapter 1 and Chapter 2, including data to be used in the FY 2020 How to Best Meet the Need process. Dr. Imran Shaikh provided an update on the Houston Health Department data elements currently in the internal review process.

Needs Assessment Group: The Epidemiology Workgroup met on March 18, 2019 to draft the attached 2019 Needs Assessment Survey Sampling Principles and Plan. The Survey Workgroup also met on March 18th to begin revision of the previous survey tool for 2019 and finished on April 2nd. NAG will meet on April 15, 2019 to approve both the Survey Sampling Principles and Plan and the survey tool. Please see Diane to be added to any of the NAG or NAG Workgroup lists.

FY 2020 EIIHA* Plan: ***Motion #3:** In order to meet HRSA grant application deadlines, request the Planning Council to allow the Comprehensive HIV Planning Committee to have final approval of the FY 2020 EIIHA Plan target populations, provided that:*

- *The FY 2020 EIIHA Plan is developed through a collaborative process that includes stakeholders from prevention and care, community members, and consumers; and*
- *The recommended FY 2020 EIIHA Plan target populations are distributed to Planning Council members for input prior to final approval from the Comprehensive HIV Planning Committee.*

Motion carried.

Affected Community Committee: Isis Torrente, Co-Chair, reported on the following: Training: How To Best Meet the Need Process: The Committee reviewed the same power point presentation on the How To Best Meet the Need process that was viewed at the March Council meeting and more. Members signed up to participate in the 2019 How To Best Meet the Need workgroup meetings.

2019 Community Events: See the attached list of 2019 Community Events.

2019 Greeters: See the attached list of 2019 Greeters who will host guests at monthly Council meetings.

Quality Improvement Committee: Denis Kelly, Co-Chair, reported on the following:
Criteria for Determining the FY 2020 Service Definitions: ***Motion #4:*** *Approve the attached criteria for determining the FY 2020 Service Definitions.* **Motion Carried.** Abstentions: Crawford.

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

- FY18 Procurement Report – Part A & MAI, dated 03/19/19

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

- Procurement Report Part B – dated 03/11/19
- Procurement Report DSHS SS – dated 03/11/19
- Health Insurance Program Report – dated 02/25/19

Training: Reports Related to Consumer Experiences in Care: See the attached diagram and PowerPoint presentations.

FY 2020 How To Best Meet the Need Workgroup Schedule: See attached. Please see Diane or Rod to sign up to participate in the FY 2020 How To Best Meet the Need workgroups.

2020 Idea Forms: See two attached documents. ***Motion #5:*** *Approve the 2019 Criteria for Reviewing Ideas, and the 2019 Proposed Idea Form.* **Motion Carried.**

Checklist for the Assessment of the Administrative Mechanism: ***Motion #6:*** *Approve the attached checklist for the 2019 Houston Ryan White Assessment of the Administrative Mechanism Report.* **Motion Carried.**

Priority and Allocations Committee: No report.

Operations Committee: Allen Murray, Co-Chair, reported on the following:

Council Handouts: The new process for receiving Council handouts is as follows: after the Council meeting packet has been mailed, additional handouts received at the Steering Committee meeting will be emailed to Council members and others after the Steering Committee meeting adjourns.

Training Requirements for the Open Meetings Act: Many thanks to those who took the training and turned their certificate in to the Office of Support.

Training Requirements for the Open Meetings Act: After reviewing requirements from some of the State agencies, which require employees and others to take the Open Meetings Act training every five years, ***Motion #7:*** *The Planning Council will continue to follow Texas State law, which at this time requires Planning Council members to take the Open Meetings Act Training once in a lifetime.* **Motion Carried.** Abstention: Kelly, Starr.

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

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

New Business

Updates from Task Forces: See attached.

Announcements: Robinson apologized for the 100's of emails inadvertently sent from her account and said the IT department is working to correct the problem. Hawkins said that Positive Women's Network is having a clothing drive; items will be professionally cleaned and distributed at next month's Tea and Talk. See attached flyer.

Adjournment: The meeting adjourned at 1:12 p.m.

Respectfully submitted,




Victoria Williams, Director

Date 05/30/19

Draft Certified by
Council Chair: 

Date 6/5/19

Final Approval by
Council Chair: 

Date 6/13/19

Council Voting Records for April 14, 2019

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room	Motion #1 Agenda Carried			Motion #2 Minutes Carried			Motion #3 FY 2020 EIIHA Plan Carried			Motion #4 Criteria for FY 2020 Svc Defs Carried		
	ABSENT	YES	NO	ABSENT	YES	NO	ABSENT	YES	NO	ABSENT	YES	NO
MEMBERS												
Bruce Turner, Chair			C									
Veronica Ardoin	X			X			X			X		
Ted Artiaga	X			X			X			X		
Tony Crawford	X			X			X			X		
Bobby Cruz ja 12:13	X			X			X					
Johnny Deal	X			X			X					
Ronnie Galley	X			X			X					
Ahmier Gibson	X			X			X					
Gregory Hamilton	X			X			X					
Angela F. Hawkins	X			X			X					
Allison Hesterman	X			X			X					
Daphne L. Jones	X			X			X					
J. Hoxi Jones ja 12:12	X			X			X					
Denis Kelly	X			X			X					
Holly McLean	X			X			X					
Rodney Mills	X			X			X					
Niquita Moret ja 12:11	X			X			X					
Allen Murray ja 12:09	X			X			X					
Matilda Padilla	X			X			X					
Faye Robinson	X			X			X					
Pete Rodriguez	X			X			X					
MEMBERS ABSENT												
Connie L. Barnes												
Rosalind Belcher												
Dawn Jenkins												
Arlene Johnson												
Mel Joseph												
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