

**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 9, 2020  
Meeting Location: Zoom teleconference

<b>MEMBERS PRESENT</b>	<b>MEMBERS PRESENT</b>	<b>OTHERS PRESENT</b>
Tana Pradia, Chair	Pete Rodriguez	Ann Dills, DSHS
Allen Murray, Vice Chair	Rashel Richardson	Peta gay Ledbetter
Crystal Starr, Secretary	Faye Robinson	
Kevin Aloysius	Imran Shaikh	<b>STAFF PRESENT</b>
Veronica Ardoin	Carol Suazo	<i>Ryan White Grant Administration</i>
Rosalind Belcher	Steven Vargas	
Mauricia E. Chatman	Andrew Wilson	Carin Martin
Enrique Chavez		Heather Keizman
Tony Crawford		
Bobby Cruz	<b>MEMBERS ABSENT</b>	<i>The Resource Group</i>
Ronnie Galley	Johnny Deal	Sha'Terra Johnson-Fairley
Ahmier Gibson	Gregory Hamilton	Crystal Townsend
Angela F. Hawkins	Arlene Johnson	Mayra Ramirez, Intern
Dawn Jenkins	Daphne L. Jones	
Denis Kelly	Mel Joseph, excused	<i>Office of Support</i>
Tom Lindstrom	Deondre Moore	Tori Williams
Holly McLean	Niquita Moret	Amber Harbolt
Josh Mica	Matilda Padilla	Diane Beck
Rodney Mills	John Poole	Rod Avila
Shital Patel	Gloria Sierra	
Oscar Perez	Bruce Turner	

**Call to Order:** Tana Pradia, Chair, called the meeting to order at 12:07 p.m.

During the opening remarks, Pradia said that Project LEAP has been postponed until at least the end of July 2020. There are a few seats left in the class so applications are still being accepted and applicants will be interviewed via videoconferencing or telephone conference call. Until the stay at home order is

lifted, all of our meetings will be held using Zoom videoconferencing. Do not hesitate to contact Amber by email if you have questions about Zoom or want a practice session.

Pradia then called for a Moment of Reflection.

**Adoption of the Agenda: Motion #1:** *it was moved and seconded (Starr, Hawkins) to adopt the agenda with the following change: under Quality Improvement Committee, add a motion to set a minimum attendance requirement for the How to Best Meet the Need workgroups. **Motion carried.***

**Approval of the Minutes: Motion #2:** *it was moved and seconded (Starr, Kelly) to approve the March 12, 2020 minutes. **Motion carried.** Abstentions: Crawford, Gibson, Perez, Richardson.*

**Training: Houston HSDA HIV Care Continuum:** Ann Dills, Texas Department of State Health Services HIV/STD Prevention and Care Branch, presented the attached PowerPoint presentation.

**Public Comment and Announcements:** Vargas said that AAMA is providing all support groups online in English and Spanish.

### **Reports from Committees**

**Comprehensive HIV Planning Committee:** Steven Vargas, Co-Chair, reported on the following: Needs Assessment Data for How to Best Meet the Need: The Needs Assessment Group (NAG) and the Committee each met online on March 26<sup>th</sup> to review and approve Needs Assessment data used in the *How to Best Meet the Need* Process. Please see the attached presentation outlining the data approved. **Motion #3:** *Approve the attached Needs Assessment introduction, Chapters 1-2, and Service-Specific Fact Sheets for use in the 2020 How to Best Meet the Need process. **Motion carried.***

FY 2021 EIIHA Plan: **Motion #4:** *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 2021 EIIHA Plan target populations, provided that:*

- *The FY 2021 EIIHA Plan is developed through a collaborative process that includes stakeholders from prevention and care, community members, and consumers; and*
- *The recommended FY 2021 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:** Rodney Mills, Co-Chair, reported on the following: Training: *How To Best Meet the Need* Process: Although the Committee did not meet in March, members received the training materials for the *How To Best Meet the Need* process and a time when they could call Tori to walk through the information via conference call.

**Quality Improvement Committee:** Pete Rodriguez, Co-Chair, reported on the following: Information about Consumer Experiences in Care: See the attached chart, which describes reports that provide information on consumer experiences in care.

Criteria Used to Determine the FY 2021 Service Categories: **Motion #5:** *Approve the attached criteria which will be used to determine the FY 2021 Ryan White Part A and Part B and State Services service categories. **Motion carried.***

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

- Summary of Ryan White Clinical Care Chart Review Findings
- 2018 Chart Review Packet regarding:
  1. Primary Care
  2. Case Management
  3. Oral Health – Rural Target
  4. Vision Care

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

1. Health Insurance Program report DSHS – dated 03/02/20

Proposed Idea Forms: **Motion #6:** *Approve the 2020 Criteria and form for reviewing Proposed Ideas.*  
**Motion carried.**

Attendance Required for How to Best Meet the Need workgroups: Justification: Typically, there are between 15 and 30 people at How to Best Meet the Need (HTBMN) workgroup meetings. Staff is concerned that if only 3-5 people participate in a workgroup meeting this year, those 3-5 people could recommend a dramatic change to a service category or financial eligibility for a particular service. Although the Quality Improvement Committee does not have to accept the recommendation, perhaps it would be wise to set a minimum number of people eligible to vote on a motion at a workgroup meeting to manage this possible situation, otherwise the service category or financial eligibility for that service category will remain the same as in FY 2020. Without a minimum attendance requirement, a very small number of people could undo what Council members have processed and approved in the past. Staff will inform the Quality Improvement Committee if a small workgroup feels strongly about a change that could be made to a service category so that the Quality Improvement Committee can process the suggestion. **Motion #7:** *it was moved and seconded (Kelly, Vargas) that unless a minimum of 8 people eligible to vote on a particular service are present in person\* or online at a How To Best Meet the Need workgroup meeting, the recommendation for that particular service category and the financial eligibility for that service will remain the same as the current fiscal year.* **Motion carried.** Abstention: Starr  
\*Reminder: Per the bylaws, there is only one vote per agency, if the agency representative is not conflicted.

Tentative FY 2021 How To Best Meet the Need Schedule: See the attached, tentative schedule for the FY 2020 How To Best Meet the Need process.

**Priority and Allocations Committee:** No report.

**Operations Committee:** No report.

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

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

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



**Updates from Task Forces:** There will be no updates or task force reports this month due to the How to Best Meet the Need Training that starts at 1:30 p.m. via Zoom conference call.

**Announcements:** Townsend said that due to COVID-19 social distancing requirement, the End the Epidemic workgroups are on hold until at least May.

**Adjournment: Motion:** *it was moved and seconded (Starr, Belcher) to adjourn the meeting at 1:18 p.m. Motion Carried.*

Respectfully submitted,

Victoria Williams, Director  
Victoria Williams, Director

Date 05/27/20

Draft Certified by  
Council Chair: Jana Pradea

Date 06/04/20

Final Approval by  
Council Chair: Jana Pradea

Date 06/11/20

## Council Voting Record for April 9, 2020

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room VP = Via phone	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 NA for HTBMN Carried					Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 NA for HTBMN Carried			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO
MEMBERS																									
Tana Pradia, Chair				C				C				C	Rashel Richardson		X						X		X		
Allen Murray, Vice Chair		X				X				X			Faye Robinson		X				X				X		
Crystal Starr, Secretary		X				X				X			Pete Rodriguez		X				X				X		
Kevin Aloysius		X				X				X			Imran Shaikh		X				X				X		
Veronica Ardoin		X				X				X			Carol Suazo		X				X				X		
Rosalind Belcher		X						X		X			Steven Vargas		X				X				X		
Mauricia Chatman		X				X				X			Andrew Wilson		X				X				X		
Enrique Chavez		X				X				X															
Tony Crawford		X						X		X															
Bobby Cruz		X				X				X			<b>MEMBERS ABSENT</b>												
Ronnie Galley		X				X				X			Johnny Deal												
Ahmier Gibson		X						X		X			Gregory Hamilton												
Angela F. Hawkins		X				X				X			Arlene Johnson												
Dawn Jenkins		X				X				X			Daphne L. Jones												
Denis Kelly		X				X				X			Mel Joseph, excused												
Tom Lindstrom		X				X				X			Deondre Moore												
Holly McLean		X				X				X			Niquita Moret												
Josh Mica		X				X				X			Matilda Padilla												
Rodney Mills		X				X				X			John Poole												
Shital Patel		X				X				X			Gloria Sierra												
Oscar Perez		X						X		X			Bruce Turner												

### Council Voting Record - continued

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room VP = Via phone	Motion #4 EIIHA Carried				Motion #5 FY21 Criteria for Svc Cats Carried				Motion #6 Proposed Idea Criteria/Form Carried					Motion #4 EIIHA Carried				Motion #5 FY21 Criteria for Svc Cats Carried				Motion #6 Proposed Idea Criteria/Form Carried			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO
MEMBERS																									
Tana Pradia, Chair				C				C				C	Rashel Richardson		X				X				X		
Allen Murray, Vice Chair		X				X				X			Faye Robinson		X				X				X		
Crystal Starr, Secretary		X				X				X			Pete Rodriguez		X				X				X		
Kevin Aloysius		X				X				X			Imran Shaikh		X				X				X		
Veronica Ardoin		X				X				X			Carol Suazo		X				X				X		
Rosalind Belcher		X				X				X			Steven Vargas		X				X				X		
Mauricia Chatman		X				X				X			Andrew Wilson		X				X				X		
Enrique Chavez		X				X				X															
Tony Crawford		X				X				X															
Bobby Cruz		X				X				X			<b>MEMBERS ABSENT</b>												
Ronnie Galley		X				X				X			Johnny Deal												
Ahmier Gibson		X				X				X			Gregory Hamilton												
Angela F. Hawkins		X				X				X			Arlene Johnson												
Dawn Jenkins		X						X		X			Daphne L. Jones												
Denis Kelly		X				X				X			Mel Joseph, excused												
Tom Lindstrom		X				X				X			Deondre Moore												
Holly McLean		X				X				X			Niquita Moret												
Josh Mica		X				X				X			Matilda Padilla												
Rodney Mills		X				X				X			John Poole												
Shital Patel		X				X				X			Gloria Sierra												
Oscar Perez		X				X				X			Bruce Turner												

### Council Voting Record - continued

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room VP = Via phone	Motion #7 HTBMN Wg Attendance Carried					Motion #7 HTBMN Wg Attendance Carried			
	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	NO	ABSTAIN
MEMBERS					MEMBERS				
Tana Pradia, Chair				C	Rashel Richardson		X		
Allen Murray, Vice Chair		X			Faye Robinson		X		
Crystal Starr, Secretary				X	Pete Rodriguez		X		
Kevin Aloysius		X			Imran Shaikh		X		
Veronica Ardoin		X			Carol Suazo		X		
Rosalind Belcher		X			Steven Vargas		X		
Mauricia Chatman		X			Andrew Wilson		X		
Enrique Chavez		X							
Tony Crawford		X							
Bobby Cruz		X			<b>MEMBERS ABSENT</b>				
Ronnie Galley		X			Johnny Deal				
Ahmier Gibson		X			Gregory Hamilton				
Angela F. Hawkins		X			Arlene Johnson				
Dawn Jenkins		X			Daphne L. Jones				
Denis Kelly		X			Mel Joseph, excused				
Tom Lindstrom		X			Deondre Moore				
Holly McLean		X			Niquita Moret				
Josh Mica		X			Matilda Padilla				
Rodney Mills		X			John Poole				
Shital Patel		X			Gloria Sierra				
Oscar Perez		X			Bruce Turner				