

# 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

Thursday, March 11, 2004

### MEMBERS PRESENT

Marlene McNeese-Ward, Chair  
 Gary Ainsworth  
 Paula Downes  
 Johnetta Evans-Thomas  
 Tonya Fisher  
 Joe Fuentes, Jr.  
 Daniel Garza  
 Veronica Garza  
 Kimberly Griffin  
 Johnny Harris, Jr.  
 Gretchen Hollingsworth  
 Priscilla Jenkins-Roberts  
 Albert McKinney  
 Ken Malone  
 Sylvia Mazique  
 Nancy Miertschin  
 Michael Miller  
 Joseph Osei-Frimpong  
 Yvette Proctor  
 Marvin Pruitt  
 John Sahn  
 Kimbrae Sanders  
 Catherine Troisi  
 Bruce Turner  
 Thomas Urban  
 Torelen Winbush

### MEMBERS ABSENT

Skeet Boyle, excused  
 Lester Byrd, excused  
 Felicia Farrar  
 David Garner  
 Hector Guajardo  
 Kevin Jackson, excused  
 Leonard Kincaid, excused  
 Lynn King, Jr., excused  
 Lesley Lopez-Williams, excused  
 Steven Walker  
 Fred Walters, Jr., excused  
 Tracy Wilson, excused

### OTHERS PRESENT

Steve DeCorte  
 Glenn Laggart, BOCS  
 Reginald Holt  
 Manuel Gil  
 Kay Kirkland, HIV Services  
 Charles Henley, HIV Services  
 Rocaille Roberts, HIV Services  
 Robert Taylor, AFH  
 Brenda Thomas  
 Vera Johnson  
 Gerardo Morales  
 Jim Stanley, Harris County  
 Robert Nobles  
 Samuel Robinson  
 Johnnie Petry  
 Katy Caldwell  
 Lawrence Denson  
 Modelle Brudner  
 Tori Williams, Ofc. Of Support  
 G. L. Monaghan, Ofc. Of Support

**Call to Order:** Marlene McNeese-Ward, Chair, called the meeting to order at 11:45 a.m. by asking for a moment of reflection.

**Training:** Alan J. Richard, Ph.D. presented the attached Environmental Scan Power Point presentation.

**Training:** The Robert's Rules of Order training will be presented next month.

**Adoption of the Agenda:** *Motion: it was moved and seconded (Garza, V., Downes) to adopt the agenda. Motion carried.*

**Adoption of the Minutes:** *Motion: it was moved and seconded (Garza, V., Ainsworth) to adopt the February 12, 2004 minutes. Motion carried. Abstentions: Downes, Sanders, Garza, D.*

Brudner presented Tori Williams, Manager of the Office of Support, with a five-year pin from the County and a certificate of appreciation.

**Public Comment:** DeCorte summarized the attached ACT Now report. Miertschin stated that at the last Advisory meeting of the Texas HIV Medication Program committee meeting, staff for the program stated that they did not anticipate a funding shortfall, therefore they did not foresee changes to the program eligibility. They have employed Dr. Kasper to work out the details of medical eligibility so that it could be implemented in the upcoming fiscal year. Because of the increasing numbers of clients and drug costs, FY 2005 is predicted to be a "hot" year.

**Report from HIV Services:** Charles Henley, Director HIV Services, Harris County Health Department, summarized the attached report. His report focused primarily on the HRSA notice of grant award which gave the Houston EMA a 6.8% decrease for FY 2004.

### **Reports from the Committees**

Quality Assurance Committee: Veronica Garza, Chair, reported on the following:  
FY05 Service Categories to be RFP'ed: See attached email from Henley.

FY 2003 Outcome Measures: See attached highlights of the FY 2003 Third Quarter Outcome Measures. The full report was available on the information table at the back of the room.

FY 2003 Client Satisfaction Surveys: See attached report.

CPCDMS Subcommittee: See attached reports. The next meeting is at 11:00 a.m. on April 1, 2004.

Substance Abuse Work Group: *Motion: To accept the attached results of the Substance Abuse Survey. Motion carried.*

How to Best Meet the Need: *Motion: To approve the attached Substance Abuse Treatment Capacity Building Service Definition. Motion carried.* Abstention: Turner.

Primary Care/Medication Work Group: Sahn stated that more consumers need to participate on this work group. The group is gathering data and asking the Physician's Work Group to make recommendations regarding a possible tiered outpatient primary medical system. These recommendations will be sent to the How to Best Meet the Needs process. The next work group meeting is scheduled for 10:00 a.m. on Wednesday, March 18, 2004.

Comprehensive HIV Planning Committee: Paula Downes, Chair, gave the following reports:

2005 Needs Assessment: On March 3, 2004 there was a very productive conference call between the members of the Data Collection Work Group and the vendor. The next meeting will be held at 12 noon on March 24, 2004.

Client Incentives: *Motion: To approve a \$30 incentive for the 2005 Needs Assessment. Motion carried.*

Advances in Medication and Treatment Committee: Joe Fuentes, Jr., Co-Chair, reported on the following:  
ADAP: No report.

Next Committee Meeting: This committee will be meeting at 10:00 a.m. on Thursday, March 25, 2004.

Physician Work Group Meeting: This work group is tentatively scheduled to meet on Wednesday afternoon or evening, April 21, 2004.

Administrative Assessment Committee: Joe Fuentes, Jr., Chair, presented the following information:  
Reports from the Administrative Agent: See the attached reports addressing:

Service Utilization: 03/01/03 – 11/30/03  
FY 2003 Third Quarter Allocations and Procurement Report  
Administrative Costs: 03/01/03 – 11/30/03  
WICY Expenditures: March – August 2003

2004 Committee Meeting Dates: The committee will be meeting at the following dates and times in 2004:

2:00 p.m., Wednesday, May 26, 2004  
2:00 p.m., Wednesday, July 21, 2004  
2:00 p.m., Wednesday, August 25, 2004  
2:00 p.m., Wednesday, November 17, 2004

Affected Community Committee: Ainsworth gave the following reports:

Greeters: Three members of the Affected Community Committee will be at Council meetings to greet guests, help them find meeting materials, answer questions. He extended thanks to the March greeters who included: John, Melinda and Russell.

Client Complaint Summary: See the attached report.

Committee Vice Chair: Kevin Jackson is the Committee Vice Chair.

Ainsworth stated that the committee will be holding 2004 off-site meetings at locations where the committee has never met or has not met for a while. The committee looked at changing the way they target special populations. They may participate in fewer health fairs so that they have more energy to focus on other venues such as churches, putting Council information in handouts at other HIV/AIDS events, and more.

Operations Committee: McNeese-Ward reported on the following:

2004 Orientation: Members were asked to fill out the attached evaluation form regarding the January 2004 Orientation. Please submit the form to the Office of Support staff after the meeting.

2004 Council Training: See the attached schedule of tentative training topics.

Priority & Allocations Committee: John Sahn, Co-Chair, gave the following reports:

HRSA Grant Award: See the attached final service category allocations.

Committee Training: The committee is dedicating the first couple of months to reviewing and updating decision-making documents and procedures.

2004 Principles and Criteria: *Motion: To approve the 2004 Principles and Criteria. Motion carried.*  
Abstention: Fuentes, Jr.

2004 Priority Setting Process: *Motion: To approve the 2004 Priority Setting Process. Motion carried.*  
Abstention: Fuentes, Jr.

Policy on Allocating Unspent Funds: *Motion: To approve the 2004 policy for allocating unspent and carryover funds. Motion carried.* Abstention: Fuentes, Jr.

Henley walked the Council through the attached "Sample Format-Request for Funding Increase-FY04". This document is the format in which the committee will receive information about requests for carryover and undesignated funds.

MAI Funding: See the attached CAEAR Report on Minority AIDS Initiative (MAI) funding.

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

**Old Business:**

Memorandum of Understanding: The final draft of this document has been submitted to the IIRSA Project Officer, Francis Hodge, for a final review. It should be ready for full Council review in April.

Joint Committee Meetings: The second meeting of the joint committees will take place immediately following the Council meeting. All Council members are encouraged to stay and participate.

**New Business:**

Title II: See Proctor's attached report.

Title III: Mierstchin stated that the HIV/AIDS Women's Programs have been moved from LBJ to Northwest and Thomas Street Clinics.

Prevention: Troisi stated that there was an orientation two weeks ago. The next meeting will be at 3:00 p.m. on Thursday, March 18, 2004 at the Council for Alcohol and Drugs.

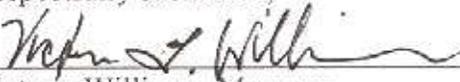
SCSN: See attached Texas SCSN Meeting Summary dated February 20-21, 2004.

**Announcements:**

- McNeese-Ward: See the attached 2005 US HIV/AIDS Conference flyer. The statewide committee is meeting in Houston at 2:00 p.m. on Friday, March 12, 2004 at 1115 Braeswood.
- Brudner: The liaison with the County Judge's office distributed the 2004 Planning Council appointment certificates.
- Harris, Jr.: See attached flyer for the Houston Department of Health and Human Services Early Intervention Program Women's Empowerment Workshop.
- Mierstchin stated that the recent TV coverage at Thomas Street Clinic did not have anything to do with the HIV/AIDS program staff or patients.
- Williams stated that those who attended the North Carolina Conference are putting together a written report to be presented at the April Council meeting.

**Adjournment:** *Motion: it was moved and seconded (Ainsworth, Downes) to adjourn the meeting at 1:30 p.m. Motion carried.*

Respectfully submitted,

  
Victoria Williams, Manager

4/1/04  
Date

Draft Certified by  
Council Chair: 

4/1/04  
Date

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

Date \_\_\_\_\_