

Las Vegas TGA Ryan White Part A HIV/AIDS Planning Council

MINUTES

MARCH 23, 2011

9:00 AM – 11:55 AM

CLARK COUNTY SOCIAL SERVICES
1600 PINTO LANE
LAS VEGAS, NV 89106

Submitted By: Shayla Streiff

MEMBERS PRESENT	Alex Flores, Nancy Torres, Lorenzo Fernandez, Jeff Vollman, Jennifer Morss, Karyn Smith, Michelle Halluer-Fuller, Rick Reich
MEMBERS ABSENT	Angelica Pichardo, Beth Handler, Torrence Warfield
MEMBERS EXCUSED	Angelica Pichardo
STAFF PRESENT	Shayla Streiff
APPLICANTS PRESENT	SaBrina Hagan-Finks, Heather Lazarakis, Kevin Miyasato, Anthony Holden, Theresa King, John Miles, Jamie Perry, Cheryl Smith
GUESTS AND MEMBERS OF THE PUBLIC PRESENT	Albert Hernandez, Moralh, Dioris, Jeffre Hames, Liliana Dionisio, Lane Olson, Roland Medna, Armando Mercade, James Gentry, Tracy Skinner, Kirkland Smith, Steve Mayet, JeKeissa Mosley, Sunny Russell, Maryanne Beitz, Antioco Carrillo, Marek Nute, Lesli Rush, Patricia Sared, Earl Shelton, Jim St. Marie, Lea Carrasco-Zanini, Kevin Morss, Erin Kinard, Erik Christenson, Ivan Rodriguez, Ben White (via-teleconference)

1. CALL TO ORDER

CALLED TO ORDER	Jeff Vollman-Planning Council Co-Chair at 9:00 am.
CONFIRMATION OF POSTINGS	Shayla Streiff-Planning Council Coordinator received 13 confirmations.
ESTABLISHMENT OF A QUORUM	A quorum was established.
STATEMENT OF AGENDA	To allow for public comment prior to the membership interview process and a larger pool of selection for the Executive Committee membership item g. (Membership Interview and Nominations Process) was moved after d. (Standards of Care).
APPROVAL OF MINUTES	Minutes from the January 7, 2011 meeting were approved.

2. BUSINESS ITEMS

A) PLANNING CYCLE BUDGET FOR 2011-2012

	<u>Utilized 2010-2011</u>	<u>Projected 2011-2012</u>
NEEDS ASSESSMENT		
Contracted Data Collection	\$ 13,400.00	\$ 15,000.00
Focus Group Supplies	\$ 355.96	\$ 500.00
Wal-Mart Giftcards (stipends for survey's and focus groups)	\$ 13,115.00	\$ 12,000.00
Needs Assessment Total	\$ 26,870.96	\$ 27,500.00
MEETING EXPENSES		
PS/RA July 2010	\$ 1,141.98	\$ 2,000.00
OFFICE SUPPLIES/EXPENSES		
Office Supplies/Expenses Total	\$ 353.29	\$ 500.00
TOTAL EXPENDITURES 2010-2011	\$ 28,366.23	
PROJECTED EXPENDITURES 2011-2012		\$ 30,000.00

	The budget was discussed with the caveat that it will not change as long as the full award anticipated from HRSA is awarded. If the full amount changes the budget may need to be changed accordingly.	
MOTION	Michelle Halluer-Fuller moved to approve the budget as presented, Nancy Torres seconded.	
VOTE	ALEX FLORES, NANCY TORRES, LORENZO FERNANDEZ, KARYN SMITH, MICHELLE HALLUER-FULLER, RICK REICH	IN FAVOR
	NONE	ABSTENTIONS
	NONE	NOT IN FAVOR
CONCLUSION	PASSED	

B) NEEDS ASSESSMENT UPDATE		
DISCUSSION	The Ryan White Part A HIV/AIDS Targeted Needs Assessment/Consumer Satisfaction Project 2011 was completed two months ahead of schedule and was handed out on flash drives and/or hard copy to all in attendance. It can also be found on the website at www.lasvegasema.org .	
MOTION	No vote needed.	
VOTE		IN FAVOR
		ABSTENTIONS
		NOT IN FAVOR
CONCLUSION		

C) PLAN PS/RA PROCESS		
DISCUSSION	A review of the prior year's PS/RA process was discussed including strengths and weaknesses. It was proposed that a method of delivering data be spread throughout a month's time to allow members an adequate amount of time to thoroughly read and digest the information. Data will include: Needs Assessment, Service Utilization, and Epi Profile data. The Co-Chairs will propose a plan and foster discussion with the council to ensure everyone is comfortable with the method chosen to disperse relevant data, ask questions, and decide on an appropriate method for decision making over the two day PS/RA process.	
MOTION	Rick Reich moved to accept this process as stated, Michelle Halluer-Fuller seconded.	
VOTE	ALEX FLORES, NANCY TORRES, LORENZO FERNANDEZ, KARYN SMITH, MICHELLE HALLUER-FULLER, RICK REICH	IN FAVOR
	NONE	ABSTENTIONS
	NONE	NOT IN FAVOR
CONCLUSION	PASSED	

D) STANDARDS OF CARE		
DISCUSSION	The updated Standards of Care were presented. They are a product of the quality management team and experts in the respective service categories along with input from other EMA's and TGA's standards. Continuity was suggested when referring in the document to death as different terms can be interoperated to mean different things among providers. It was proposed that revisions be accepted until Monday, March 28 th at 5pm so they can be fully implemented with the respective agencies April 1 st , 2011.	
MOTION	Rick Reich moved to accept the process as stated, Alex Flores seconded.	
VOTE	ALEX FLORES, NANCY TORRES, LORENZO FERNANDEZ, KARYN SMITH, MICHELLE HALLUER-FULLER, RICK REICH	IN FAVOR
	NONE	ABSTENTIONS

	NONE	NOT IN FAVOR
CONCLUSION	PASSED	

5. Public Comment		
ANTIOCO CARRILLO	The new location of Community Counseling Center is open at 714 E. Sahara and seeing clients as normal. Thank you to all of the community partners for helping us out in our time of need.	
KEVIN MIYASATO	The 3 rd Annual HIV Wellness Conference was held in March, 150 clients were invited to attend and it was a huge success.	
TRACY SKINNER	Discussed his concern that the Planning Council does not have an HIV positive Co-Chair. Jeff Vollman described the process by which the bylaws were revised which was at the direction of the CEO by recommendation of HRSA and that having an HIV positive Co-Chair is not a federal requirement.	
JIM ST.MARIE	Expressed his concern with the process by which the bylaws were revised and that there are no minutes of those meetings on the website. Jeff Vollman explained that it was at the direction of the CEO by recommendations from HRSA that the bylaws be revised by a small appointed body to ensure it has the ability to function in accordance with federal and local requirements while putting aside personal agendas with the top priority of meeting federal mandates.	

D) Membership Interview and Nominations Process		
DISCUSSION	<p>The following people were considered for membership, their recommendations are as follows:</p> <p>Reapplying Members: <u>Affected Community:</u> Gary Capone-Second Consecutive Term Not in attendance do to work related issues, the council agreed to include him in the slate of candidates to renew his membership <u>Grantee Under other Federal HIV Program:</u> SaBrina Hagan-Finks-Second Consecutive Term Yes-8 <u>State Medicaid Agency:</u> Heather Lazarakis-Second Consecutive Term Yes-8 <u>Community Based Organization/AIDS Service Organization:</u> Jennifer Morss-Second Consecutive Term Yes-4 No-2 Abstentions-1 New Applicants: <u>Mental Health/Substance Abuse Provider:</u> Kevin Miyasato Yes-8 <u>Affected Community:</u> Anthony Holden No-3 Yes-2 Abstentions-2 (not eligible for membership) Theresa King Yes-8 John Miles Yes-4 No-2 Abstentions-1 Jamie Perry Yes-7 Abstentions-1 Cheryl Smith Yes-6 No-1 Abstentions-1</p> <p>Applications were received from the following but they did not show for the interview process. Jamaal Evans, Erania Greve, Louis Gonzalez, Carlos Amotto Lemos, Angela Smith.</p>	
MOTION	Alex Flores moved to accept the following applicants as a slate: Gary Capone, SaBrina Hagan-Finks, Heather Lazarakis, Jennifer Morss, Kevin Miyasato, Theresa King, John Miles, Jamie Perry, Cheryl Smith. Lorenzo Fernandez seconded.	
VOTE	ALEX FLORES, NANCY TORRES, LORENZO FERNANDEZ, KARYN SMITH, MICHELLE HALLUER-FULLER, RICK REICH	IN FAVOR
	NONE	ABSTENTIONS
	NONE	NOT IN FAVOR

CONCLUSION	PASSED
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E) DEVELOPMENT AND POPULATION OF EXECUTIVE COMMITTEE		
DISCUSSION	<p>Bylaws with regard to the Executive Committee Membership were reviewed, as follows:</p> <p>Section 5.4 Executive Committee Membership The Executive Committee membership shall be comprised of the following:</p> <ol style="list-style-type: none"> 1. The two Planning Council Grantee Co-Chairs, 2. One Planning Council member in good standing that represents the provider community, 3. One Planning Council member in good standing that represents the HIV/AIDS client community, 4. One Planning Council member in good standing that represents the public health community. <p>The Executive Committee membership, aside from the Grantee Co-Chair, shall be selected by the Planning Council through consensus vote.</p> <p>The following people volunteered for the required positions and votes were cast by show of hands:</p> <p><u>Provider Community Representative</u> Kevin Miyasato and Lorenzo Fernandez Those in favor of Kevin Miyasato: Rick Reich, Karyn Smith, Alex Flores, Nancy Torres Those in favor of Lorenzo Fernandez: Lorenzo Fernandez</p> <p><u>Public Health Representative</u> SaBrina Hagan-Finks-only volunteer, no vote required</p> <p><u>HIV/AIDS Client Community Representative</u> Theresa King, Alex Flores, Jamie Perry Those in favor of Theresa King: None Those in favor of Alex Flores: Rick Reich, Lorenzo Fernandez, Michelle Halluer-Fuller, Karyn Smith Those in favor of Jamie Perry: Nancy Torres</p>	
MOTION	See above.	
VOTE	NONE	IN FAVOR
	NONE	ABSTENTIONS
	NONE	NOT IN FAVOR
CONCLUSION	EXECUTIVE COMMITTEE MEMBERSHIP JEFF VOLLMAN, JENNIFER MORSS, ALEX FLORES, KAVIN MIYASATO, SABRINA HAGAN-FINKS	

F) FISCAL POLICY		
DISCUSSION	The development of the fiscal policy with regard to a process by which re-allocations are made was designated to the Executive Committee for the initial draft for ratification by the full Planning Council.	
MOTION	Rick Reich moved to accept this process as stated, Michelle Halluer-Fuller seconded.	
VOTE	ALEX FLORES, NANCY TORRES, LORENZO FERNANDEZ, KARYN SMITH, MICHELLE HALLUER-FULLER, RICK REICH	IN FAVOR
	NONE	ABSTENTIONS
	NONE	NOT IN FAVOR
CONCLUSION	PASSED	

3. Informational Items

JEFF VOLLMAN	Our current project officer is now Karen Merser we were recently reassigned from having Karen Ingvoldstat. HRSA's overall approach is becoming very accountability oriented and more requirements are coming down from the federal level so those will be shared as soon as they are available. Doug Morgan the director of the HIV/AIDS Bureau has taken another position and Hilda Douglas who was the assistance director under Doug retired so HRSA leadership is currently being restructured.
MICHELLE HALLUER-FULLER	There is a current project underway and the Office of Homelessness and survey data will be available for presentation by our next meeting. Applications are also being accepted at the homeless services development office to participate with the continuum of care.
ALEX FLORES	Had previously requested that an agenda item be included regarding the conflict of interest Jennifer Morss has on the Planning Council, requested that conflicts of interest be included as a discussion item on the next agenda.

4. Next Meeting

NEXT MEETING	PS/RA process will be held over two meetings, meeting date, time and place TBD depending on availability of space.
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5. Adjournment

MEETING ADJOURNED	Meeting adjourned at 11:55am
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