

Dear Ryan White Planning Council Members, Affiliate Members and Community Members,

**\*\*\*CAREFULLY read the information below. Please do not come in person for the meeting\*\*\***

Please note that the annual How to Best Meet the Need (HTBMN) process will take place in April **online through Zoom**. Zoom is a FREE meeting program for use on any smartphone, PC, Mac, or Tablet. You can also join the meetings by telephone. See below for detailed instructions on how to join the meetings.

**HTBMN Special Workgroup #2: 9:30 a.m., Friday, April 24th**

**Topics to be discussed:** Possibly using Ryan White funds to help meet the chronic need for housing (example: emergency housing vouchers, one time utility or rental assistance, etc.) and using the Emergency Financial Assistance service category to provide a rapid response to emergency needs as they come up for those who are not eligible for other assistance.

**Zoom Meeting ID: 947 2639 8346 Password: 821515**

**To join via phone: (346) 248-7799**

Information packets for the meeting is posted on our website calendar: [www.rwpcHouston.org](http://www.rwpcHouston.org). Please take a moment to contact Rod Avila ([Rodriga.Avila@cjo.hctx.net](mailto:Rodriga.Avila@cjo.hctx.net)) or by phone at 832-927-7926 to RSVP for the April 24th workgroup meeting.

**How to join the meeting via Zoom:**

***Instructions for computer users:***

- Click on the Zoom link <https://zoom.us/j/94726398346?pwd=SVVnckl0eFczamZ6cjFucWVQZFVUZz09>
- You may be prompted to download a small software package to access the meeting. This is safe and takes just a couple minutes. Once the download is complete, you will be taken to the meeting.

***Instructions for smartphone or tablet users:***

- Go to your phone's app store (Google Play Store, Apple Store, etc.) and download the free app Zoom Cloud Meetings. After the app downloads, tap the Zoom icon to open it.
- Tap the "Join a Meeting" button, and enter this meeting ID number: [947 2639 8346](#) and Password: [821515](#)
- Enter your name and tap "Join Meeting" to be taken directly to the meeting.

**How to join the meeting via telephone:**

- Call (346) 248-7799.
- When prompted enter the meeting ID number: [947 2639 8346](#) , then # and password [821515](#)

If you have never used Zoom before, please do not hesitate to contact [Amber.Harbolt@cjo.hctx.net](mailto:Amber.Harbolt@cjo.hctx.net). She is happy to set a time a day or two before the meeting to walk you through set up and do a test run with you.

**We appreciate your patience as we all adjust to new norms, and thank you for your willingness to try new ways of meeting!**