

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee Meeting

12 noon, Monday, February 12, 2018

Meeting Location: 2223 West Loop South, room to be announced
Houston, TX 77027

AGENDA

- I. Call to Order Rodney Mills and
Tana Pradia, Co-Chairs
- A. Welcome and Introductions
 - B. Announce who will be chairing the meeting
 - C. Moment of Reflection
 - D. Adoption of the Agenda
 - E. Approve the Minutes (11-20-17)
 - F. Nuts, Bolts, and Petty Cash Tori Williams
 - G. Open Meetings Act Tori Williams
- II. Public Comment
- (NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV status. All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a living person with HIV", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization. If you work for an organization, but are representing yourself, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to a member of the staff who would be happy to read the comments on behalf of the individual at this point in the meeting.)
- III. New Business Tori Williams
- A. Purpose of the Council, Public Hearings & Health Fairs
 - B. Purpose of the Committee
 - C. Road 2 Success
 - 1. List of Off Site Locations vs. YouTube and Facebook??
 - D. 2018 Community Events (see attached)
 - a. *AIDS Walk – Sun. March 4, 2018*
 - E. Review 2018 Critical Timeline
 - F. 2018 Monthly Meeting Dates and Times
 - G. Adopt 2018 Committee Goals
- IV. Old Business Tori Williams
- A. Greeters
 - B. Elect a Committee Vice-Chair
 - C. 2018 Project LEAP Recruitment
- V. Announcements
- VI. Adjourn
- VII. Members meet with committee mentor Teresa Pruitt

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee Meeting

12 noon, Monday, November 20, 2017

Meeting Location: 2223 West Loop South, Room 532, Houston, TX 77027

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Tana Pradia, Co-Chair	Herman Finley, excused	Cecilia Ross, RWPC Chair
Rodney Mills, Co-Chair	Tracy Gorden, excused	
Curtis Bellard	Arlene Johnson, excused	
Skeet Boyle	Isis Torrente	
Amber David	Anne Chantal Kouman Njo	
Johnny Deal	Alex Moses	
Denis Kelly		<i>Office of Support</i>
Allen Murray		Tori Williams
John Poole		Rod Avila
Teresa Pruitt		
Ma'Janae Chambers		
Veria Steptoe		

Call to Order: Pradia called the meeting to order at 12:06 p.m. and asked for a moment of reflection.

Adoption of the Agenda: *Motion #1*: it was moved and seconded (Mills, Deal) to adopt the agenda. **Motion carried unanimously.**

Approval of the Minutes: *Motion #2*: it was moved and seconded (Deal, Chambers) to approve the October 23, 2017 minutes. **Motion carried.** Abstentions: Bellard.

Public Comment: None.

Old Business

Community Events

Updates on Road 2 Success and Camino hacia tu Salud:

Pradia communicated that *Camino hacia Tu Salud*, which took place on Saturday, November 11, 2017 at Leonel Castillo Community Center, was a success. But, the committee will need to do more to increase participation in the events. The committee discussed having Road 2 Success events at established agencies during times that clients are already in attendance.

World AIDS Day events: Committee members signed up to participate in World AIDS Day community observances on December 1st.

Latino HIV Task Force Health Fair: Williams will confirm that the Health Fair on December 2nd at Denver Harbor is, in fact, scheduled to take place.

Road 2 Success on Saturday, January 13, 2018: Committee members signed up to volunteer for this event.

Greeters: Committee members signed up to be greeters at the December 2017 Council meeting.

Motion #3: *it was moved and seconded (Pruitt/Kelly) that the Affected Community Committee use the same committee goals in 2018 as those used in 2017.* **Motion carried unanimously.**

Appreciations: Williams thanked all committee members for their great leadership and willingness to participate in all Council related activities. Pradia also extended thanks to the committee members for all the hard work done to help the the community.

Announcements: Pradia reminded all that November 20th is Transgender Day of Remembrance. Kelly announced a new social group that will start meeting every other week at 3 pm on Mondays at Empire Café beginning in January 2018. Williams encouraged everyone to keep sending notices of community events and support groups throughout the months of December and January since the information can be distributed via email. In addition, Williams reminded members about the need for participants in the *Out of Care Special Study*.

Adjourn: Motion #4: *it was moved and seconded (Pruitt, Boyle) to adjourn the meeting at 1:02 p.m.* **Motion carried unanimously.**

Submitted by:

Approved by:

Tori Williams, Director Date

Committee Chair Date

Nuts and Bolts for New Members

Staff will mail meeting packets a week in advance; if they do not arrive in a timely manner, please contact the Office of Support.

The meeting packet will have the date, time and room number of the meeting; this information is also posted on signs on the first and second floor the day of the meeting.

Sign in upon arrival and use the extra agendas on the sign in table if you didn't bring your packet.

Only Council/committee members sit at the table since they are the voting members; staff and other non-voting members sit in the audience.

The only members who can vote on the minutes are the ones who were present at the meeting. If you were absent at the meeting, please abstain from voting.

Due to County budgeting policy, there will be no petty cash reimbursements in March and possibly April so save receipts and turn them into Eric for payment in April.

Be careful about stating personal health information in meetings as all meetings are tape recorded and, due to the Open Meetings Act, are considered public record. Anyone can ask to listen to the tapes, including members of the media.

Houston Area HIV Services Ryan White Planning Council
Office of Support
2223 West Loop South, Suite 240, Houston, Texas 77027
713 572-3724 telephone; 713 572-3740 fax

MEMORANDUM

To: Members, Ryan White Planning Council
External Members, Ryan White Committees

Copy: Carin Martin

From: Tori Williams, Director, Office of Support

Date: January 25, 2018

Re: End of Year Petty Cash Procedures

The fiscal year for Ryan White Part A funding ends on February 28, 2018. Due to procedures in the Harris County Auditor's Office, it is important that all volunteers are aware of the following end-of-year procedures:

- 1.) Council and External Committee members must turn in all requests for petty cash reimbursements **at or before 2 p.m. on Friday, February 9, 2018.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2018 **will not be reimbursed at all if they are turned in after March 30, 2018.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and May 31, 2018. This means that volunteers should give Rod the usual reimbursement request forms for transportation, food and childcare expenses incurred after March 1, 2018 but the Office may not be able to reimburse volunteers for these expenses until mid to late May 2018.

We apologize for this significant inconvenience. Please call Tori Williams at the number listed above if you have questions or concerns about how these procedures will affect you personally.

(OVER FOR TIMELINE)

March 1

2017.....

Beginning of
fiscal year 2017

Feb 9

2018.....

Turn in all
receipts

Feb 28

2018.....

End of
fiscal year 2017.
No money
available to write
checks until April
the end of May

March 30

2018

Turn in any remaining receipts
for fiscal year 2017 or you
will not be reimbursed for
any expenses incurred between
March 1, 2017 and Feb. 28, 2018

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713 572-3724 telephone; 713 572-3740 fax
www.rwpchouston.org

Memorandum

To: Members, Houston Ryan White Planning Council
External Members, Ryan White Committees

From: Tori Williams, Director, Ryan White Office of Support

Date: February 1, 2018

Re: Open Meetings Act Training

Please note that all Council members, and External Committee members, are required to take the Open Meetings Act training at least once in their lifetime. If you have never taken the training, or if you do not have a certificate of completion on file in our office, you must take the training and submit the certificate to the Office of Support before March 31, 2018. The training takes 60 minutes and can be accessed through the following link (if you have difficulty with the link, copy and paste it into Google and it should lead you to the correct area of the Attorney General's website):

<https://www.texasattorneygeneral.gov/og/oma-training>

If you do not have high-speed internet access, you are welcome to view the video in the Office of Support. We will make the training available in suite 240 after the Council adjourns on Thursday, February 9th; popcorn will be provided. Or, you can contact Diane Beck and make an appointment to see it on one of the computers in our office.

Upon completion of training, you will be provided with a code that is used to print a certificate of completion. Using the code, you may obtain the certificate from the Attorney General's Office in the following ways:

Print it from the Attorney General web link at:

https://www.texasattorneygeneral.gov/forms/openrec/og_certificates.php

Or, call the Office of Support with the validation code and the staff will print it for you.

We appreciate your attention to this important requirement. Do not hesitate to call our office if you have questions.

Affected Community Committee Training

Purpose of the Planning Council
Participation in Health Fairs
Purpose of Public Hearings

February 12, 2018

Purpose of the Planning Council

- What does the Planning Council do?
 - Conducts a Needs Assessment
 - Creates a plan to improve HIV services in Houston
 - Reviews data about existing Ryan White funded HIV services
 - Designs HIV services that will be provided using Ryan White funds in the Houston EMA/HSDA
 - Makes a list of the most important services
 - Decides the amount of Ryan White funding that will be allocated to each of the services

Purpose of the Planning Council

- What does the Planning Council NOT do?
 - Review grant applications from agencies
 - Decide which agencies in Houston get money
 - Hire and fire staff at agencies
 - Respond to complaints from consumers about specific agencies
 - Write letters to politicians in Washington
 - March at protests
 - Conduct HIV prevention
- HRSA sets the rules for Planning Councils
 - HRSA says Planning Councils can only focus on services, not specific agencies.
 - The Administrative Agency (Carin's office) monitors grants and agencies.

Participation in Health Fairs



- Tell the public about what the Ryan White Planning Council does
- Tell the public about services by giving out the Blue Book
- Tell the public how to volunteer with the Planning Council



- Give out condoms or HIV prevention materials
- Do HIV prevention
- Tell the public about specific agencies



Purpose of Public Hearings

- Twice a year
- Inform the community about recommended changes that the Planning Council will decide upon.
- Get feedback from consumers of Ryan White services as to how the recommended changes will affect their ability to receive care and support services.
- Community input is vital to all of the Planning Councils processes and is encouraged at every level.
 - Public Hearings are televised to help all PLWHAs participate in the planning process – especially PLWH who cannot travel to Planning Council meetings

Training for Staffing a Ryan White Booth at a Health Fair or Other Event
Questions for Role Playing
(as of 03-21-17)

1. Who is Ryan White?

ANSWER: See the attached description of Ryan White.

Key words: Indiana teenager
Person with HIV and hemophilia
Not allowed to attend school because of his AIDS status
Became a celebrity by asking for respect, compassion & the chance to live normally
Died in 1990 - the year Congress named the CARE Act after him

2. What does the Ryan White Program do?

ANSWER: The Ryan White Program is a Federal law that provides funds for local communities to develop and pay for core medical services for people living with HIV.

Key words: Law created by Congress/Federal law
\$20 million/year for the Greater Houston area (Harris and surrounding counties)
Provides medical services for people living with HIV
Services include: primary medical care, drugs, dental care, mental health care, substance abuse treatment and case management.

3. What does the Ryan White Planning Council do?

ANSWER: The Planning Council is a group of 39 volunteers appointed by Judge Ed Emmett who are responsible for:

- a.) Assessing the needs of PLWH (Needs Assessment & special studies)
- b.) Deciding which services are the most important (prioritizing services)
- c.) Creating a community plan to meet these needs (Comprehensive Plan)
- d.) Deciding how much money should be assigned (allocated) to services funded by Ryan White Parts A and B and State Services money.

Key words: Design the system of care for people who are living with HIV
Allocate funds to address the medical needs of PLWH

4. How much money can I get?

ANSWER: If you get medical care, drugs or case management services from places like Thomas Street Health Center, Legacy Community Health Services, Avenue 360, or St. Hope Foundation then Ryan White dollars are probably paying for those services.

Key words: You get it through the services you receive.

5. Why did the Council take away or cut back on the _____ program, etc?

ANSWER: In 1990, Congress was not as strict about how Ryan White funds could be used. AND, people were also dying within six months of diagnosis. Now, because the drugs are better, more people are living longer and they have a better quality of life. But, the drugs are expensive and Congress is not allocating enough money to keep

up with the number of people who are newly coming into care or living with the disease 10, 20 years. The purpose of the Ryan White Program has always been to get people into medical care. In the last couple of years Congress has become more restrictive in the use of the funds. The Council risks losing funds if they do not allocate 75% of all the money to core medical services (drugs, primary care, dental care, mental health care, substance abuse treatment and case management) and they must allocate the other 25% of the funds to things like transportation to and from medical appointments.

Key words: People with HIV are living longer
Fewer dollars available to care for more and more people
Purpose of the money is to provide MEDICAL care

6. Are you positive?

ANSWER: That is a personal question and I don't talk about my personal health with people I don't know well. OR, if I am, does it matter? OR, Why is it of interest to you? The important thing is for all people to be tested and know their own status.

Key words: None of your business OR
I do know my status, do you know yours?

7. Where do I get help?

ANSWER: The Blue Book lists services available to people with HIV in the 10-county area. Let's look up case management and I will show you where someone can go to get a social worker that will help a PLWH get services they are eligible for.

Key words: The Blue Book

8. How can I sign up to be an HIV volunteer?

ANSWER: 1.) If you want to work one-on-one with PLWH, look in the Blue Book under "Volunteer Opportunities" (page 86) and call any of the agencies listed.
2.) To apply to become a member of the Ryan White Planning Council you can:
a.) Fill out a yellow application form to become an external committee member. If there is a vacancy and you are assigned to a committee, you will be asked to attend a meeting approximately once a month.
b.) Fill out a green application form to apply to become a member of the Planning Council. If there is a vacancy and Judge Emmett appoints you to the Council you will have to attend monthly Council meetings and at least one monthly committee meeting. It can take many years to be appointed to the Council and sometimes there are not enough vacancies to appoint an applicant. So, we recommend that you apply for both and get to know how the Council works through your involvement on a committee.

Key words: Do you want to work one-on-one with clients or design the system that serves 13,000 clients?

Who was Ryan White?

Ryan White was born December 6, 1971 in Kokomo, Indiana. At three days old he was diagnosed with severe Hemophilia and doctors began treating his condition with a new clotting medication that was made from blood. In December 1984, while in the hospital with pneumonia, Ryan was diagnosed with AIDS – at some point he had been infected with HIV by a tainted batch of medication. His T-cell count was 25.

When his health improved he wanted to return to school, but school administrators voted to keep him out for fear of someone getting AIDS. Thus began a series of court battles lasting nine months, while Ryan attended class by phone. Eventually, he won the right to attend school but the prejudice was still there. He was not welcome anywhere, even at church.

The controversy brought him into the spotlight and he became known as the ‘AIDS boy’. Many celebrities supported his efforts. He made numerous appearances around the country and on television promoting the need for AIDS education to fight the stigma faced by those infected by the disease; his hard work resulted in a number of prestigious awards and a made for TV movie.



Ryan on ABC News
with Ted Koppel



Ryan at home with his
mother, Jeanne, in 1987

For the most part, Ryan was a normal, happy teenager. He had a job and a driver's license, he attended sports functions and dances and his studies were important to him. He looked forward to graduating high school in 1991.

On April 8, 1990, Ryan passed away at Riley Hospital for Children in Indianapolis. He was 18 years old.

In honor of this courageous young man, the United States Congress named the federal law that authorizes government funds for medical care to people living with HIV and AIDS the Ryan White Care Act.

Since 1990, the Houston area has received over \$300 million in Ryan White Program funds.

Project L.E.A.P.

Learning, Empowerment, Advocacy and Participation

What is Project L.E.A.P.? Project LEAP is a free 17-week class that teaches people how they can help plan for and design the HIV prevention and care services that are provided in the greater Houston area. The class is open to everyone, especially those who are HIV positive.

The goal is to train people living with HIV/AIDS so that they can participate in local HIV/AIDS planning activities by serving on a planning body, such as the Ryan White Planning Council or the City of Houston HIV Prevention Community Planning Group (CPG).

What will I Learn?

Some of the topics covered in class include:

- Parliamentary Procedure (Robert's Rules of Order)
- HIV 101
- The History of HIV in the Houston Area
- HIV trends in the Houston area for populations such as African Americans, Hispanics, Women, Youth, Heterosexuals, Transgender, etc.
- HIV trends in the Houston area and available services for people with mental health issues, substance abuse issues, the homeless and the incarcerated/recently released.
- HIV and Co-infections, HIV and Chronic Diseases, HIV and Stigma
- Designing HIV Services
- The Ryan White Program Service Prioritization and Funding Allocation Process
- HIV Prevention in the Houston Area

Additional class activities may include:

- Attend a Ryan White Planning Council and Committee meeting.
- Attend an HIV Prevention Community Planning Group (CPG) Meeting.
- Attend a community meeting of your choice.
- Leadership skills and team building.
- Introduction to National, State, and Local HIV plans.
- Class Needs Assessment project and presentation to the Planning Council.

When Does the Class Meet? Wednesdays, 10:00 am – 2:00 pm OR 5:30 pm – 9:30 pm

Lunch or dinner will be provided. Assistance with transportation and child care is available.

How Do I Apply?

A brief application and in-person interview are required. Applications are available by mail, fax, email, and can also be picked up in person or completed online.

If you have questions about Project L.E.A.P. or the application process, please contact the Ryan White Planning Council Office of Support at 713-572-3724 or visit www.rwpcHouston.org

Houston Area HIV Services Ryan White Planning Council

Standing Committee Structure

(Reviewed 07-15-15)

1. **Affected Community Committee**

This committee is designed to acknowledge the collective importance of consumer participation in Planning Council (PC) strategic activities and provide consumer education on HIV-related matters. The committee will serve as a place where consumers can safely and in an environment of trust discuss PC work plans and activities. This committee will verify consumer participation on each of the standing committees of the PC, with the exception of the Steering Committee (the Chair of the Affected Community Committee will represent the committee on the Steering Committee).

When providing consumer education, the committee should not use pharmaceutical representatives to present educational information. Once a year, the committee may host a presentation where all HIV/AIDS-related drug representatives are invited.

The committee will consist of HIV+ individuals, their caregivers (friends or family members) and others. All members of the PC who self-disclose as HIV+ are requested to be a member of the Affected Community Committee; however membership on a committee for HIV+ individuals will not be restricted to the Affected Community Committee.

2. **Comprehensive HIV Planning Committee**

This committee is responsible for developing the Comprehensive Needs Assessment, Comprehensive Plan (including the Continuum of Care), and making recommendations regarding special topics (such as non-Ryan White Program services related to the Continuum of Care). The committee must benefit from external membership and expertise.

3. **Operations Committee**

This committee combines four areas where compliance with Planning Council operations is the focus. The committee develops and facilitates the management of Planning Council operating procedures, guidelines, and inquiries into members' compliance with these procedures and guidelines. It also implements the Open Nominations Process, which requires a continuous focus on recruitment and orientation. This committee is also the place where the Planning Council self-evaluations are initiated and conducted.

This committee will not benefit from external member participation except where resolve of grievances are concerned.

4. **Priority and Allocations Committee**

This committee gives attention to the comprehensive process of establishing priorities and allocations for each Planning Council year. Membership on this committee does include external members and must be guided by skills appropriate to priority setting and allocations, not by interests in priority setting and allocations. All Ryan White Planning Council committees, but especially this committee, regularly review and monitor member participation in upholding the Conflict of Interest standards.

5. Quality Improvement Committee

This committee will be given the responsibility of assessing and ensuring continuous quality improvement within Ryan White funded services. This committee is also the place where definitions and recommendations on “how to best meet the need” are made. Standards of Care and Performance Measures/Outcome Evaluation, which must be looked at within each year, are monitored from this committee. Whenever possible, this committee should collaborate with the other Ryan White planning groups, especially within the service categories that are also funded by the other Ryan White Parts, to create shared Standards of Care.

In addition to these responsibilities, this committee is also designed to implement the Planning Council’s third legislative requirement, assessing the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area, or assessing how well the grantee manages to get funds to providers. This means reviewing how quickly contracts with service providers are signed and how long the grantee takes to pay these providers. It also means reviewing whether the funds are used to pay only for services that were identified as priorities by the Planning Council and whether all the funds are spent. This Committee may benefit from the utilization of external members.

Affected Community Committee

2018 Community Events (as of 02-01-18)

Point Person (PP): Committee member who picks up display materials and returns them to the Office of Support.

Day, date, times	Event	Location	Participants
Sunday, March 4 1pm-Walk	AIDS Foundation Houston (AFH) AIDS Walk	Houston Park Downtown 1100 Bagby Street, 77002	Distribute LEAP flyers????
Saturday, June 23 Noon – 7:00 pm	Pride Festival	Downtown near City Hall	Shift 1 (11:30 am-2 pm): PP: Shift 2 (2-4:30 pm): Shift 3 (4:30-7 pm): PP:
	Road 2 Success	Thomas Street Health Center 2015 Thomas Street, 77009	<u>Need 5 Volunteers:</u>
	Camino hacia tu Salud	Positive713 Leonel Castillo Community Center 2101 South Street, 77009	<u>Need 7 Volunteers:</u>
October	MISS UTOPIA	Crowne Plaza Northwest-Brookhollow 12801 Northwest Freeway Houston, TX 77040	<u>Volunteers: PP:</u> DISTRIBUTE LEAP FLYERS
	Road 2 Success		<u>Volunteers:</u> Tana, Rodney, Steven, Allen, Teresa, John P, and Crystal
	Camino hacia tu Salud	Leonel Castillo Community Ctr. 2101 South Street, 77009	<u>Volunteers:</u> Tana, John P, Carol S, Steven
Saturday, December 1	World AIDS Day Events		Most committee members attend events DISTRIBUTE LEAP FLYERS

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2018 Council Activities

(Revised 02-01-18)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location. The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 713 572-3724.

General Information: The following is a list of significant activities regarding the 2018 Houston Ryan White Planning Council. Consumers, providers and members of the general public are encouraged to attend and provide public comment at any of the meetings described below. For more information on Planning Council processes or to receive monthly calendars and/or meeting packets, please contact the Office of Support at 713 572-3724 or visit our website at: www.rwpchouston.org.

Routinely, the Steering Committee meets monthly at 12 noon on the first Thursday of the month. The Council meets monthly at 12 noon on the second Thursday of the month.

Thurs. Jan. 25 Council Orientation.

Thurs. Feb. 1 12 noon. First Steering Committee meeting for the 2018 planning year.

Feb. date TBD 10:00 am. Orientation for new 2018 External Committee Members.

Thurs. Feb. 8 12 noon. First Council meeting for the 2018 planning year.

Mon. Feb. 12	5:00 pm. Deadline for submitting Proposed Idea Forms to the Office of Support. The Council is currently funding, or recommending funding, for 17 of the 28 allowable HRSA service categories. The Proposed Idea Form is used to ask the Council to make a change to a funded service or reconsider funding a service that is not currently being funded in the Greater Houston area with Ryan White Part A, Part B or State Services dollars. The form requires documentation for why dollars should be used to fund a particular service and why it is not a duplication of a service already being offered through another funding source. Anyone can submit a Proposed Idea Form. Please contact the Office of Support at 713 572-3724 to request a copy of the required forms
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Feb. 22 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2018 unspent funds, FY 2019 priority setting process** and more.

March EIIHA Workgroup meeting.

Thurs., March 1 5 pm Deadline for submitting a Project LEAP application form. See April 4 for description of Project LEAP. Call 713 572-3724 for an application form.

March 12 12 noon. **Consumer Training** on the How to Best Meet the Need process.

March 13	1 pm Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the FY 2019 service categories for Part A, Part B and <i>State Services</i> funding.
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Wed. April 4 **Project LEAP** classes begin. Project LEAP is a free 17-week training course for individuals living with and affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area.

(Continued)

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2018 Council Activities

(Revised 02-01-18)

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Thurs. April 5 12 noon. Steering Committee meets.

Thurs. April 12 12 noon. Planning Council meets.

1:30 – 4:30 pm. **Council and Community Training for the How to Best Meet the Need process.** Those encouraged to attend are community members as well as individuals from the Quality Improvement, Priority & Allocations and Affected Community Committees. Call 713 572-3724 for confirmation and additional information.

Tentative: April 16 and/or 18 Workgroups for proposed ideas, as well as Outreach and Referral for Health Care and Support Services.

Tues. April 24 10:30 am – 4:00 pm. **How To Best Meet the Need Workgroups #1 and #2** at which the following services for FY19 will be reviewed:

- Ambulatory/Outpatient Medical Care (including Emergency Financial Assistance, Local Pharmacy Assistance, Medical Case Management & Service Linkage – Adult, Rural and Pediatric)
- Clinical Case Management
- Health Insurance Premium & Co-pay Assistance
- Medical Nutritional Therapy (including Nutritional Supplements)
- Mental Health
- Substance Abuse Treatment/Counseling
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Oral Health – Untargeted & Rural
- Vision Care

Call 713 572-3724 for confirmation and additional information.

TENTATIVE: April 25 3:00 pm – 5:00 pm. **How To Best Meet the Need Workgroup #3** at which the following services will be reviewed:

- Early Intervention Services
- Home & Community-based Health Services (Adult Day Treatment)
- Hospice
- Linguistic Services
- Transportation (van-based-Untargeted & Rural)

Call 713 572-3724 for confirmation and additional information.

April 26 12 noon. Priority & Allocations Committee meets to allocate **Part A unspent funds.**

Mon. May 7 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 12 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.

(Continued)

DRAFT
Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2018 Council Activities

(Revised 02-01-18)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location.
The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 713 572-3724.

May 22 10 am. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2019 Council Support Budget.

May 15 1 pm. Quality Improvement Committee meets to approve the **FY 2019 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.

Mon. May 21 7:00 pm., Public Hearing on the **FY 2019 How To Best Meet the Need results**.

Tues. May 22 10:00 am. Special Quality Improvement Committee meeting to review public comments regarding **FY 2019 How To Best Meet the Need results**.

May 24 12 noon. Priority & Allocations Committee meets to recommend the **FY 2019 service priorities** for Ryan White Parts A and B and *State Services* funding.

Thurs. June 7 12 noon. Steering Committee meets to approve the **FY 2019 How to Best Meet the Need results**.

Thurs. June 14 12 noon. Council approves the **FY 2019 How to Best Meet the Need results**. **Project LEAP students present the results of their needs assessment to the Council, hence the meeting may be at an off-site location.**

June 15, 18 & 19 11 am – 4 pm. Special Priority & Allocations Committee meetings to draft the **FY 2019 allocations for RW Part A and B and State Services funding**.

June 19 1 pm. Quality Improvement Committee reviews the results of the assessment of the administrative mechanism and hosts Standards of Care training.

Wed. June 27 12 noon. The Priority & Allocations Committee meets to approve the **FY 2019 allocations for RW Part A and B and State Services funding**. LEAP students will be in attendance.

Mon. July 2 7 pm. Public Hearing on the **FY 2019 service priorities and allocations**.

Tues. July 3 10 am. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2019 service priorities and allocations**.

July/Aug. Workgroup meets to complete the proposed **FY 2019 EIIHA Plan**.

Thurs. July 5 12 noon. Steering Committee approves the **FY 2019 service priorities and allocations**.

Thurs. July 12 12 noon. Council approves the **FY 2019 service priorities and allocations**.

(continued)

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2018 Council Activities

(Revised 02-01-18)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location. The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 713 572-3724.

- July 26 12 noon. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2019 priority & allocations**. They also allocate FY **2018 carryover funds**. (**Allocate even though dollar amount will not be avail. until Aug.**)
- Thurs. Aug. 2 ALL ITEMS MUST BE REVIEWED BEFORE BEING SENT TO COUNCIL – THIS STEERING COMMITTEE MEETING IS THE **LAST CHANCE TO APPROVE ANYTHING NEEDED FOR THE FY 2019 GRANT**. (Mail out date for the August Steering Committee meeting is July 26, 2018.)
- Aug. 13 **Consumer Training** on Standards of Care and Performance Measures.
- Mon. Sept. 10 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 12 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.
- Sept. 17 **Consumer-Only Workgroup** meeting to review FY 2019 Standards of Care and Performance Measures.
- Sept. 18 1 pm. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Sept. 17 **Consumer-Only Workgroup** meeting to review FY 2019 Standards of Care and Performance Measures.
- Oct. 16 10 am. Review and possibly update the Memorandum of Understanding between all Part A stakeholders.
- October or November Community Workgroup meeting to review **FY 2019 Standards of Care & Performance Measures** for all service categories.
- Oct. 25 12 noon. Priority & Allocations Committee meets to allocate FY 2018 unspent funds.
- Nov/Dec/Jan. Review the evaluation of 2018 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2019 Project LEAP.
- November The Resource Group contacts all stakeholders to see if changes need to be made to the Ryan White Part B/State Services Letter of Agreement.
- Thurs. Nov. 8 12 noon. Council recognizes all external committee members.
- Tues. Nov. 13 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- Sat. Dec. 1 **World AIDS Day**.
- Dec. 6 12 noon. Due to a national meeting, the date for the December Council meeting will be earlier than usual. **2019 Council officers** will be elected at the meeting.

2018 Ryan White Planning Council Committee Schedule - DRAFT

(as of 02/01/18)

AFFECTED COMMUNITY

Meetings are on the Mondays following Council starting at 12 noon.

February 12	July 16
March 12	August 13
March 13*	September 17
April no meeting	October 15
May 14	November 12
June 18	December no mtg

COMPREHENSIVE HIV PLANNING

Meetings are on the second Thursdays starting at 2:00 pm:

February 8	August 9
March 8	September 13
April 12	October 11
May 10	November 8
June 14	December 13
July 12	

OPERATIONS

Meetings are on the Tuesdays following Council starting at 10 am:

February 20	August 21
March 20	September 25
April 24	October 23
May 22	November 20
June 26	December no mtg
July 24	

PLANNING COUNCIL

Meetings are the second Thursdays starting at 12 noon:

February 8	August 9
March 8	September 13
April 12	October 11
May 10	November 8
June 14	December 6
July 12	

PRIORITY & ALLOCATIONS

Meetings are on the fourth Thursdays starting at 12:00 pm:

February 22	July 26
March 13*	August 23
March 22	September 27
April 26	October 25
May 24	November no mtg
June 15, 18 & 19	December no mtg
<u>Wed. June 27</u>	

QUALITY IMPROVEMENT

Meetings are on the Tuesdays following Council starting at 1:00 pm:

February 13	August 14
March 13*	September 18
April 17	October 16
May 15	November 13
June 19	December no mtg
July 17	

STEERING

Meetings are on the first Thursdays starting at 12 noon:

February 1	August 2
March 1	September 6
April 5	October 4
May 3	November 1
June 7	November 29
July 5	December – meeting on Nov 29

***Joint meeting of the Affected Community, Priority and Allocations and Quality Improvement Committees.**

**** Time to be announced**

BOLD = Special meeting date, time or place

2018 QUARTERLY REPORT
AFFECTED COMMUNITY COMMITTEE
(April 2018)

Status of Committee Goals and Responsibilities (* indicates a HRSA mandate):

1. Educate consumers so they understand how to access HIV/AIDS treatment and medication. Provide information that can be understood by consumers of diverse educational backgrounds on client-centered issues.

Status:

2. Continue to get a better understanding of the needs of transgender individuals through training, attending meetings of the transgender community and more.

3. Assure participation by people living with HIV/AIDS in all Council work products.

Status:

4. *Work with other committees to coordinate Public Hearings regarding the FY 2018 How to Best Meet the Need Results & Priorities and Allocations for Ryan White Parts A and B and State Services.

Status:

5. Recruit Council applicants throughout the year.

Status:

6. Annually, review the status of committee activities identified in the current Comprehensive Plan.

Status:

Committee Chairperson

Date

Greeters for 2018 Council Meetings

(Revised: 02-01-18)

2018 Meeting Dates (Please arrive at 11:45 a.m. Unless otherwise noted, the meetings are held at 2223 W. Loop South)	Greeter #1 External Member	Greeter #2	Greeter #3
Thurs. March 8			
Thurs. April 12			
Thurs. May 10			
Thurs. June 14 – MAY BE OFFSITE			
Thurs. July 12			
Thurs. August 9			
Thurs. September 13			
Thurs. October 11			
Thurs. November 8 External Committee Member Appreciation			
Thurs. December 6			



Coffee Social with Poztive people and Poztive Friends

Empire Café located at 1732 Westheimer Rd. Houston 77098.

1/2 PRICE Dessert and free COFFEE Refills. 2nd and 4th Monday from 2PM till 4PM.

We are meeting January 8th and January 22nd to have a social and meet old and new friends. This Social will be held every Month. Please join our NEW SOCIAL. For more info call Denis at 832-578-9891.