

**Houston Area HIV Services Ryan White Planning Council**

**Affected Community Committee Meeting**

12 noon, Monday, March 12, 2018

**Meeting Location:** 2223 West Loop South, Room 240  
Houston, TX 77027

**AGENDA**

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- 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. Approval of the Minutes
  
- 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 person living 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. Training: The Ryan White How To Best Meet the Need Process Tori Williams
  - A. Sign Up for HTBMN Workgroup Meetings
  
- IV. New Business Amber Harbolt
  - A. 2017-2021 Houston Area Comprehensive Plan
  
- V. Old Business

  - A. Greeters

  
- VI. Announcements  
No committee meeting in April so that members can participate in the HTBMN training and workgroup meetings
  
- VII. Adjourn
  
- VIII. Members meet with committee mentor Allen Murray

## 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 240, Houston, TX 77027

### MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Tana Pradia, Co-Chair	Ruth Atkinson, excused	Cecilia Oshingbade, RWPC Chair
Rodney Mills, Co-Chair	Rosalind Belcher, excused	
Skeet Boyle	Arlene Johnson, excused	<i>Office of Support</i>
Herman Finley	Denis Kelly, excused	Tori Williams
Allen Murray	Ma'Janae Chambers, excused	Rod Avila
John Poole	Eddie Givens	
Mona Cartwright-Biggs	Kelvin Harris	
Amber David	Stephon Johnson	
Lionel Pennamon	Crystal Starr, excused	
Veria Steptoe	Isis Torrente	

**Call to Order:** Mills called the meeting to order at 12:08 p.m. He invited committee members to introduce themselves, and then asked for a moment of reflection.

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

**Approval of the Minutes:** **Motion #2:** *it was moved and seconded (Pradia, Boyle) to approve the November 20, 2017 minutes. Motion carried.* Abstentions: Cartwright-Biggs, Pennamon, and Finley.

**Nuts and Bolts for New Members:** Williams reviewed the attached documents: Nuts and Bolts for New Members, a memorandum regarding End of Year Petty Cash Procedures, and Open Meetings Act Training memo.

**Public Comment:** None.

#### New Business

Williams outlined the Purpose of the Council, see attached. Committee members reviewed and took turns in reading aloud *Public Hearings and Health Fairs*, see attached power point slides. Williams also reviewed the purpose of the committee, see attached.

**Road 2 Success:** Committee members discussed possible off-site locations and partners for the 2018 *Road 2 Success* and *Camino hacia tu Salud* events. By consensus, the committee agreed to approach Thomas Street Health Center and Positive713 since there were very successful partnerships in 2017.

YouTube and Facebook: Committee members also discussed the possibility of streaming Road 2 Success presentations. All agreed that the only person on camera will be the presenter(s), hence there will be no need to obtain consent from audience members. Murray suggested having a mock presentation to test

pilot the idea. Pennamon pointed out that the committee will have to set parameters and guidelines as well as rules regarding confidentiality for the audience and the speaker.

**Community Events**

Williams asked members to contact Rod if they need Ryan White shirts for outreach events.

**AIDS Walk:** Committee members signed up to hand out Project LEAP flyers at the AIDS Walk on March 4, 2018.

**Pride Festival:** The committee agreed that Council visibility at the Pride Festival is helpful. Hence, **Motion #3:** *it was moved and seconded (Pradia, Finley) pending availability of funds, the Council will participate in the 2018 Pride Festival.* **Motion carried unanimously.**

Williams reviewed the Timeline of Critical 2018 Council Activities and the 2018 Monthly Dates and Times, see attached.

**2018 Committee Goals:** **Motion #4:** *it was moved and seconded (Boyle, Pradia) to accept the 2018 committee goals with the suggested changes.* **Motion carried unanimously.**

**Old Business**

**Greeters:** Volunteers signed up to be greeters at monthly Council meetings, see attached.

**Elect Committee Vice Chair:** **Motion #5:** *It was moved and seconded (Pradia, Murray) to nominate John Poole to serve as the Committee Vice Chair.* **Motion carried unanimously.** Poole was elected via acclamation.

2018 Project LEAP Recruitment: Williams invited the committee to take lots of flyers and to continue scouting for prospective Project LEAP students.

**Announcements:** Pradia announce that the Positive Women’s Network- Houston Chapter will be conducting fundraising activities to send three of their members to the 2018 Leadership Summit from April 12 -15, 2018 in Myrtle Beach, SC.

**Adjourn:** **Motion #6:** *it was moved and seconded (Boyle, Pradia) to adjourn the meeting at 1:37 p.m.* **Motion carried unanimously.**

Submitted by:

Approved by:

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Tori Williams, Director    Date

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Committee Chair    Date

## Steps to Participate in the 2018 Ryan White *How To Best Meet the Need* Process

### What is *How To Best Meet the Need*?

It is defining the HRSA approved service categories so that they “best meet the needs” of our local community.

The Ryan White Planning Council is responsible for planning the organization and delivery of HIV services, specifically in the areas of outpatient medical care, case management and comprehensive treatment services. Each year, the Planning Council reviews and refines its service definitions in preparation for the next funding cycle which begins March 1<sup>st</sup> of the following year. The purpose of each workgroup is to review specific service category definitions and make recommendations as needed to improve service delivery and effectiveness.

### **In 2018:**

- Step 1: Sign up with Rod in the Office of Support to attend trainings on:
- The process used by the various workgroups - **12 noon, March 12th**
  - The documents used to justify changes made to service definitions - **1:30 pm, April 12th**
- Step 2: Determine the criteria to be used to select FY 2019 service categories. **2 pm, March 13th**
- Step 3: Pick up materials for the workgroups – **any time on or after April 12<sup>th</sup>**
- Step 4: Workgroups take place. At the workgroups, participants are invited to:
- Introduce themselves and state their conflict of interest
  - Staff explains their role in the process
  - The Administrative Agent provides general information
  - The Office of Support staff provides general information
  - Each service definition is discussed and recommended changes are made
  - The financial eligibility for the service is made
- Step 5: Workgroup recommendations are moved forward to the Quality Improvement Committee where additional changes can be made to the definitions. **2 pm, Tues. May 15th**
- Step 6: There is a Public Hearing where the service definitions are presented to the public. **7 pm, Mon., May 20<sup>th</sup>, City Annex, 900 Bagby St, downtown Houston.**
- Step 7: Service definitions and recommended changes move forward to the Steering Committee at **12 noon on June 7th**. Changes made to services are final only after the Council has approved the FY 2019 service definitions at **12 noon on June 14<sup>th</sup>**.

March 1, 2019: Changes made to FY 2019 service categories take effect.

Service Category	<p><b>Is this a core service?</b></p> <p>If no, how does the service support access to core services &amp; support clients achieving improved outcomes?</p>	<p><b>How does this service assist individuals <i>not in care</i>* to access primary care?</b></p> <p><i>*EIIHA: Early Identification of Individuals with HIV/AIDS</i> seeks to identify the status-unaware and link them into care</p> <p><i>*Unmet Need:</i> Individuals diagnosed with HIV but with no evidence of care for 12 months</p> <p><i>*Continuum of Care:</i> The continuum of interventions that begins with outreach and testing and concludes with HIV viral load suppression is generally referred to as the Continuum of HIV Care or Care Treatment Cascade.</p>	<p><b>Documentation of Need</b></p> <p>(Sources of Data include: 2016 Needs Assessment, 2017-2021 Comp Plan, 2015 Outcome Measures, 2015 Chart Reviews, Special Studies and surveys, etc.)</p>	<p><b>Identify non-Ryan White Part A or Part B/ non-State Services Funding Sources</b></p> <p>(i.e., Alternative Funding Sources)</p> <p>Is this service typically covered under a Qualified Health Plan (QHP)?</p>	<p><b>Justify the use of Ryan White Part A, Part B and State Services funds for this service.</b></p> <p><b>Is this a duplicative service or activity?</b></p>	<p><b>Service Efficiency</b></p> <p>Can we make this service more efficient? For:</p> <p>a) Providers</p> <p>b) Clients</p> <p>Can we bundle this service?</p> <p>Has a recent capacity issue been identified?</p>	<p><b>Recommendation(s)</b></p>
<p><b>Early Intervention Services (EIS)†</b> (Incarcerated) (Harris County Jail)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> EIIHA <input type="checkbox"/> Unmet Need <input type="checkbox"/> Continuum of Care</p>		<p>Covered under QHP? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p><b>Health Insurance Premium &amp; Co-Pay Assistance</b> <b>Part A</b> <b>Part B</b> <b>State Services</b></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> EIIHA <input type="checkbox"/> Unmet Need <input type="checkbox"/> Continuum of Care</p>		<p>Covered under QHP? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			

† Service Category for Part B/State Services only.

**FY 2019 HOW TO BEST MEET THE NEED WORKGROUP SCHEDULE** (Revised 02/22/18)  
Houston Ryan White Planning Council, 2223 W. Loop South; Houston, TX 77027

**TRAINING FOR ALL PARTICIPANTS:**

**1:30 p.m. ~ Thursday, April 12, 2018 ~ 2223 West Loop South, Room 532**

**SPECIAL WORKGROUPS:**

**Monday, April 16, 2018**

**11:00 a.m. Outreach**

**12:30 p.m. Referral for Health Care and Support Services**

**2223 West Loop South, Room 416**

All workgroup packets are available online at [www.rwpcHouston.org](http://www.rwpcHouston.org) on the calendar for each date below (packets are in pdf format and are posted as they become available).

<b>Workgroup 1</b>	<b>Workgroup 2</b>	<b>Workgroup 3</b>	<b>Workgroup 4</b>
<b>10:30 a.m. Tuesday, April 24, 2018 Room #532</b>	<b>1:30 p.m. Tuesday, April 24, 2018 Room #532</b>	<b>3:00 p.m. Wednesday, April 25, 2018 Room #416</b>	<b>10:00 a.m. Tuesday, May 22, 2018 Room #240</b>
<b><u>Group Leaders:</u></b>	<b><u>Group Leaders:</u></b>	<b><u>Group Leaders:</u></b>	<b><u>Group Leaders:</u></b> Ella Collins-Nelson & Johnny Deal
<b><u>SERVICE CATEGORIES:</u></b> Ambulatory/Outpatient Medical Care (includes Emergency Financial Assistance, Local Pharmacy Assistance, Medical Case Management and Service Linkage) – Adult and Rural Ambulatory/Outpatient Medical Care (includes Medical Case Management and Service Linkage) – Pediatric Clinical Case Management Non-Medical Case Management (Service Linkage at Test Sites) Vision Care	<b><u>SERVICE CATEGORIES:</u></b> Health Insurance Premium & Co-pay Assistance Medical Nutritional Therapy and Supplements Mental Health Services <sup>‡</sup> Oral Health – Rural & Untargeted <sup>‡</sup> Substance Abuse Treatment/ Counseling	<b><u>SERVICE CATEGORIES:</u></b> Early Intervention Services (Incarcerated) <sup>‡</sup> Home & Community-based Health Services (Adult Day Treatment) <sup>‡</sup> Hospice Linguistic Services <sup>‡</sup> Transportation (Van-based – untargeted & rural)	<b><u>SERVICE CATEGORIES:</u></b> Blue Book
Part A categories in <b>BOLD</b> print are due to be RFP'd.			
‡ Service Category for Part B/State Services only; Part B/State Services categories are RFP'd every year. <b>To confirm information for Part B/State Services, call 713 526-1016.</b>			

## Greeters for 2018 Council Meetings

(Revised: 02-13-18)

<b>2018 Meeting Dates</b> (Please arrive at 11:45 a.m. Unless otherwise noted, the meetings are held at 2223 W. Loop South)	<b>Greeter #1</b> External Member	<b>Greeter #2</b>	<b>Greeter #3</b>
Thurs. March 8	Mona	Skeet	Tana
Thurs. April 12		Rodney	Allen
Thurs. May 10	Lionel	Allen	
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			

**FYI**



If you are interested in helping your community, we invite you to JOIN US!!

**\*\*\*Must 18 years of age or older and a person living with HIV to participate\*\*\***

# LEADERSHIP TRAININGS



**March 19<sup>th</sup> – 21<sup>st</sup>**

**9:30 a.m. – 3:30 p.m.**

**AFH (UNDERNEATH THE AWNING)**

**6260 Westpark Drive, Suite 100**

**Houston, TX 77057**

- **Make a difference**
- **Become better educated about HIV**
- **Get Empowered to help yourself and others**
- **Learn key advocacy tools to begin fighting against stigma**

For More Information and/or to Register Contact:

**Angela F. Hawkins**

**(713) 382-3783**

**pwnusagha421@gmail.com**

**April 2<sup>nd</sup> – 4<sup>th</sup>**

**5:30 p.m. – 9:00 p.m.**

**Legacy Community Health**

**1415 California Street**

**Houston, TX 77006**

*\* Breakfast and Lunch provided for Daytime Classes and Dinner for the Evening Classes\**

*Due to venue constraints, you MUST register in order to attend!!*



# **Join Positive Women's Network Texas in Deepening the PLHIV leadership bench in Texas**

Positive Women's Network- Texas seeks to prepare and equip 100 People Living with HIV in Texas to participate effectively in decision-making and policy advocacy efforts by increasing understanding of meaningful involvement of people living with HIV, avenues for involvement, and key advocacy issues such as HIV criminalization and Healthcare. We will also support meaningful involvement on decision-making and advisory bodies for those already engaged or getting newly engaged.

## **PROJECT GOALS**

1. Train a minimum of 100 PLHIV to integrate MIPA in their roles in the community to influence decisions that impact PLHIV
2. Decrease the use of stigmatizing language to describe people living with HIV.
3. Strengthen and grow a network of TX PLHIV advocates
4. Support PLHIV already working in the field and/or serving on planning councils, CABs, and other decision making or advisory bodies to have a greater impact in advancing human rights and dignity for PLHIV
5. Increase meaningful participation by PLHIV on existing boards, planning groups, and other advisory and decision- making bodies.

## **Project Execution**

- 3-day, 6 hours a day training
- Training Materials Provided
- Breakfast and Lunch Provided
- Bus passes and gift cards for gas on a case by case basis

## **Who can join?**

- This project is specifically for any person Living with HIV/AIDS
- 18 yrs. or older

## **How to get involved**

If you have clients that you believe may benefit from this training, or you would like to host this training in your area please contact:

### **Dallas Fort Worth area & surrounding counties**

Roxanne Glapion  
214-466-0475  
Dfwpwn.usa@gmail.com

### **Houston area & surrounding counties**

Angela F. Hawkins  
713-382-3783  
Afhawkins1964@gmail.com