

## Houston Area HIV Services Ryan White Planning Council

### Affected Community Committee Meeting

12 noon, Monday, February 24, 2020

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

### AGENDA

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- |      |  |  |
|------|--|--|
| I.   | Call to Order  | Veronica Ardoin and<br>Rodney Mills, 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 11-25-19 Minutes  |  |
|      | F. Nuts and Bolts, Conflict of Interest, 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. Training/Role Plays for Health Fairs  |  |
|      | C. Purpose of the Committee  |  |
|      | D. Review 2020 Critical Timeline   |  |
|      | E. 2020 Monthly Meeting Dates and Times  |  |
|      | F. 2020 Community Events (see attached)  |  |
|      | a. March 23 <sup>rd</sup> – HIV Molecular Surv. (10 min) survey afterwards   |  |
|      | b. AIDS Walk – Sun. March 1, 2020  |  |
|      | G. Greeters  |  |
|      | H. Adopt 2020 Committee Goals  |  |
| IV.  | Old Business   | Tori Williams                                  |
|      | A. Elect a Committee Vice-Chair  |  |
|      | B. 2020 Project LEAP Recruitment   | Ronnie Galley                                  |
| V.   | Announcements  |  |
| VI.  | Adjourn  |  |
| VII. | Optional: Members meet with committee mentor   | Johnny Deal                                    |

## Houston Area HIV Services Ryan White Planning Council

### Affected Community Committee Meeting

12:00 pm, Monday, November 25, 2019

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

### MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Rodney Mills, Co-Chair	Isis Torrente, Co-Chair	Samantha Bowen, RWGA
Tony Crawford	Veronica Ardoin, excused	Cecilia Oshingbade
Johnny Deal	Rosalind Belcher	
Ronnie Galley	Arlene Johnson	<i>Office of Support</i>
Tana Pradia	John Poole, excused	Tori Williams
Ardry "Skeet" Boyle	Ma'Janae Chambers	Rod Avila
Enrique Chavez	Eddie Gonzalez	
Josh Mica	Mel Joseph, excused	
Lionel Pennamon	Holly McLean, excused	
Veria Steptoe	Nee Nee Robertson	
	Edward Tate	
	Roy Wesley	

**Call to Order:** Rodney Mills called the meeting to order at 12:09 p.m. and then asked for a moment of reflection.

**Adoption of the Agenda: Motion #1:** *it was moved and seconded (Boyle, Galley) to adopt the agenda with one change: add Long Term Survivors volunteer request. Motion carried unanimously.*

**Approval of the Minutes: Motion #2:** *it was moved and seconded (Boyle, Pennamon) to approve the October 21, 2019 minutes. Motion carried.* Abstentions: Boyle, Galley, Deal, and Steptoe.

**Public Comment:** None.

#### Old Business

**World AIDS Day events:** Committee members signed up to participate in World AIDS Day community observances on December 1<sup>st</sup>.

**Long Term Survivors Volunteer Request:** Boyle and Pradia asked members to sign up to help with the HIV and Aging Coalition Holiday Party on December 14, 2019.

**Quarterly Committee Report:** Mills will fill this out and turn it in to Williams.

#### New Business

**Training- Building Health Numeracy:** Samantha Bowen representing Ryan White Grant Administration and Cecilia Oshingbade, former Chair of the Ryan White Planning Council, facilitated training on Building Health Numeracy (See attached).

**Appreciations:** Williams thanked all committee members for their great leadership and enthusiasm throughout 2019. Mills also extended thanks to the committee members and Office of Support staff for all the hard work that was done to help the community.

**Announcements:** None

**Adjourn:** The meeting adjourned at 1:31 p.m.

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 Rod in the Office of Support. In the meantime, most reminder emails will include an electronic copy of the meeting packet.

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 give your receipts to Rod, but be prepared to receive a reimbursement check in late 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 recordings, including members of the media.

## **Ryan White Definition of Conflict of Interest**

“Conflict of Interest” (COI) is defined as an actual or perceived interest by a Ryan White Planning Council member in an action which results or has the appearance of resulting in personal, organizational, or professional gain. COI does not refer to persons living with HIV disease (PLWH) whose sole relationship to a Ryan White Part A or B or State Services funded provider is as a client receiving services. The potential for conflict of interest is present in all Ryan White processes: needs assessment, priority setting, comprehensive planning, allocation of funds and evaluation.

**Houston Area HIV Services Ryan White Planning Council**  
**Office of Support**  
2223 West Loop South, Suite 240, Houston, Texas 77027  
832 927-7926 telephone; 713 572-3740 fax

**MEMORANDUM**

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

Copy: Carin Martin

From: Tori Williams, Director, Office of Support

Date: January 23, 2020

Re: End of Year Petty Cash Procedures

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The fiscal year for Ryan White Part A funding ends on February 29, 2020. 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 Affiliate Committee members must turn in all requests for petty cash reimbursements **at or before 2 p.m. on Friday, February 14, 2020.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2020 **will not be reimbursed at all if they are turned in after March 31, 2020.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and May 31, 2020. This means that volunteers should give Rod the usual reimbursement request forms for transportation, food and childcare expenses incurred after March 1, 2020 but the Office may not be able to reimburse volunteers for these expenses until mid to late May 2020.

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**

**2019**.....

Beginning of  
fiscal year 2019

**Feb 14**

**2020**.....

Turn in all  
receipts

**Feb 29**

**2020**.....

End of fiscal  
year 2019. No  
money available  
to write checks until  
possibly the end of  
May

**March 31**

**2020**

Turn in all remaining receipts  
for fiscal year 2019 or you  
will not be reimbursed for  
those expenses incurred between  
March 1, 2019 and Feb. 29, 2020

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[www.rwpchouston.org](http://www.rwpchouston.org)

## **Memorandum**

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

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

Date: February 6, 2020

Re: Open Meetings Act Training

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Please note that all Council members, and Affiliate 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, 2020. 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, March 12<sup>th</sup> and 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](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.



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[www.rwpchouston.org](http://www.rwpchouston.org)

## **Memorandum**

To: Volunteers, Houston Ryan White Program

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

Date: September 27, 2017

Re: Open Meetings Act Training

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As a follow up to Orientation, please note that all Council and Affiliate committee members are required to take the Open Meetings Act training at least once in their life time. 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 November 15, 2017. The training takes 60 minutes and can be accessed through the following link:

<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. You can contact Diane Beck at the telephone number listed above 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](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 24, 2020

## 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 Agencies (Ryan White Grant Administration & The Resource Group) monitor 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 PLWH 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 02-25-19)

**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 38 volunteers appointed by the County Judge 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, 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" 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 the County Judge 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?

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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 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 living with HIV.

The goal is to train people living with HIV/AIDS so that they can participate in local HIV 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 832 927-7926 or visit [www.rwpcHouston.org](http://www.rwpcHouston.org)**



# Houston Area HIV Services Ryan White Planning Council

## Standing Committee Structure

(Reviewed 01-14-20)

### 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 affiliate 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 affiliate 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 affiliate 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 and 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 affiliate members.

**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2020 Council Activities**

(Revised 01-28-20)

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: 832 927-7926.

**General Information:** The following is a list of significant activities regarding the 2020 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 review meeting agendas and support documents, please contact the Office of Support at 832 927-7926 or visit our website at: [www.rwpchouston.org](http://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. 23 Council Orientation. 2020 Committee meeting dates will be established at this meeting.
- Thurs. Feb. 6 12 noon. First Steering Committee meeting for the 2020 planning year.
- Mon. Feb. 10 10:00 am. Orientation for new 2020 Affiliate Committee Members.
- Thurs. Feb. 13 12 noon. First Council meeting for the 2020 planning year.
- Mon. Feb. 17 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 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 Idea Form. Please contact the Office of Support at 832 927-7926 to request a copy of the required forms
- Thurs. Feb. 27 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2020 unspent funds, FY 2021 priority setting process** and more.
- March Date and time TBD. EIIHA Workgroup meeting.
- Friday, March 13 5 pm Deadline for submitting a Project LEAP application form. See April 1 for description of Project LEAP. Call 832 927-7926 for an application form.
- March 17 2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2021 service categories** for Part A, Part B and *State Services* funding.
- Mon. March 23 12 noon. **Consumer Training** on the How to Best Meet the Need process.
- Wed. April 1 **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. To apply, call 832 927-7926.
- Thurs. April 2 12 noon. Steering Committee meets.

(Continued)

**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2020 Council Activities**

(Revised 01-28-20)

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: 832 927-7926.

Thurs. April 9

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 832 927-7926 for confirmation and additional information.

Mon. April 13

10 am – 5 pm, Special workgroup meetings. Topics to be announced. **Room 416**

Tues. April 21

**Room 416**

10:30 am. **How To Best Meet the Need Workgroup #1** at which the following services for FY 2021 will be reviewed:

- Ambulatory/Outpatient Medical Care (including Emergency Financial Assistance, Local Pharmacy Assistance, Medical Case Management, Outreach and Service Linkage – Adult and Rural)
- Ambulatory/Outpatient Medical Care (including Medical Case Management and Service Linkage – Pediatric)
- Referral for Health Care and Support Services
- Clinical Case Management
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Vision Care

1:30 pm. **How To Best Meet the Need Workgroup #2** at which the following services for FY 2021 will be reviewed:

- Health Insurance Premium & Co-pay Assistance
- Medical Nutritional Therapy (including Nutritional Supplements)
- Mental Health
- Substance Abuse Treatment/Counseling
- Non-Medical Case Management (Substance Use)
- Oral Health – Untargeted & Rural

Call 832 927-7926 for confirmation and to receive meeting packets.

Wed. April 22

**Room 416**

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 832 927-7926 for confirmation and additional information.

Thurs. April 23

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

Mon. May 4

5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 17 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.

*(Continued)*

**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2020 Council Activities**

(Revised 01-28-20)

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: 832 927-7926.

- Tues. May 19 11 am. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2021 Council Support Budget.
- Tues. May 19 2:00 pm. Quality Improvement Committee meets to approve the **FY 2021 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.

Tues. May 26 7:00 pm., Public Hearing on the **FY 2021 How To Best Meet the Need results**.

Wed. May 27 Time TBD. Special Quality Improvement Committee meeting to review public comments regarding **FY 2021 How To Best Meet the Need results**.

Thurs. May 28 12 noon. Priority & Allocations Committee meets to recommend the **FY 2021 service priorities** for Ryan White Parts A and B and *State Services* funding.

Thurs. June 4 12 noon. Steering Committee meets to approve the **FY 2021 How to Best Meet the Need results**.

Thurs. June 11 12 noon. Council approves the **FY 2021 How to Best Meet the Need results**. **Project LEAP students present the results of their special projects to the Council, hence the meeting may be at an off-site location.**

Week of June 15-19 Dates and times TBD. Special Priority & Allocations Committee meetings to draft the **FY 2021 allocations for RW Part A and B and State Services funding**.

Tues. June 16 2:00 pm. Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.

Thurs. June 25 12 noon. Priority & Allocations Committee meets to approve the **FY 2021 allocations for RW Part A and B and State Services funding**.

Mon. June 29 7 pm. Public Hearing on the **FY 2021 service priorities and allocations**.

Tues. June 30 Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2021 service priorities and allocations**.

July/Aug. Workgroup meets to complete the proposed **FY 2021 EIIHA Plan**.

Thurs. July 2 12 noon. Steering Committee approves the **FY 2021 service priorities and allocations**.

Thurs. July 9 12 noon. Council approves the **FY 2021 service priorities and allocations**.

Thurs. July 23 12 noon. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2021 priority & allocations**. They also allocate **FY 2020 carryover funds**. **(Allocate even though dollar amount will not be avail. until Aug.)**

(continued)

**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2020 Council Activities**

(Revised 01-28-20)

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: 832 927-7926.

- Thurs. Aug. 6 12 noon. 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 2021 GRANT**. (Mail out date for the August Steering Committee meeting is July 30, 2020.)
- Aug. 11 – 14 2020 National Ryan White Conference, Washington DC.
- Mon. Aug. 24 12 noon. **Consumer Training** on Standards of Care and Performance Measures.
- Fri. Sept. 4 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 17 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.
- Tues. Sept. 15 2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Mon. Sept. 21 12 noon. **Consumer-Only Workgroup** meeting to review FY 2021 Standards of Care and Performance Measures.
- Tues. Oct. 13 12 noon. Review and possibly update the Memorandum of Understanding between all Part A stakeholders and the Letter of Agreement between Part B stakeholders.
- October or November Date & time TBD. Community Workgroup meeting to review **FY 2021 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 22 12 noon. Priority & Allocations Committee meets to allocate FY 2021 unspent funds.
- November Date & time TBD. Review the evaluation of 2020 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2020 Project LEAP.
- Tues. Nov. 10 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- Thurs. Nov. 12 12 noon. Council recognizes all Affiliate committee members.
- Tues. Dec. 1 **World AIDS Day.**
- Thurs. Dec. 10 12 noon. Election of Officers for the 2021 Ryan White Planning Council.

# 2020 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/24/20)

## AFFECTED COMMUNITY

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

February 24	July 20
<b>March 17*</b>	August 24
March 23	September 21
April no meeting	October 19
<b>May 25 - Holiday</b>	November 23
June 22	December no mtg

*over*

## COMPREHENSIVE HIV PLANNING

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

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

## OPERATIONS

Meetings are on the Tuesdays following Council starting at 11:30 am:

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

## PLANNING COUNCIL

Meetings are the second Thursday of the month starting at 12 noon:

February 13	<b>Aug. 13 – HRSA</b>
March 12	September 10
April 9	October 8
May 14	November 12
June 11	December 10
July 9	

## PRIORITY & ALLOCATIONS

Meetings are on the fourth Thursday of the month at 12 pm:

February 27	July 23
<b>March 17*</b>	August 27
March 26	September 24
April 23	October 22
May 28	November no mtg
June 25	December no mtg

## QUALITY IMPROVEMENT

Meetings are on the Tuesdays following Council starting at 2:00 pm:

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

## STEERING

Meetings are on the first Thursday of the month starting at 12 noon:

February 6	August 6
March 5	September 3
April 2	October 1
May 7	November 5
June 4	December 3
July 2	

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

**\*\* Time to be announced**

***BOLD = Special meeting date, time or place***

# 2020

## JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	<del>19</del>	<del>20</del>	<del>21</del>	22	23
24	<del>25</del>	26	<del>27</del>	<del>28</del>	29	30
31						

## JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 01: New Years Day	Jan 20: M L King Day	Feb 14: Valentine's Day	Feb 17: Presidents' Day
Apr 10: Good Friday	Apr 12: Easter	May 10: Mother's Day	May 25: Memorial Day
Jun 21: Father's Day	Jul 04: Independence Day	Sep 07: Labor Day	Oct 12: Columbus Day
Oct 31: Halloween	Nov 11: Veterans Day	Nov 26: Thanksgiving Day	Dec 25: Christmas



**Affected Community Committee**  
**2020 Community Events** (as of 02-17-20)

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 1	AIDS Foundation Houston (AFH) AIDS Walk	Houston Park Downtown 1100 Bagby Street, 77002	<b><u>Need 3 volunteers – distribute LEAP fliers:</u></b> Tana, _____, and _____
Saturday, June 27 12 noon (earlier set up)	Pride Festival	Downtown near City Hall	<u>Shift 1 (11:30 am-2 pm): PP:</u>  <u>Shift 2 (2-4:30 pm):</u>  <u>Shift 3 (4:30-7 pm): PP:</u>
August - February	Road 2 Success and Camino hacia tu Salud		
October	MISS UTOPIA	<b>NOTE CHANGE OF VENUE IN 2019</b> <b>Numbers Nightclub</b> <b>300 Westheimer, 77006</b>	<b><u>5 Volunteers:</u></b> PP: Possibly Rod, Ronnie, Skeet, Tony, Isis and Johnny  DISTRIBUTE LEAP FLYERS
Sunday, December 1	World AIDS Day Events	SEE CALENDAR OF EVENTS	Most committee members attend events DISTRIBUTE LEAP FLYERS

# Molecular HIV Surveillance (MHS)



## What is Public Health Surveillance?

Surveillance is the routine collection of health information by a health department from hospitals medical providers, and laboratories.

This data helps to identify potential public health emergencies and monitor health conditions. By knowing this information, the Houston Health Department (HHD) can help create healthier communities.

## Key Terms

**Drug Resistance Testing** - A lab test used to determine which HIV treatment will be most effective for a person living with HIV

**HIV Genetic Information** - The genetic material of HIV

## Contact Us!

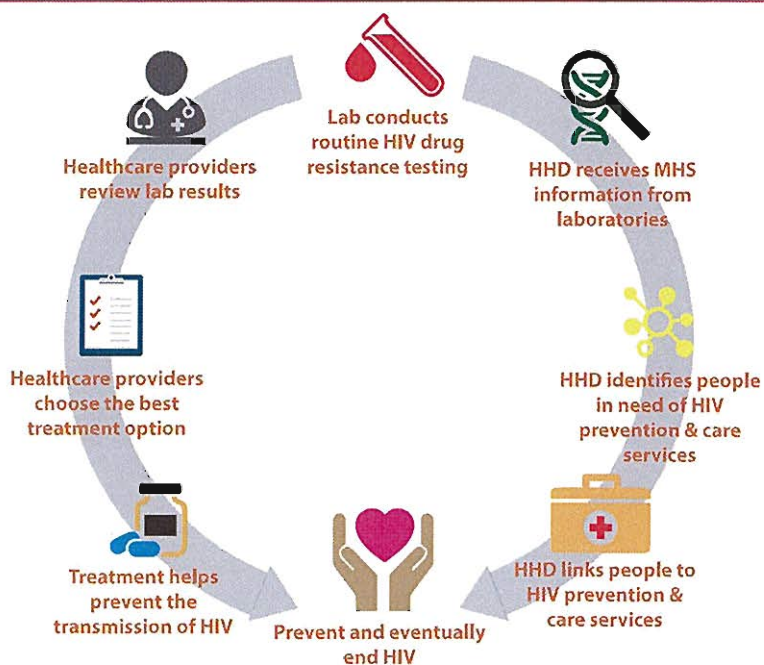
Houston Health Department  
Bureau of HIV/STD & Viral Hepatitis  
8000 North Stadium Drive - 5th Floor  
Houston, TX 77054  
HIV/STD Hotline: (832)-393-5010



## What is Molecular HIV Surveillance?

Molecular HIV Surveillance (MHS) is the routine collection of HIV genetic information by health departments from laboratories. This information is collected during an HIV drug resistance test ordered by an HIV medical care provider. Testing requires a blood sample. The genetic information that is collected is not the genetic information of the person but the genetic information of HIV.

## How is MHS Data Used?



## Is My Health Information Safe?

By law, certain health information is required to be sent to the health department by hospitals, medical providers, and laboratories. The health department is also required to protect and prevent any personal information from being released. De-identified health information is regularly sent to the Centers for Disease control and Prevention (CDC). All health information collected by the health department is confidential.

## Greeters for 2020 Council Meetings

(Revised: 02-12-20)

<b>2020 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. February 13	Skeet Boyle	Holly Renee McLean	Veronica Ardoin
Thurs. March 12			
Thurs. April 9			
Thurs. May 9			
Thurs. June 11			
Thurs. July 9			
Thurs. August 6			
Thurs. September 10			
Thurs. October 8			
Thurs. November 12 External Committee Member Appreciation			
Thurs. December 10			

**2020 QUARTERLY REPORT**  
**AFFECTED COMMUNITY COMMITTEE**  
(May 2020)

**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 in all Council work products.

**Status:**

4. \*Work with other committees to coordinate Public Hearings regarding the FY 2020 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



# Project LEAP 2020

*Project LEAP has allowed me the chance to stop standing on the sideline of the HIV/AIDS field, now I can start being an actual player.*

~ Project LEAP Graduate

## Project L.E.A.P....Learning, Empowerment, Advocacy, and Participation

~

**What is Project LEAP?** A free 17-week training course for individuals living with or affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area. Topics covered include HIV 101, a history of HIV in the Houston area, local HIV trends, services for people living with HIV and much, much more!

**When Does it Meet?**

**Wednesdays from April – July**

Students may join ONE of two classes:

Option 1: Day class: 10:00 am – 2:00 pm

Option 2: Evening class: 5:30 – 9:30 pm

*Lunch or dinner will be provided. Assistance with transportation and childcare is also available.*

**How To Apply?**



A brief written application and in-person interview are required. To receive an application, please contact the Ryan White Planning Council Office of Support: 832 927-7926

**Or, you can apply online at**

[www.surveymonkey.com/r/P-LEAP2020](http://www.surveymonkey.com/r/P-LEAP2020)

**Deadline to Apply:**

Applications must be received by 5pm on Friday, February 28, 2020. If you wish to apply after February 28<sup>th</sup>, please call the Office of Support: 832 927-7926

*If you have questions about Project LEAP or the application process, please contact:*

Diane Beck, Office of Support at 832 927-7926, [Diane.Beck@cjo.hctx.net](mailto:Diane.Beck@cjo.hctx.net) or [www.rwpchouston.org](http://www.rwpchouston.org)

# Project L.E.A.P. Learning, Empowerment, Advocacy and Participation

## What is Project L.E.A.P.?

Project L.E.A.P. is a free, 17-week comprehensive advocacy training course for individuals living with and/or affected by HIV in the Greater Houston Area. The goal is to train people living with HIV so that they become active participants in local HIV 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 & presentation to the Planning Council.

## When Does the Class Meet?

Wednesdays beginning in March or April.

Students can join one of two Project L.E.A.P. classes:

Day class: 10:00 am – 2:00 pm

Evening class: 5:30 pm – 9:30 pm

Lunch or dinner will be provided.

Assistance with transportation and child care is also available.

## How Do I Apply?

A brief application and in-person interview is 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 us on the web: [www.rwpcHouston.org](http://www.rwpcHouston.org).

# Win a \$50 Gift Card

You can win a \$50 gift card by helping us find applicants who are living with HIV for the Project LEAP Class of 2020. As you can see from the attached flyer, Project LEAP is a free 17-week training course for individuals living with or affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area.

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## THE CONTEST:

*Recruit applicants living with HIV who are Youth (ages 18-24)*

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If you recruit the highest number of applicants between the ages of 18-24 who come in for an interview, you will win a \$50 gift card from the establishment of your choice (Kroger, Starbucks, etc. - you name the place as long as they have gift cards).

## Contest Rules:

- The attached application form (also available at: [www.rwpchouston.org](http://www.rwpchouston.org)) must be received by the Office of Support before 5 pm on Friday, March 13, 2020.
- **Your** name must be on the application form at the top of page 2 where it says: **Name of person who referred you.**
- The applicant does not have to be accepted into the class, but they do have to have been interviewed by the staff of the Office of Support for possible acceptance into the class.
- The applicant must be willing to share his/her HIV status during the interview with the staff of the Office of Support.
- Employees of the Office of Support for the Ryan White Planning Council are not eligible for this contest.

***The winner will be announced on April 9, 2020!***

If you have questions about Project LEAP, the application process or the contest, please contact:  
Diane Beck, Office of Support for the Ryan White Planning Council  
832 927-7926 or [diane.beck@hctx.net](mailto:diane.beck@hctx.net)