

**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**  
<http://rwpchouston.org>

**Memorandum**

To: Members, Affected Community Committee:

Tony Crawford, Co-Chair	Cecilia Ligons
Holly Renee McLean, Co-Chair	Rodney Mills
Veronica Ardoin	Diane Morgan
Rosalind Belcher	Andrew Wilson
Cubby Crawford-Prado	<i>Deborah Hurd</i>
Johnny Deal, Mentor	<i>Veria Steptoe</i>
Ronnie Galley	

Cc: Crystal R. Starr  
Carin Martin  
Mauricia Chatman

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

Date: Monday, February 7, 2022

Re: February Meeting Notice

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Please note the following meeting information:

**Affected Community Committee**  
**1:30 pm, Monday, February 21, 2022**

Click on the following link to join the meeting:

<https://us02web.zoom.us/j/81032740414?pwd=V1hTMnltaklDanBDNU9XYkVkdllTZz09>

Meeting ID: 810 3274 0414

Passcode: 125162

Or, use your telephone to dial in: 346 248 7799

Please contact Rod to RSVP, even if you cannot attend. She can be reached at: [Rodriga.Avila@cjo.hctx.net](mailto:Rodriga.Avila@cjo.hctx.net) or by telephone at 832 927-7926. We look forward to seeing you on Zoom!

## Houston Area HIV Services Ryan White Planning Council

### Affected Community Committee Meeting

1:30 pm, Monday, February 21, 2022

Join us via Zoom, please do not come to the office in person.

<https://us02web.zoom.us/j/81032740414?pwd=V1hTMnltaklDanBDNU9XYkVkdlllTZz09>

Meeting ID: 810 3274 0414

Passcode: 125162

Or, use your telephone to dial in: 346 248 7799

## AGENDA

- |      |  |   |
|------|--|---|
| I.   | Call to Order  | Tony Crawford and<br>Holly R. McLean, 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 November 2021 Minutes   |   |
|      | F. Nuts & Bolts, Petty Cash & Open Meetings Act  | Tori Williams                                   |
|      | G. Conflict of Interest  | Tori Williams                                   |
|      | H. 2022 Monthly Meeting Date and Time  | 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. Committee Projects in 2022  |   |
|      | D. Review 2022 Critical Timeline   |   |
|      | E. Adopt 2022 Committee Goals  |   |
| IV.  | Old Business   |   |
|      | A. Elect a Committee Vice-Chair  |   |
| 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 15, 2021

Meeting Location: Zoom teleconference

### MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Tony Crawford, Co-Chair	Rosalind Belcher, Co-Chair	Reachelian Ellison, TRG
Ronnie Galley	Veronica Ardoin	Mauricia Chatman, RWGA
Ardry "Skeet" Boyle	Enrique Chavez	
Johnny Deal	Holly McLean	<i>Office of Support</i>
	Diana Morgan	Tori Williams, Director
	Ashley Barnes	Rod Avila, Assistant Coordinator
	Josie Rodriguez Jimenez	
	Rodney Mills	
	Trina Wright	
	Beto Ramirez	
	Tony Williams	

**Call to Order:** Tony Crawford called the meeting to order at 12:08 p.m. Crawford then asked for a moment of reflection

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

**Approval of the Minutes:** *Motion #2*: *it was moved and seconded (Galley, Deal) to approve the minutes of October 18, 2021. Motion carried. Abstention: Deal.*

**Public Comment:** None.

**Member Check-In:** Crawford invited committee members to check-in. Most members are doing well and staying safe.

**Monthly Team Building Exercise:** The committee reviewed the October team building meeting, Ryan White Jeopardy & a Halloween Costume Contest, and agreed to schedule additional team building meetings during the upcoming holidays.

**Workgroup: FY 2022 Standards of Care & Performance Measures:** Reachelian Ellison with The Resource Group, was present to discuss the Ryan White Part B and State Services funding standards of care & performance measures.

**Announcements:** none.

**Adjourn: Motion #3: *it was moved and seconded (Deal, Galley) to adjourn the meeting at 12:27 p.m.*  
**Motion carried unanimously.****

Submitted by:

Approved by:

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Tori Williams, Director

Date

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Committee Chair

Date

## **Nuts and Bolts for New Members**

*Please take into account that some of the procedures described below have been changed due to stay at home orders because of COVID-19.*

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 will also be 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 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 described in the minutes. If you were absent at the meeting, please abstain from voting.

Due to County budgeting policy, there may be no petty cash reimbursements in March and April. Please turn in 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.

**March 1**

**2021**

Beginning of  
fiscal year 2021

**Feb 11**

**2022**

Turn in all  
receipts

**Feb 28**

**2022**

End of fiscal  
year 2021. No  
money available  
to write checks until  
possibly early April

**March 31**

**2022**

Turn in all remaining receipts  
for fiscal year 2021 or you  
will not be reimbursed for  
those expenses incurred between  
March 1, 2021 and Feb. 28, 2022

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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 27, 2022

Re: End of Year Petty Cash Procedures

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The fiscal year for Ryan White Part A funding ends on February 28, 2022. 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 11, 2022.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2022 **will not be reimbursed at all if they are turned in after March 31, 2022.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and March 31, 2022. If meetings are held in person during this time, then volunteers should give Rod the usual reimbursement request forms for transportation, food and childcare expenses incurred after March 1, 2022 but the Office may not be able to reimburse volunteers for these expenses until early April 2022.

We apologize for what could be an 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)

**Houston Area HIV Services Ryan White Planning Council**  
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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: January 27, 2022

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, 2022. 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 contact Rod in the Office of Support and we will see if we can help you access the information.

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.



## **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.

# 2022 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/28/21)

## AFFECTED COMMUNITY

Meetings are on the second Monday after

Council meets starting at 1:30 pm.

February 21 July 25  
**March 15\*** August 22  
March 21 September 19  
April - no meeting October 24  
May 23 November 21  
June 20 December - no mtg

## COMPREHENSIVE HIV PLANNING

Meetings are the second Thursday of the month starting at 1:30 pm:

February 10 August 11  
March 10 September 8  
April - no meeting October 13  
May 12 Nov 10  
June 9 December - no mtg  
July 14

## OPERATIONS

Meetings are Tuesdays following the Council meeting starting at 11:00 am:

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

## PLANNING COUNCIL

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

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

## PRIORITY & ALLOCATIONS

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

February 24 July 28  
**March 15\*** August 25  
March 24 September 22  
April 28 October 27  
May 26 November - no mtg  
June 23 December - no mtg

## QUALITY IMPROVEMENT

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

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

## STEERING

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

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

**\*Joint meeting of the Affected**

**Community, Priority and Allocations and Quality Improvement Committees.**

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

## DRAFT

### Houston Area HIV Services Ryan White Planning Council

## Timeline of Critical 2022 Council Activities

(Revised 01-28-22)

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 check our website at [www.rwpc-houston.org](http://www.rwpc-houston.org) or call the Office of Support at: 832 927-7926 to confirm details regarding a particular meeting.

**General Information:** The following is a list of significant activities regarding the 2022 Houston Ryan White Planning Council. Consumers, providers and members of the 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 832 927-7926 or visit our website at: <http://rwpc-houston.org>.

**All Ryan White Council and Committee meetings will be held virtually January through March 2022, possibly in the Spring as well. Routinely, the Ryan White 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. 27	Council Orientation. 2022 Committee meeting dates will be established at this meeting.
Thurs. Feb. 3	12 noon. First Steering Committee meeting for the 2022 planning year.
Feb. date TBD	10 am, Orientation for new 2022 Affiliate Committee Members.
Thurs. Feb. 10	12 noon. First Council meeting for the 2022 planning year.
Tues. Feb. 15	5:00 pm. Deadline for submitting <b>Proposed Idea Forms</b> 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 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 that justifies why a particular service should be funded and why it is not a duplication of a service already being offered through another funding source. Anyone can submit an Idea Form. Contact the Office of Support at 832 927-7926 to request required forms.
Thurs. Feb. 24	12 noon. Priority & Allocations Committee meets to approve the <b>policy on allocating FY 2022 unspent funds, FY 2023 priority setting process</b> and more.
March date TBD	EIIHA Workgroup meeting.
Tues. March 15	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 <b>FY 2023 service categories</b> for Part A, Part B and <i>State Services</i> funding.
Mon. March 21	1:30 pm. <b>Consumer Training</b> on the How to Best Meet the Need process.
Thurs. April 7	12 noon. Steering Committee meets.
Thurs. April 14	12 noon. Planning Council meets.
	<b>1:30 – 4:30 pm. Council and Community Training for the How to Best Meet the Need process.</b> 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.

## DRAFT

### Houston Area HIV Services Ryan White Planning Council

## Timeline of Critical 2022 Council Activities

(Revised 01-28-22)

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Mon. April 18 10 am – 5 pm, Special workgroup meetings. Topics to be announced.

April 19 - 27

The following workgroups will be scheduled to meet. Call 832 927-7926 for confirmation and to receive meeting packets.

10:30 am. **Date to be announced.** **How To Best Meet the Need Workgroup #1** at which the following services for FY 2023 will be reviewed:

- Ambulatory/Outpatient Medical Care (including Emergency Financial Assistance – Pharmacy 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. **Date to be announced.** **How To Best Meet the Need Workgroup #2** at which the following services for FY 2023 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

3:00 pm – 5:00 pm. **Date to be announced.** **How To Best Meet the Need Workgroup #3** at which the following services will be reviewed:

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

Thurs. April 28 12 noon. Priority & Allocations Committee meets to allocate **Part A unspent funds.**

Mon. May 2 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 15 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. May 17 11:00 am. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2023 Council Support Budget.

Tues. May 17 2:00 pm. Quality Improvement Committee meets to approve the **FY 2023 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.

## DRAFT

### Houston Area HIV Services Ryan White Planning Council

## Timeline of Critical 2022 Council Activities

(Revised 01-28-22)

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 check our website at [www.rwpchouston.org](http://www.rwpchouston.org) or call the Office of Support at: 832 927-7926 to confirm details regarding a particular meeting.

Tues. May 24	7:00 pm., Public Hearing on the <b>FY 2023 How To Best Meet the Need results.</b>
Wed. May 25	Time TBD. Special Quality Improvement Committee meeting to review public comments regarding <b>FY 2023 How To Best Meet the Need results.</b>
Thurs. May 26	12 noon. Priority & Allocations Committee meets to recommend the <b>FY 2023 service priorities</b> for Ryan White Parts A and B and <i>State Services</i> funding.
Thurs. June 2	12 noon. Steering Committee meets to approve the <b>FY 2023 How to Best Meet the Need results.</b>
Thurs. June 9	12 noon. Council approves the <b>FY 2023 How to Best Meet the Need results.</b>
Week of June 13-16	Dates and times TBD. Special Priority & Allocations Committee meetings to draft the <b>FY 2023 allocations for RW Part A and B and State Services</b> funding.
June 12 or Aug. 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 23	12 noon. Priority & Allocations Committee meets to approve the <b>FY 2023 allocations for RW Part A and B and State Services</b> funding.
Mon. June 27	7 pm. Public Hearing on the <b>FY 2023 service priorities and allocations.</b>
Tues. June 28	Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the <b>FY 2023 service priorities and allocations.</b>
July/Aug.	Workgroup meets to complete the proposed <b>FY 2023 EIIHA Plan.</b>
Thurs. July 7	12 noon. Steering Committee approves the <b>FY 2023 service priorities and allocations.</b>
Thurs. July 14	12 noon. Council approves the <b>FY 2023 service priorities and allocations.</b>
Fri. July 15	5 pm. Deadline for submitting a Project LEAP application form. See July 28 for description of Project LEAP. Call 832 927-7926 for an application form.
Thurs. July 28	12 noon. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the <b>FY 2023 priority &amp; allocations.</b> They also allocate <b>FY 2021 carryover funds.</b> ( <b>Allocate even though dollar amount will not be avail. until Aug.</b> )
Wed. July 27	<b>Project LEAP</b> classes begin. 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. To apply, call 832 927-7926.

(continued)

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

**Timeline of Critical 2022 Council Activities**

(Revised 01-28-22)

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 check our website at [www.rwpchouston.org](http://www.rwpchouston.org) or call the Office of Support at: 832 927-7926 to confirm details regarding a particular meeting.**

- Thurs. Aug. 4                    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 2023 GRANT.** (Mail out date for the August Steering Committee meeting is July 28, 2022.)
- Mon. Aug. 22                    1:30 pm. **Consumer Training** on Standards of Care and Performance Measures.
- Fri. Sept. 2                      5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 15 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. 13                   2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Mon. Sept. 19                    1:30 pm. **Consumer-Only Workgroup** meeting to review FY 2023 Standards of Care and Performance Measures.
- Tues. Oct. 18                    11:00 am. Operations Committee reviews the Memorandum of Understanding between all Part A stakeholders & Letter of Agreement between Part B stakeholders.
- October or  
November                      Date & time TBD. Community Workgroup meeting to review **FY 2023 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 27                    12 noon. Priority & Allocations Committee meets to allocate FY 2022 unspent funds.
- Tues. Nov. 15 or 29            10:00 am. Commissioners Court to receive the World AIDS Day Resolution.
- Thurs. Nov. 10                   12 noon. Council recognizes all Affiliate Committee Members.
- Thurs. Dec. 1                    **World AIDS Day.**
- Thurs. Dec. 8                    12 noon. Election of Officers for the 2023 Ryan White Planning Council.

# 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.

## 2022 Ryan White Planning Council

### WORKING STANDING COMMITTEE LIST

(Updated 02-04-22)

Green Text = Committee Mentor

Blue Text = New Member

STEERING	
Crystal Starr, RWPC Chair	Ronnie Galley, Co-Chair, Operations
Skeet Boyle, Vice Chair	Matilda Padilla, Co-Chair, Operations
Kevin Aloysius, Secretary	Bobby Cruz, Co-Chair, Priority and Allocations
Tony Crawford, Co-Chair, Affected Community	Peta Gay-Ledbetter, Co-Chair, Priority and Allocations
Holly Renee McLean, Co-Chair, Affected Community	Denis Kelly, Co-Chair, Quality Improvement
Josh Mica, Co-Chair, Comprehensive HIV Planning	Daphne Jones, Co-Chair, Quality Improvement
Steven Vargas, Co-Chair, Comprehensive HIV Planning	

AFFECTED COMMUNITY			
1. Tony Crawford, Co-Chair	8. Cecilia Ligons	<i>Affiliate Members</i>	
2. Holly Renee McLean, Co-Chair	9. Diane Morgan	<i>Deborah Hurd</i>	
3. Veronica Ardoin	10. Rodney Mills	<i>Veria Steptoe</i>	
4. Rosalind Belcher	11. Andrew Wilson		
5. Cubby Crawford-Prado			
6. Johnny Deal, Mentor			
7. Ronnie Galley			

COMPREHENSIVE HIV PLANNING			
1. Josh Mica, Co-Chair	8. Rodney Mills, Mentor	<i>Affiliate Members</i>	
2. Steven Vargas, Co-Chair	9. Matilda Padilla	<i>Dominique Brewster</i>	
3. Titan Capri	10. Shital Patel	<i>Bianca Burley</i>	
4. Johanna Castillo	11. Paul Richards	<i>Allen Murray</i>	
5. Dawn Jenkins	12. Faye Robinson		
6. Cecilia Ligons	13. Imran Shaikh		
7. Timothy Mann	14. Robert Sliepka		

OPERATIONS			
1. Ronnie Galley, Co-Chair	4. Ardry "Skeet" Boyle	7. Cecilia Ligons, Mentor	<i>No Affiliate Members</i>
2. Matilda Padilla, Co-Chair	5. Johnny Deal	8. Peta-Gay Ledbetter	
3. Kevin Aloysius	6. Denis Kelly		

PRIORITY AND ALLOCATIONS			
1. Bobby Cruz, Co-Chair	4. Roxane May	7. Bruce Turner	<i>Affiliate Members</i>
2. Peta Gay-Ledbetter, Co-Chair & Mentor	5. Josh Mica		<i>Allen Murray</i>
3. Kimberley Collins	6. Paul Richards		

QUALITY IMPROVEMENT			
1. Denis Kelly, Co-Chair	8. Nkechi Onyewuenyi	<i>Affiliate Members</i>	
2. Daphne Jones, Co-Chair	9. Oscar Perez	<i>Gloria Sierra</i>	
3. Kevin Aloysius	10. Tana Pradia, Mentor	<i>Deborah Somoye</i>	
4. Veronica Ardoin	11. Pete Rodriguez		
5. Ardry "Skeet" Boyle	12. Andrew Wilson		
6. Titan Capri			
7. Tom Lindstrom			



**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

# Affected Community Committee Training

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

February 21, 2022

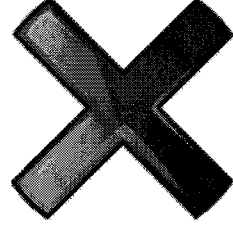
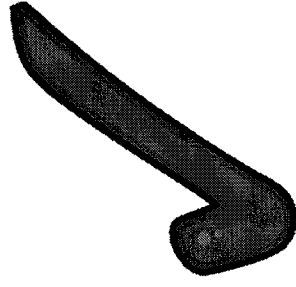
# Purpose of the Planning Council

- 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

# 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.