

Houston Area HIV Services Ryan White Planning Council

**Affected Community and
Project LEAP Advisory Committee Joint Meeting**

12 noon, Monday, May 22, 2023

Join us on Zoom on the following link:

<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

In-person location: Bering Church at 1440 Harold Street, Houston, Texas 77006

AGENDA

* = handout will be available at the meeting

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- I. Call to Order Rodney Mills and
Diana Morgan, Co-Chairs
 - A. Welcome and Introductions
 - B. Announce who will be chairing the meeting
 - C. Moment of Reflection
 - D. Purpose of the Joint Meeting Tori Williams
 - E. Adoption of the Agenda
 - F. Approve 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 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. 2022 Project LEAP and Proyecto VIDA Kenia Gallardo & Robert Sliepka, Co-Chairs, Project LEAP/Proyecto VIDA Advisory Comm.
 - A. Evaluations Tori & Rod Avila
 - B. Budgets Tori & Rod Avila

 - IV. 2023 Project LEAP Tori Williams
 - A. Role of the Advisory Committee
 - B. 2023 Class Timeline for both classes: Aug – Nov
 - C. 2023 Project LEAP Service Definition

 - V. 2023 Project LEAP Student Recruitment Tori Williams
 - A. Student Selection Criteria
 - B. Recruitment Strategies & Contests
 - C. Application Forms

 - VI. Announcements

 - III. Optional: Members meet with committee mentor Johnny Deal

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee Meeting

12:00 pm, Monday, March 20, 2023

Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT		OTHERS PRESENT
Rodney Mills, Co-Chair	Josh Mica	Mauricia Chatman, RWGA
Diana Morgan, Co-Chair	Allen Murray	John Sapero, Collaborative Research
Servando Arellano	Ryan Rose	
Skeet Boyle	Tony Williams	
Rosalind Belcher		OFFICE OF SUPPORT
Tony Crawford	MEMBERS ABSENT	Tori Williams
<i>Johnny Deal</i>	Caleb Brown, excused	
Ronnie Galley	<i>Deborah Hurd</i>	
Cecilia Ligons	<i>Akia McPhaul</i>	

Call to Order: Rodney Mills called the meeting to order at 12:08 p.m., and asked for a moment of reflection. Mills invited everyone present to introduce themselves.

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Ligons, Galley) to approve the February 20, 2023 minutes. Motion carried.* Abstentions: Belcher and Williams.

Public Comment: None.

Client Satisfaction Survey: Mauricia Chatman from Ryan White Grant Administration introduced John Sapero from Collaborative Research. After describing his personal history, Sapero walked committee members through the draft questions for the new Houston EMA Client Satisfaction Survey. Chatman and Sapero are committed to making Quality Management activities meaningful to agencies and consumers. Ligons and Mica feel that complaints are not documented in a way that allows the Council to see how many complaints are made annually related to each service category and the nature of the complaints. Without this information, the Council cannot address these client-generated issues during the How To Best Meet the Need process. Chatman asked if this can be discussed further after the meeting.

New Business

HRSA Letter dated 12/06/22 regarding Consumer Incentives: Based upon the discussion during the

Project LEAP 2023

ADVISORY COMMITTEE

#

Membership: Members of the Project LEAP Advisory Committee will include members of the Ryan White Planning Council, Houston Prevention Planning Group (CPG) and Project LEAP alumni.

Purpose: The Committee is responsible for:

- Assisting in curriculum development.
- Providing input into criteria for selecting Project LEAP participants.
- Helping with the development of a recruitment strategy.
- If the agency finds it difficult to find individuals that meet the criteria for participation in the Project, assisting with student recruitment.
- Reviewing the final report for the Project in order to highlight the successes and brainstorm/problem solve around issues identified in the report. The results of the review will be sent to the Ryan White Operations Committee and the next Advisory Panel.

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February committee meeting, Williams updated members by telling them that the Council Chairperson submitted a list of questions to the HRSA Project Officer and is waiting for his response. In the meantime, HRSA is organizing a national Technical Assistance (TA) call to review the policy referenced in the December 6, 2022 letter.

2022 Integrated HIV Prevention and Care Plan: Williams walked committee members through the attached power point presentation that describes the suggested Leadership Team structure for implementing, monitoring and evaluating the 2022 Integrated Plan. ***Motion #3:*** *it was moved and seconded (Boyle, Williams) that the Affected Community Committee recommend the suggested Leadership Team structure described in the power point presentation for implementing, monitoring and evaluating the 2022-2026 Integrated HIV Prevention and Care Plan, Motion carried unanimously.* Williams reminded the committee that one of the goals in the Plan is for the Affected Community and Operations Committees to work together to develop a Youth Council.

FY24 How To Best Meet the Need Workgroup Process: Committee members signed up to participate in the FY24 How to Best Meet the Need Workgroups as follows:

- **Workgroup #1: 10:30 am, Wed. April 19th:** Tony Williams, Ryan Rose, Tony Crawford, Allen Murray, Ronnie Galley.
- **Workgroup #2: 1:30 am, Wed. April 19th:** Tony Williams, Ryan Rose, Rosalind Belcher, Rodney Mills, Ronnie Galley.
- **Workgroup #3: 3:00 pm, Thurs. April 20th:** Ryan Rose, Tony Crawford, Ronnie Galley.
- **Workgroup #4, 11:00 am, Tues. May 16th:** Skeet Boyle, Rosalind Belcher, Tony Williams, Ryan Rose, Rodney Mills.

Old Business and Announcements: None.

Adjourn: ***Motion #4:*** *it was moved and seconded (Boyle, Galley) to adjourn the meeting at 1:40 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Service Category Title: Grant Administration – 2021 Project LEAP

Unit of Service Definition:

1 unit of service = 1 class hour of training to Project L.E.A.P. participants. No other costs may be billed to the contract issued for Project LEAP.

GOAL: Agency will increase the number and effectiveness of People Living With HIV (PLWH) and the affected community who can participate in organizations, councils and committees dealing with the allocation of public funds for HIV-related prevention and care services, through an effort known as “Project LEAP” (Learning, Empowerment, Advocacy and Participation). Enrollment should include 20 to 30 persons who are living with HIV. No more than 10 individuals are to be enrolled in the training program who are affected by HIV. The race, ethnicity and gender composition of the classes must reflect current local HIV prevalence data to the extent feasible. Agency will prioritize to enroll individuals from groups that are disproportionately affected by HIV disease, including youth and transgender persons living with HIV, in Project LEAP.

Project LEAP will increase the knowledge, participation and efficacy of PLWH and affected participants through a training program specifically developed to provide PLWH and affected persons with the knowledge and skills necessary to become active, informed, and empowered members of HIV planning bodies and other groups responsible for the assessment of HIV-related prevention and service needs in the Houston EMA/HSDA. The primary focus of training is to prepare participants to be productive members of local HIV planning bodies, with an emphasis on planning activities conducted under the auspices of the Houston Ryan White Planning Council (RWPC).

Except under unusual circumstances, such as severe weather or a public health emergency (for example an outbreak of the flu), each class provided during the term of this agreement will include graduation and at least:

- A. 44 contact hours of classroom training;
- B. 6 hours of participation in Ryan White Planning Council and/or Committee related activities; and
- C. 6 hours of participation in HIV-related community activities.

There will be no more than 2 classes at 56 hours per class. The Council-approved minimum outline for the training curriculum includes: HIV funding sources, general and specific operational procedures of HIV-related planning bodies, information regarding assessment of the needs of PLWH in the Houston EMA/HSDA, reviewing and evaluating proposals for HIV-related funding such as serving on an external review panel, organizational case studies and mentoring, presentation skills, knowledge related to accessing services, overview of HIV-related quality assurance (QA) processes and parliamentary procedure/meeting management skills.

Agency will provide reimbursement of eligible expenses to participants during the period of enrollment to reimburse these participants for out of pocket costs related to their in-person classroom participation, limited to transportation, childcare, and meals.

Agency agrees to provide Harris County Public Health (HCPH)/Ryan White Grant Administration (RWGA) and the Houston RWPC with written reports and project summaries as requested by Harris County and in a form acceptable to Harris County, regarding the progress and outcome of the project.

Agency will provide Harris County with a written report summarizing the activities accomplished during the term of the contract within thirty calendar days after the completion of the project. If completed with a noncontract agreement, written report must be submitted at the end, or before the end, of the project calendar year.

Objective 1: Agency will identify and provide training to at least 20 persons who are living with HIV and no more than 10 affected individuals in order for them to receive the necessary skills and knowledge to participate in the decision-making process to fund and allocate public money to HIV-related services in the Houston EMA/HSDA. The following training curriculum shall be provided:

1. Information on PrEP and the sources and purposes of HIV service funds in the Houston EMA/HSDA;
2. The structure, functions, policies and procedures of the Houston HIV Health Services Planning Council (Ryan White Planning Council/RWPC) and the Houston HIV Prevention Community Planning Group (CPG);
3. Specific training and skills building in needs assessments, parliamentary procedures and meeting management procedures, presentation skills, reviewing and evaluating proposals for HIV-related funding such as serving on an external review panel, accessing and utilizing support resources and role models, and competence in organizational participation and conduct; and
4. Specific training on HIV-related Standards of Care, quality assurance methods and HRSA service category definitions.

Objective 2: Agency will enhance the participation of the people living with HIV and affected persons in the decision-making process by the following documented activities:

1. Establishing realistic training schedule(s) which accommodate varying health situations of those selected participants;
2. Conducting a pre-training evaluation of participants to determine their knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes in the Houston area. Agency must incorporate responses from this pre-training evaluation in the final design of the course curriculum to ensure that, to the extent reasonably possible, the specific training needs of the selected participants are addressed in the curriculum;
3. Conducting a post-training evaluation to measure the change in participants knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes in the Houston area;
4. Providing reimbursement of allowable expenses to help defray costs of the individual's in-person participation, limited to transportation, child care, and meals; and

5. Providing both lecture and hands-on experiential class activities to enable participants to maximize opportunities for learning, except under unusual circumstances, such as severe weather or a public health emergency when hands-on activities are not feasible.

Objective 3: Agency will encourage cooperation and coordination among entities responsible for administering public funds for HIV-related services by:

1. Involving HCPH/RWGA, The Houston Regional HIV/AIDS Resource Group (TRG) and other administrative agencies for public HIV care and prevention funds in curriculum development and training activities;
2. Ensuring representatives from the RWPC, the Houston Community Planning Group (CPG) and Project LEAP alumni are members of the Project LEAP External Advisory Panel. The responsibility of the Project LEAP External Advisory Panel is to:
 - Assist in curriculum development;
 - Provide input into criteria for selecting Project LEAP participants;
 - Assist with the development of a recruitment strategy;
 - If the agency finds it difficult to find individuals that meet the criteria for participation in the Project, assist with student recruitment; and
 - Review the final report for the Project in order to highlight the successes and brainstorm/problem solve around issues identified in the report. The results of the review will be sent to the Ryan White Operations Committee and the next Advisory Panel.
3. Collaborating with the Project LEAP External Advisory Panel during the initial 60 days of the Contract term. The criteria developed and utilized will, to the maximum extent possible, ensure participants selected represent the groups most affected by HIV disease, consistent with current HIV epidemiological data in the Houston EMA/HSDA, including youth (ages 18-24) and transgender persons living with HIV.

Agency will provide RWGA with the attached matrix and chart 21 and 14 days before the first class and again the day after the first class demonstrating that the criteria established by the Project LEAP External Advisory Panel was met. The matrix must be approved by RWGA 14 days before the first class.

EXAMPLES

Recommended Project LEAP Class of 2021

Candidate	M	F	T	HIV+	Non- Aligned HIV+	W	B	H	Youth Age 18 - 19	Youth Age 20 - 24
1	X			X	X	X				
2		X		X			X		X	
3		X					X			X
4		X		X	X			X		X
5	X					X				
6	X			X	X		X			
7	X			X	X	X				
Totals	4	3		5	4	3	3	1	1	2

Race/Ethnicity	EMA HIV/AIDS prevalence as of 12/31/25*		PC Members as of 09/01/25		Non-Aligned Consumers on PC	
	No.	%	No.	%	No.	%
White, not Hispanic	5,605	26.85%	7	19.44%	4	25.00%
Black, not Hispanic	10,225	48.98%	19	52.78%	8	50.00%
Hispanic	4,712	22.57%	10	27.78%	4	25.00%
Other	333	01.60%	0	00.00%	0	0.00%
Total*	20,875	100%	36	100%	16	100%
Gender	Number	Percentage	No.	%	No.	%
0 ° °#	15,413	73.83%	21	58.33%	11	68.75%
Female	5,462	26.17%	15	41.67%	5	31.25%
Total*	20,875	100%	36	100%	16	100%

*Data are estimated cases adjusted for reporting delay. The sum total of estimates for each category may not match the EMA totals due to rounding.

DRAFT

2022 Project LEAP Student Selection Guidelines

The following guidelines will be used by the Office of Support to select students for the 2022 Project LEAP cohort. They are presented in order of priority:

1. As outlined in the 2022 Service Definition for Project LEAP:
 - a. The Office of Support shall enroll 20 to 30 persons who are living with HIV prior to the commencement of the training program. No more than 10 affected individuals are to be included in the training program. Preference will be given to non-aligned (non-conflicted) consumers of Ryan White HIV Program services in the Houston EMA and high risk applicants.
 - b. Selected students shall be representative of the demographics of current HIV prevalence in the Houston EMA, with particular attention to sex, race/ethnicity, and the special populations of young adults (age 18 - 24) and people who are transgender and/or gender non-conforming.
2. If the applicant is a prior LEAP graduate, they may be selected for the 2022 cohort if they have not been appointed to the Planning Council following LEAP participation and if space in the class is available.
3. Be available for the 2022 Project LEAP class schedule.
4. Have the ability to commit to Project LEAP expectations in regards to class participation, activities, and homework assignments.
5. Demonstrate an interest in planning HIV services in the Houston EMA. Students should have an understanding of the expected roles of Project LEAP graduates in local HIV prevention and care services planning.
6. Demonstrate an interest in volunteerism, advocacy, and other types of community involvement. If possible, have a history of past volunteerism, advocacy, and/or community involvement.
7. Demonstrated interpersonal skills consistent with successful participation in Project LEAP, such as ability/willingness to work in a team, effective communication skills, etc.



2022 Project LEAP Recruitment

Status	Date	Location/Event	Recruiter
AGENCIES			
		AIDS Healthcare Foundation/Out of the Closet	Tori → Matilda
		Avenue 360	Tori → Denis
		Harris Health/TSHC	Tana
		Legacy (California)	Tana
		Montrose Center	Crystal (maybe), Tana
		St. Hope Foundation	Tana (Greenspoint) Crystal (Bellaire, will email to Herman for distribution) Skeet (Sugar Land)
		Bee Busy	Skeet
		AAMA	Steven
		Accesshealth/Ft. Bend	Diane
		AFH & Housing Complexes	Johnny
		Baylor Teen Clinics	Diane/Paul R.
		Bering support group, church, dental clinic, day treatment	Allen
		Blast Fax	Diane
		Brentwood Project WAITT	Ronnie
		A Caring Safe Place/Lydia's Place	Skeet
		Catholic Charities	Tori → Carol
		Central Care	
		Change Happens!	Skeet
		HATCH (Montrose Center)	Tana
		HAWC	Tori → Nike
		Law Harrington Apartments	Skeet
		Living Without Limits	Cecilia (NOT CURRENTLY MEETING)
		Lord of the Streets	Crystal (Partial services)
		RMCC	Robert
		San Jacinto Apartments	Skeet/Johnny/Crystal
		Santa Maria Hostel	Diane
		St. John's Downtown/Bread of Life	Skeet
		SEARCH	Crystal will check if open
		Tony's Place	Skeet/Johnny/Crystal
		The Women's Home	Tana
GROUPS			
		2005 - 2021 LEAP Graduates	Diane
		AA State of Emergency Task Force	Tori → Sha'Terra
		Adolescent Trial Network	Tori → Moreniké
		FIMR	Diane
		Ft. Bend Coalition	Tori → Sha'Terra
		HCV Task Force	Tori → Steven
		Heterosexual Peer Group	Tori → Cecilia
		HIV & Aging Coalition	Skeet

Status	Date	Location/Event	Recruiter
GROUPS <i>continued</i>			
		HIV Prevention Contractors	Tori → HHD
		HOPWA All-Providers	Tori → Melody
		Houston Medical Monitoring Project	Tori → Osaro
		IMPAACT CAB	Tori → Moreniké
		Impulse Group Houston	Crystal
		Latino HIV Task Force	Tori → Gloria
		Mahogany Project	Crystal
		MPACT	Tori → Antonio
		National HIV Behavioral Surveillance	Tori → Imran
		Part A CM Supervisors/CM	Diane
		Part D Partners	Tori → Sha'Terra
		Positive Women's Network	Tana
		Project PATHH	Skeet
		Rural Part B/SS Providers	Tori → Sha'Terra
		Save Our Sisters	Crystal
		Serenity Sisters Support Group	
		SIRR	Diane
		Youth Task Force	Tori → Gloria
		United Way Interagency Meeting	NOT CURRENTLY MEETING
		VA Hospital	Tori → Chris E. OR Cecilia
MEDIA/ONLINE			
		Ads in Outsmart, Houston Defender, and community newspapers in rural areas; RMCC bulletin/email list	Diane
		DSHS Insider	Tori
		Idealist	Tori
		Posse (largest HIV+ meetup grp in Houston)	Allen → Denis
		Project LEAP Alumni FB Page	Diane
		Texas HIV Coalition FB Page	Diane
SPECIAL EVENTS			
		AIDS Walk	NOT APPLICABLE
		Organizing for Power	Tana
		Planning Council	Diane
		Volunteer Round Up (date TBD)	NOT APPLICABLE
OTHER			
		Multi Service Centers <ul style="list-style-type: none"> • Acres Home • Emancipation • Hiram Clarke • Kashmere • Leonel Castillo • Sunnyside • Third Ward • West Gray 	All
		Social Media sites	All
		Bars/Clubs/testing events	All
		Grocery Stores	All
		Post Offices	All
		Houston Community College	Crystal
		Joseph Gathe, MD office	Skeet
		Grace Place	Crystal

Status	Date	Location/Event	Recruiter
OTHER <i>continued</i>			
		Green Grove MBC	
		Greater New Hope Baptist Church	
		Houston Public Library	They told Tracy NO, Ms. Dee also told NO
		Lone Star College	
		Kindred & Plymouth Church	Tori → Amber re church list
		Radio PSA	NOT APPLICABLE
		Rice University	Tori → Bobby
		St. Joseph downtown	Tori
		St. Thomas	Tori → Bobby
		San Jacinto College	Allen
		SHAPE Community Center	Crystal
		Shrine of the Black Madonna	Crystal
		U of H downtown and central	Tori
		TSU	Crystal, Tana
		Urgent Care Clinics	All
		Walgreens	Tori → Tom Lindstrom
		Wheeler Ave Church	NOT CURRENTLY MEETING
		Dr. Crofoot	Tori → Maggie
		Dr. Schrader	Tori
		U.T. Physicians - Fannin	
		U.T. Physicians - Bellaire	Tori → Bobby
		Dr. Gary Brewton	Tori
		Baylor Clinic	Allen
		Dr. Arya Mouisha	Tori → Dr. Patel