



## Houston Area HIV Services Ryan White Planning Council

### Affected Community Committee Meeting

12 noon, Tuesday, February 25, 2025

**In-person meeting location: Bering Church** 1440 Harold Street, 2nd floor, Houston, Texas 77006. Please park and use the building entrance behind the church facing Hawthorne Street.

**Or, join us via Zoom at:**

<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

## AGENDA

- I. Call to Order Skeet Boyle and  
Carol Suazo, Co-Chairs
  - A. Welcome and Introductions
  - B. Announce who will be chairing the meeting
  - C. Moment of Reflection
  - D. Merger with the Consumer & Community Engagement Education Workgroup: quorum and voting recommendations Tori Williams, Director
  - E. Adoption of the Agenda
  - F. Approval of the Minutes
  
- II. Public Comment  
(NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV status. All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a 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. Nuts and Bolts, Petty cash and Open Meetings Act Memos
  - B. Purpose of the Council, Public Hearings & Health Fairs
  - C. Purpose of the Committee & Committee Projects in 2025
  - D. Assign Greeters
  - E. Adopt 2025 Committee Goals
  - F. Meeting dates and times
  - G. Elect a Committee Vice-Chair – see cover memo
  
- IV. Announcements
  
- V. Adjourn
  
  
- Optional: Members meet with committee mentor Ronnie Galley

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

**Affected Community Committee Meeting**

11:00 am, Monday, November 25, 2024

**Meeting Location:** Bering Church and Zoom teleconference

**MINUTES**

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Carol Suazo, Co-Chair	Servando Arellano	Josh Mica, RWPC Chair
Johnny Deal, Co-Chair	Tony Crawford	Reachelian Ellison, TRG
Ryan Rose	Tana Pradia	Richon Ohafia, RWGA
Skeet Boyle	Rodrigo Arias, excused	
Caleb Brown	LeeAnn Moody, excused	<b>OFFICE OF SUPPORT</b>
Kathryn Fergus	Calvin Mills	Tori Williams
Rodney Mills	Veria Steptoe	Rod Avila
Reynauld White	Ty Tate	
Ronnie Galley	Cecilia Ligons, excused	
Kesh Locks	Diondra English	

**Call to Order:** Johnny Deal called the meeting to order at 11:03 a.m., and asked for a moment of reflection.

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

**Approval of the Minutes:** **Motion #2:** *it was moved and seconded (Rose, Suazo) to approve the October 21, 2024 minutes.* **Motion carried.** Abstentions: Fergus, Brown, Galley, Boyle, and White

**Public Comment:** None.

**New Ryan White Funded Services for FY2025** – Williams reported that the Council has approved three new service definitions starting in March 2025, and they hope that agencies will step up to apply. One of these services will provide medically tailored meals for individuals living with HIV who may also have chronic illnesses like diabetes or high blood pressure, which can be health issues linked with HIV medication. The second service will offer temporary assisted living that provides support with meals, administering medication, and routine daily tasks. This service is designed to assist individuals who are discharged from a facility and need a little extra help for a short period. A third new service was recommended by HRSA. Ryan White funds can now be used to expunge criminal records. The Council is waiting to see which agencies receive the contracts for the services. At the moment, Goodwill is offering this service through a legal group with whom they have partnered.

**Updates on the Joint Plan** – The Council is still trying to expand the youth group to two locations that will allow youth to attend in two different parts of town. The challenge has been finding funds that will provide meals for vulnerable individuals since the Ryan White funds can only be used for individuals who have been diagnosed with HIV. Josh stated that he may have found a caterer who will prepare

meals for the youth group. Another goal of the Integrated Plan is to provide HIV prevention and care information to individuals who are currently incarcerated or recently released. Bread of Life runs a radio station, and Sean has met a woman who is doing great work providing information on social services and discussing health issues. This platform could be utilized to share vital information about HIV and STIs, as well as create opportunities for education and awareness within the community. Another proposed educational initiative involves creating a series of three educational videos that the homeless coalition would require all case managers to watch. The videos will be concise and engaging. Some of the funding has been secured to produce the videos.

Another proposed plan is to set up “advisory” groups for the Council that already come together. Positive 713 currently has over 35 members, and the main challenges for the group are: finding meeting space and paying for food. The founders of Positive 713 are open to working with the Integrated Planning body to address the challenges. AAMA has offered to host their meetings, so now the challenge is to find funding for the food. Another potential group to work with would be Living Large. EHE is interested in underwriting the cost of food on a quarterly basis for both groups. These groups could be attached to the Planning Council and CPG and seen as a Hispanic Council and a Black Council where the sponsor groups could seek input into service definitions, allocations and other work products.

**No current updates on CPG.**

**Project LEAP/ Proyecto VIDA Graduation:** Williams announced that the Project LEAP/Proyecto VIDA graduation ceremony will take place in person on Tuesday, December 12, 2024, at 6 PM. Volunteers are needed to assist with room setup, food and beverage service and clean up. Volunteers are asked to arrive by 4 PM, as guests will begin arriving at 5:45 PM. The committee members who signed up to volunteer for the graduation include: Ronnie Galley, Ryan Rose, Skeet Boyle, Josh Mica, Reynauld White, Kathryn Fergus, and Carol Suazo.

**Announcements:** Josh announced details related to a World AIDS Day event in Acres Homes on December 1<sup>st</sup> 2024. He added that everyone was welcome to attend. There will be a Ryan White table at the event. Committee members who signed up to volunteer for this World AIDS Day event included: Ryan Rose, Ronnie Galley, Skeet Boyle, and Reynauld White

**Adjourn: Motion #3: *it was moved and seconded (Rose, Boyle) to adjourn the meeting at 11:55 a.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 the following describes Council procedures under normal circumstances (no COVID, hurricanes, freezes, chemical spills or other extreme situations).*

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 and time of the meeting, along with the in person meeting address and the virtual link. When contacting Rod to rsvp, please let her know if you will or will not be in attendance AND if you will be participating in person or virtually. This will determine room set up and food orders.

If attending in person, please 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.

**Houston Area HIV Services Ryan White Planning Council**  
**Office of Support**  
1310 Prairie Street, Suite 800, Houston, Texas 77002  
832 927-7926 telephone; [www.rwpchouston.org](http://www.rwpchouston.org)

**MEMORANDUM**

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

Copy: Glenn Urban, Manager, Ryan White Grant Administration

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

Date: January 23, 2025

Re: End of Year Petty Cash Procedures

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The fiscal year for Ryan White Part A funding ends on February 28, 2025. 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 22, 2025.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2025 **will not be reimbursed at all if they are turned in after March 31, 2025.**
- 3.) The Office of Support may not have access to petty cash funds between October 1 and November 15, 2025. 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, but the Office may not be able to reimburse volunteers for these expenses until early December 2025.

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)

**Feb 22**

**Feb 28**

**March 31**

**2025**

**2025**

**2025**

Turn in all receipts

End of fiscal year 2024.

Turn in all remaining receipts for fiscal year 2024 or you will not be reimbursed for those expenses incurred between March 1, 2024 and Feb. 28, 2025

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## **Memorandum**

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

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

Date: January 23, 2025

Re: Open Meetings Act Training

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Please note that all Council 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 28, 2025. The training takes 60 minutes and can be accessed through the following link or QR code (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 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. Call the Office of Support with the validation code and the staff will print it for our files and give you a copy as well.

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





# Houston Area HIV Services Ryan White Planning Council

## Standing Committee Structure

(Reviewed 02-23-23)

### 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-related drug representatives are invited.

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

### 2. **Comprehensive HIV Planning Committee**

This committee is responsible for developing the Comprehensive Needs Assessment, Integrated/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.



# Affected Community Committee Training

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

February 20, 2014

# 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 for 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 condom 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 the Planning Council will decide upon.
- Get feedback from consumers of Ryan White services to how the recommended changes will affect their ability to receive care and support services.
- Community input is vital to all of the Planning Council 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

**2024 QUARTERLY REPORT**  
**AFFECTED COMMUNITY COMMITTEE**  
(November 2024)

**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 2025 How to Best Meet the Need Results & Priorities and Allocations for Ryan White Parts A and B and State Services.

**Status:**

5. Recruit Project LEAP, Proyecto VIDA and Council applicants throughout the year.

**Status:**

6. Annually, review the status of committee activities identified in the current Integrated HIV Prevention and Care Plan.

**Status:**

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Committee Chairperson

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Date



# 2025 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/23/25)

## UNITY

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

February 22  
March 26  
April 23  
May 21  
June 25  
July - no mtg

## PLANNING

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

February 14  
March 11  
April 9  
May 13  
June - no mtg

Meetings are on the Tuesdays following Council starting at 12:00 noon:

February 25  
March 22  
April 20  
May 24  
June 22

## PLANNING COUNCIL

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

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

## PRIORITY & ALLOCATIONS

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

February 27	July 24
<b>March 18*</b>	August 28
March 27	September 25
April 24	October 23
May 22	November - no mtg
June 26	December - no mtg

## QUALITY IMPROVEMENT

Meetings are on the Tuesdays following Council starting at 12:00 noon:

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

## STEERING

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

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

**\*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 2025 Council Activities**

(Revised 01-30-25)

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 <http://rwpchouston.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 2025 Houston Ryan White Planning Council. People living with HIV, 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 review monthly calendars and/or meeting packets, please contact the Office of Support at 832 927-7926 or visit our website at: <http://rwpchouston.org>.

**Most Ryan White Council and Committee meetings will use a hybrid format in 2025. 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. 23 Council Orientation. 2025 Committee meeting dates will be established at this meeting.
- February EHE/Integrated Planning body Committees and Workgroups start meeting. Contact the Office of Support to become a member of these groups.
- Thurs. Feb. 6 12 noon. First Steering Committee meeting for the 2025 planning year.
- Thurs. Feb.13 12 noon. First Council meeting for the 2025 planning year.

Tues. Feb. 11 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. The Council is currently funding 18 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 funds. 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 forms.

- Feb. TBD 10 am, Orientation for new 2025 Affiliate Committee Members.
- Thurs. Feb. 27 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2025 unspent funds, FY 2026 priority setting process** and more.
- March Integrated Planning body Committees and Workgroups meet to continue working on goals. Committees and Workgroups will meet every other month (May, July, September, November). The Leadership Team will meet in alternative months (April, June, August, October, December). Contact the Office of Support to become a member of these groups.
- March dates TBD EIIHA Workgroup and the Project LEAP/Proyecto VIDA Advisory Committee meet.
- Tues. March 18 12 noon. Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2026 service categories** for Part A, Part B, MAI\* and *State Services* funding.
- Tues. March 25 12 noon. **Consumer Training** on the How to Best Meet the Need process.
- Thurs. April 3 12 noon. Steering Committee meets.

*(continued)*

**DRAFT**

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

**Timeline of Critical 2025 Council Activities**

(Revised 01-30-25)

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**Thurs. April 10**

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.

**Fri. April 11**

5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 11 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.

**APRIL & MAY**

**How to Best Meet the Need workgroups are scheduled to meet. Call 832 927-7926 for confirmation and to receive meeting packets.**

**Mon. April 14**

1:00 pm – 5:00 pm, Special workgroup meetings. Topics to be announced.

**Tues. April 15**

10:30 am. **How To Best Meet the Need Workgroup #1** at which the following services for FY 2026 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)
- Referral for Health Care and Support Services – ADAP Enrollment Workers
- Clinical Case Management
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Vision Care

**Tues. April 15**

1:30 pm. **How To Best Meet the Need Workgroup #2** at which the following services for FY 2026 will be reviewed:

- Health Insurance Premium & Co-pay Assistance
- Medical Nutritional Therapy (including Nutritional Supplements)
- Food Bank/Home Delivered Meals
- Mental Health – Untargeted & Special Populations
- Substance Use Disorder Treatment/Counseling
- Non-Medical Case Management (Substance Use Disorders)
- Oral Health – Untargeted & Rural

**Weds. April 16**

2:00 pm – 4:00 pm. **How To Best Meet the Need Workgroup #3** at which the following services for FY 2026 will be reviewed:

- Emergency Financial Assistance - Other
- Hospice
- Housing – Temporary Assisted Living
- Linguistic Services
- Other Professional Services or Legal Services
- Transportation (van-based - Untargeted & Rural)

*(continued)*

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

**Timeline of Critical 2025 Council Activities**

(Revised 01-30-25)

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- Thurs. April 24      12 noon. Priority & Allocations Committee meets to allocate **Part A/MAI\* unspent funds.**
- Tues. May 13      12 noon. Quality Improvement Committee meets to approve the **FY 2026 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.
- Mon. May 19      1:00 pm. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2026 Council Support Budget.

TENT: Tues. May 20    7:00 pm., Public Hearing on the **FY 2026 How To Best Meet the Need results.**

- Weds. May 21      2:00 pm, Special Quality Improvement Committee meeting to review public comments regarding **FY 2026 How To Best Meet the Need results.**
- Thurs. May 22      12 noon. P&A meets to recommend the **FY 2026 service priorities** for Ryan White Parts A and B and *State Services* funding.
- JUNE OR JULY      12 noon. Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.
- Thurs. June 5      12 noon. Steering Committee meets to approve the **FY 2026 How to Best Meet the Need results.**
- Thurs. June 12      12 noon. Council approves the **FY 2026 How to Best Meet the Need results.**
- June 16, 17 & 18      Time TBD. Special Priority & Allocations Committee meetings to draft the **FY 2026 allocations for RW Part A and B, MAI\* and State Services** funding.
- Thurs. June 26      12 noon. Priority & Allocations Committee meets to approve the **FY 2026 allocations for RW Part A and B, MAI\* and State Services** funding.
- July/Aug.          Workgroup meets to complete the proposed **FY 2026 EIIHA Plan.**

Fri. July 11      5:00 pm. Deadline for submitting a Project LEAP application form. See July 31 for description of Project LEAP. Call 832 927-7926 for an application form.

Thurs. July 24      12 noon. The Priority and Allocations Committee allocates **FY 2025 carryover funds.** **(Allocate even though dollar amount will not be avail. until Aug.)**

Mon. July 28      7 pm. Public Hearing on the **FY 2026 service priorities and allocations.**

Tues. July 29      Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2026 service priorities and allocations.**

*(continued)*

**DRAFT**

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

**Timeline of Critical 2025 Council Activities**

(Revised 01-30-25)

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**TENT: July 30**

**Project LEAP and Proyecto VIDA** classes begin. These are free 17-week training courses in English and Spanish for individuals living with or affected by HIV. The goal is to provide knowledge and skills needed to plan HIV prevention and care services in the Houston Area. To apply, call 832 927-7926.

Thurs. Aug. 7

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 2026 GRANT**. (Mail out date for the August Steering Committee meeting is July 31, 2025.)

Thurs. Aug 14

12 noon. Council approves the **FY 2026 service priorities and allocations**.

Tues. Aug. 26

12 noon. **Consumer Training** on Standards of Care and Performance Measures.

Fri. Sept. 5

5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 11 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. 23

12 noon. **Consumer-Only Workgroup** meeting to review FY 2025 Standards of Care.

Mon. Oct. 20

1:00 pm. Operations Committee reviews the Memorandum of Understanding between all Part A stakeholders & the Letter of Agreement between Part B stakeholders.

October or  
November

Date & time TBD. Community Workgroup meeting to review **FY 2026 Standards of Care** for all service categories.

Thurs. Oct. 23

12 noon. Priority & Allocations Committee meets to allocate FY 2025 unspent funds.

Thurs. Nov. 13

12 noon. Council recognizes all Affiliate Committee Members.

Thurs. Nov. 20

10:00 am. Commissioners Court to receive the World AIDS Day Resolution.

Mon. Dec. 1

**World AIDS Day.**

Thurs. Dec. 11

12 noon. Election of Officers for the 2026 Ryan White Planning Council.

\* = *Minority AIDS Initiative (MAI) funding*