

Houston Area HIV Services Ryan White Planning Council
Office of Support
1440 Harold Street, Houston, Texas 77006
832 927-7926 telephone; <http://rwpchouston.org>

Memorandum

To: Members, Affected Community Committee

Skeet Boyle, Co-Chair	Cecilia Ligons	<i>Alaria Jones</i>
Carol Suazo, Co-Chair	Rodney Mills	<i>Kesh Locks</i>
Ryan Rose, Vice Chair	Isis Torrente	<i>Daniel Ramos</i>
Servando Arellano	<i>Marvin Choy</i>	<i>Lisa Scott</i>
Caleb Brown	<i>Diondra English</i>	<i>Crystal Starr</i>
Johnny Deal	<i>Bri Gillis</i>	<i>Reynauld White</i>
Kathryn Fergus	<i>Charlotte Jack</i>	
Ronnie Galley	<i>Arturo Jimenez</i>	

Members, Consumer & Community Engagement Education Workgroup

Adonis May	Calvin Vannoy	Pieus Bowser
Cydney Clay	Damion Sam	Rodney Mills
Richon Ohafia	Ocran Holloway	Robert Williams
Abraham Arguello	Omar Navarro	Tyvance Credit

Cc: Josh Mica Sha'Terra Johnson
 Reachelian Ellison Cyndey Clay

From: Richon Ohafia, Director, Ryan White Office of Support

Date: Tuesday, March 18, 2025

Re: Meeting Notice

Please join us for a joint meeting of the Affected Community Committee, the EHE/Integrated Plan Consumer and the Community Engagement Education Workgroup members. Details are as follows:

Affected Community & Consumer & Community Engagement Meeting
12:30 p.m., Tuesday, March 25, 2025

Sandwiches will be provided for those who attend in person & have a medical need

Virtually: Click on the following link to join the meeting:

<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

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

Please be sure to contact Rod to tell her if you will be attending in person, virtually or not at all. She can be reached at: Rodriga.Avila@harriscountytexas.gov or by telephone at 832 927-7926. We look forward to seeing you next Tuesday!

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee Meeting

12:30PM, Tuesday, March 25, 2025

Please note that the use of artificial intelligence (AI) is prohibited at Ryan White sponsored meetings.

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=V1hTMnltaGlDanBDNU9XYkVkdllITZz09>

Meeting ID: 810 3274 0414 Passcode: 125162

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

AGENDA

** Handout at committee*

- 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 Richon Ohafia, 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 Richon Ohafia
 - A. What do you want from the committee, see purpose
 - B. Medical Need for Food Form
 - C. 2025 Greeters
 - D. Road 2 Success
 - 1. Description – Ronnie Galley and Ryan Rose
 - 2. Theme – Blue Book Jeopardy
 - E. HTBMN Participation*
- IV. Announcements
- V. Adjourn

Optional: Members meet with committee mentor

Ronnie Galley

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee Meeting

12:00 pm, Monday, February 25, 2025

Meeting Location: Zoom teleconference and Bering Church

MINUTES

MEMBERS PRESENT	<i>Marvin Choy</i>	OTHERS PRESENT
Skeet Boyle, Co-Chair	<i>Alaria Jones</i>	Reachelian Ellison, TRG
Carol Suazo, Co-Chair	<i>Kesh Locks</i>	Richon Ohafia, RWGA
Caleb Brown	<i>Diondra English</i>	Josh Mica, RWPC Chair
Kathryn Fergus	<i>Charlotte Jack</i>	OFFICE OF SUPPORT
Cecilia Ligons	<i>Lisa Scott</i>	Tori Williams
Rodney Mills	MEMBERS ABSENT	Rod Avila
Ryan Rose	Servando Arellano	
Johnny Deal	<i>Bri Gillis</i>	
Ronnie Galley	<i>Reynauld White</i>	
Isis Torrente		

Call to Order: Ryan Rose called the meeting to order at 12:10 p.m., and asked for a moment of reflection. Rose invited everyone present to introduce themselves.

Merger with the Consumer & Community Engagement Education Workgroup: Williams provided a brief overview of the EHE/Integrated Planning activities. She also shared that in 2024, the Affected Community Committee merged and agreed to incorporate the Consumer & Community Engagement and Education Workgroup Meetings into their monthly gatherings. This will facilitate collaboration in advancing the goals and activities of EHE/Integrated Planning. Regardless of the group you are a part of, all are allowed to make motions and vote.

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Deal, Locks) to approve the November 25, 2024 minutes.* **Motion carried.** Abstentions: Torrente, Choy, Jack, Scott, Mills, Ligons.

Nuts and Bolts, Conflict of Interest, Petty Cash: Williams reviewed the attached documents: Nuts and Bolts for New Members, Conflict of Interest, and a memorandum regarding End of Year Petty Cash Procedures.

Open Meetings Act Training: Williams explained that all new members are required to view the 60-minute Texas Open Meetings Act video.

2025 Monthly Meeting Date and Time: Committee members agreed by consensus to keep committee meetings at 12:30 p.m. on the second Monday after Council meets.

2025 Critical Timeline: Williams reviewed the attached list of committee meeting dates and the

Timeline of Critical 2025 Council Activities.

Public Comment: None.

New Business

Purpose of the Council, Public Hearings, & Health Fairs: Committee members reviewed: *The Purpose of the Council, Public Hearings, and Health Fairs*; see attached power point slides.

Purpose of the Committee & Committee Projects: Committee members took turns reading aloud the Purpose of the Committee, see the attached document, which describes the roles and responsibilities of the Affected Community Committee. Williams went over the 2025 Committee Projects, which included Road2Success and EHE/Integrated Planning body activities. **Motion #3:** *it was moved and seconded (Torrente, Boyle) that the theme for 2025 Road 2 Success will be increasing consumer knowledge about services that are available to them. Blue Book Jeopardy will be used to show off the 2025-2026 Blue Book.* **Motion carried unanimously.**

Adopt 2025 Committee Goals: **Motion #4:** *it was moved and seconded (Ligons, Torrente) to use the 2024 committee goals in 2025.* **Motion carried unanimously.**

Greeters: Members of the Committee signed up to be greeters at monthly Council meetings. Locks also agreed to be the captain of the Council greeters. See the attached list of greeters.

Old Business:

Elect a Committee Vice-Chair: Torrente nominated Ryan Rose, and Rose accepted the nomination for Committee Vice Chair. **Motion #5:** *it was moved and seconded (Torrente, Locks) for Ryan Rose to be the Vice Chair for the Committee in 2025.* **Motion carried unanimously.**

Announcements: none

Adjourn: **Motion #6:** *it was moved and seconded (Locks, Deal) to adjourn the meeting at 1:33 p.m.* **Motion carried unanimously.**

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

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.

Houston Ryan White Planning Council

Request for Food During Ryan White Meetings or Events

(05-09-23)

In 2024, I was appointed to serve on the (check all that apply):

Committee(s):

<input type="checkbox"/>	Affected Community	<input type="checkbox"/>	Priority & Allocations
<input type="checkbox"/>	Comprehensive HIV Planning	<input type="checkbox"/>	Quality Improvement
<input type="checkbox"/>	Operations	<input type="checkbox"/>	Steering

Other:

☐ Ryan White Planning Council

☐ Project LEAP Class

☐ Proyecto VIDA Class

☐ Integrated Planning Workgroup(s): _____

☐ Other: _____

When one of my meetings takes place during a mealtime,

I, (print your name) _____

request a meal because I have medication that must be taken with food.


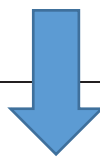

Signature: _____

Date: _____

Greeters for 2025 Council Meetings

(Revised: 02-26-25)

Captain of the Greeters: Kesh Lock

2025 Meeting Dates (Please arrive at 11:30 am unless otherwise noted. Meetings are held at Bering Church, 1440 Harold St in Montrose)	Greeter #1	Greeter #2	Greeter #3
2025			
Thurs. February 13			
Thurs. March 13	Marvin	Isis	Kesh
Thurs. April 10 – HTBMN Training	Lisa	Alaria	Charlotte
Thurs. May 8	Isis	Marvin	Ryan
Thurs. June 12	Charlotte	Lisa	Kesh
Thurs. July 10	Skeet	Alaria	Kesh
Thurs. August 14	Marvin	Isis	Kesh
Thurs. September 11	Rodney	Charlotte	Kesh
Thurs. October 9	TBD	TBD	TBD
Thurs. November 13			
Thurs. December 11			