

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

**Comprehensive HIV Planning Committee**

2:00 p.m., Thursday, February 14, 2019

Meeting Location: 2223 W. Loop South, Room 101

Houston, Texas 77027

**AGENDA**

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I. Call to Order

A. Welcome and Introductions

B. Moment of Reflection

C. Adoption of the Agenda

D. Approval of the Minutes (November 8, 2018)

Ted Artiaga and  
Daphne L. Jones, Co-Chairs

II. Public Comment and Announcements

(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 person living 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.

III. Overview for New and Returning Members

A. Nuts and Bolts

B. Petty Cash Deadlines

C. Conflict of Interest

D. Open Meetings Act Training

E. Timeline of Critical 2019 Council Activities

F. Purpose of the Committee

G. Committee Meeting Schedule

H. Adoption of 2019 Committee Goals

Amber Harbolt, Health Planner  
Office of Support

IV. NAG Overview and 2019 Needs Assessment Timeline

V. Elect a Committee Vice Chair

Ted Artiaga and  
Daphne L. Jones, Co-Chairs

VI. Announcements

VII. Adjourn

## Houston Area HIV Services Ryan White Planning Council

Comprehensive HIV Planning Committee

2:00 p.m., Thursday, November 8, 2018

Meeting Location: 2223 West Loop South, Room 532; Houston, Texas 77027

### Minutes

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MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Steven Vargas, Co-Chair	Herman Finley	Samantha Bowen, RWGA
Ted Artiaga, Co-Chair	Robert Noble	Sha'Terra Johnson-Fairley, TRG
Dawn Jenkins	Shital Patel, excused	Crystal Townsend, TRG
Denis Kelly	Isis Torrente, excused	Amber Harbolt, Office of Support
Osaro Mgbere	Eddie Gonzalez	Diane Beck, Office of Support
Rodney Mills	Cristina Martinez	
Faye Robinson	Nancy Miertschin	
Ryan Clark	Crystal Starr	
Cynthia Deverson	Amana Turner, excused	
Elizabeth Drayden	Larry Woods	
Esther Ogunjimi		

**Call to Order:** Steven Vargas, Co-Chair, called the meeting to order at 2:03 p.m. and asked for a moment of reflection.

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

**Approval of the Minutes:** **Motion #2:** *it was moved and seconded (Drayden, Mills) to approve the October 11, 2018 minutes. Motion carried.* Abstentions: Artiaga, Jenkins, Mgbere, Robinson, Clark.

**Public Comment:** None.

**Update on PrEP and Data to Care Campaigns:** Kelly said that

**Year 1 (2017) Comprehensive Plan Evaluation Report:** Harbolt presented the attached PowerPoint. The committee suggested updates to objectives, activities, and responsible parties. See attached PowerPoint.

Strategy for Prevention and Early Identification -

Activity #9: **Motion #3:** *it was moved and seconded (Clark, Kelly) to accept the recommendation to retain activity for Year 2 and add The Resource Group as a Responsible Party as they are administering Compassionate Care program funding from the state. Motion Carried.*

Activity #10: **Motion #4:** *it was moved and seconded (Artiaga, Kelly) to delete the recommendation to add The Resource Group as a Responsible Party. Motion Carried.*

Activity #11: **Motion #5:** *it was moved and seconded (Artiaga, Deverson) to change the recommendation to Retain for Year 3. Motion Carried.*

Strategy for Bridging Gaps in Care and Reaching the Out of Care -

Activity #1: **Motion #6:** *it was moved and seconded (Clark, Kelly) to change the recommendation to Retain for Year 3. Motion Carried.*

**Motion #7:** *it was moved and seconded (Kelly, Mgbere) to change all recommendations to Retain for Year 2 to Year 3. Motion Carried.*

**Motion #8:** *it was moved and seconded (Artiaga, Mills) to approve the Year 1 Evaluation Report with the recommended changes. Motion Carried.*

**Announcements:** Harbolt said that there were several items of note included as an FYI in the meeting packet: a letter from HRSA regarding U=U, an article about Trauma-Informed Care and an article about HIV and the Opioid Epidemic. She said there would be no meeting in December and thanked everyone for their participation on the committee. Vargas thanked Harbolt for all the work she has done this and every year.

**Adjournment:** The meeting was adjourned at 4:04 p.m.

Submitted by:

Approved by:

\_\_\_\_\_  
Amber Harbolt, Office of Support      Date

\_\_\_\_\_  
Chair of Committee      Date

ja = Just arrived at meeting  
 lr = Left room temporarily  
 lm = Left the meeting  
 C = Chaired the meeting

2018 Voting Record for Meeting Date November 8, 2018

MEMBERS	Motion #1: Agenda Motion Carried				Motion #2: Minutes Motion Carried				Motion #3: PEI Activity #9 Motion Carried				Motion #4: PEI Activity #10 Motion Carried				Motion #5: PEI Activity #11 Motion Carried				Motion #6: Gaps Activity #1 Motion Carried				Motion #7: Change Year 2 to Year 3 Motion Carried				Motion #8: Approve Year 1 Evaluation Rpt Motion Carried			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
Steven Vargas, Co-Chair				C				C				C				C				C				C				C				C
Ted Artiaga, Co-Chair		X				X				X				X				X				X				X				X		
Herman Finley	X				X				X				X				X				X				X				X			
Dawn Jenkins		X				X				X				X				X				X				X			lr			
Denis Kelly	lr				lr					X				X				X				X				X				X		
Osaro Mgbere		X				X				X				X				X				X				X				X		
Rodney Mills		X				X				X				X				X				X				X				X		
Robert Noble	X				X				X				X				X				X				X				X			
Shital Patel	X				X				X				X				X				X				X				X			
Faye Robinson		X				X				X				X			lr					X				X				X		
Isis Torrente	X				X				X				X				X				X				X				X			
Ryan Clark lm 3:27		X				X				X				X				X				X				X				X		
Cynthia Deverson		X				X				X				X				X				X				X				X		
Elizabeth Drayden		X				X				X				X				X				X				X				X		
Eddie Gonzalez	X				X				X				X				X				X				X				X			
Cristina Martinez	X				X				X				X				X				X				X				X			
Nancy Miertschin	X				X				X				X				X				X				X				X			
Esther Ogunjimi		X				X				X				X				X				X				X				X		
Crystal Starr	X				X				X				X				X				X				X				X			
Amana Turner	X				X				X				X				X				X				X				X			
Larry Woods	X				X				X				X				X				X				X				X			

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

Staff will mail meeting packets a week in advance; if they do not arrive in a timely manner, please contact Rod in the Office of Support. In the meantime, most reminder emails will include an electronic copy of the meeting packet.

The meeting packet will have the date, time and room number of the meeting; this information is also posted on signs on the first and second floor the day of the meeting.

Sign in upon arrival and use the extra agendas on the sign in table if you didn't bring your packet.

Only Council/committee members sit at the table since they are the voting members; staff and other non-voting members sit in the audience.

The only members who can vote on the minutes are the ones who were present at the meeting. If you were absent at the meeting, please abstain from voting.

Due to County budgeting policy, there will be no petty cash reimbursements in March and possibly April so give your receipts to Rod, but be prepared to receive a reimbursement check in late April.

Be careful about stating personal health information in meetings as all meetings are tape recorded and, due to the Open Meetings Act, are considered public record. Anyone can ask to listen to the recordings, including members of the media.

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

**MEMORANDUM**

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

Copy: Carin Martin

From: Tori Williams, Director, Office of Support

Date: January 24, 2019

Re: End of Year Petty Cash Procedures

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The fiscal year for Ryan White Part A funding ends on February 28, 2019. 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 External Committee members must turn in all requests for petty cash reimbursements **at or before 2 p.m. on Friday, February 15, 2019.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2019 **will not be reimbursed at all if they are turned in after March 30, 2019.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and May 31, 2019. This means that volunteers should give Rod the usual reimbursement request forms for transportation, food and childcare expenses incurred after March 1, 2019 but the Office may not be able to reimburse volunteers for these expenses until mid to late May 2019.

We apologize for this significant inconvenience. Please call Tori Williams at the number listed above if you have questions or concerns about how these procedures will affect you personally.

(OVER FOR TIMELINE)

**March 1**

**2018**.....

Beginning of  
fiscal year 2018

**Feb 15**

**2019**.....

Turn in all  
receipts

**Feb 28**

**2019**.....

End of fiscal  
year 2018. No  
money available  
to write checks until  
possibly the end of  
May

**March 30**

**2019**

Turn in all remaining receipts  
for fiscal year 2018 or you  
will not be reimbursed for  
those expenses incurred between  
March 1, 2018 and Feb. 28, 2019

## **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.



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713 572-3724 telephone; 713 572-3740 fax  
[www.rwpchouston.org](http://www.rwpchouston.org)

## Memorandum

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

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

Date: February 4, 2019

Re: Open Meetings Act Training

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Please note that all Council members, and External 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, 2018. The training takes 60 minutes and can be accessed through the following link (if you have difficulty with the link, copy and paste it into Google and it should lead you to the correct area of the Attorney General's website):

<https://www.texasattorneygeneral.gov/og/oma-training>

If you do not have high-speed internet access, you are welcome to view the video in the Office of Support. We will make the training available in suite 240 after the Council adjourns on Thursday, February 14<sup>th</sup>; popcorn will be provided. Or, you can contact Diane Beck and make an appointment to see it on one of the computers in our office.

Upon completion of training, you will be provided with a code that is used to print a certificate of completion. Using the code, you may obtain the certificate from the Attorney General's Office in the following ways:

Print it from the Attorney General web link at:

[https://www.texasattorneygeneral.gov/forms/openrec/og\\_certificates.php](https://www.texasattorneygeneral.gov/forms/openrec/og_certificates.php)

Or, call the Office of Support with the validation code and the staff will print it for you.

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

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

## **Memorandum**

To: Volunteers, Houston Ryan White Program

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

Date: September 27, 2017

Re: Open Meetings Act Training

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As a follow up to Orientation, please note that all Council and external committee members are required to take the Open Meetings Act training at least once in their life time. If you have never taken the training, or if you do not have a certificate of completion on file in our office, you must take the training and submit the certificate to the Office of Support before November 15, 2017. The training takes 60 minutes and can be accessed through the following link:

<https://www.texasattorneygeneral.gov/og/oma-training>

If you do not have high-speed internet access, you are welcome to view the video in the Office of Support. You can contact Diane Beck at the telephone number listed above and make an appointment to see it on one of the computers in our office.

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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.

**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2019 Council Activities**

(Revised 02-04-19)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location. The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

**General Information:** The following is a list of significant activities regarding the 2019 Houston Ryan White Planning Council. Consumers, providers and members of the general public are encouraged to attend and provide public comment at any of the meetings described below. For more information on Planning Council processes or to receive monthly calendars and/or review meeting agendas and support documents, please contact the Office of Support at 832 927-7926 or visit our website at: [www.rwpchouston.org](http://www.rwpchouston.org).

**Routinely, the Steering Committee meets monthly at 12 noon on the first Thursday of the month. The Council meets monthly at 12 noon on the second Thursday of the month.**

Thurs. Jan. 24 Council Orientation. 2019 Committee meeting dates will be established at this meeting.

Thurs. Feb. 7 12 noon. First Steering Committee meeting for the 2019 planning year.

Tues. Feb. 5 10:00 am. Orientation for new 2019 External Committee Members.

Thurs. Feb. 14 12 noon. First Council meeting for the 2019 planning year.

Mon. Feb. 18 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. The Council is currently funding, or recommending funding, for 17 of the 28 allowable HRSA service categories. The Idea Form is used to ask the Council to make a change to a funded service or reconsider funding a service that is not currently being funded in the Greater Houston area with Ryan White Part A, Part B or State Services dollars. The form requires documentation for why dollars should be used to fund a particular service and why it is not a duplication of a service already being offered through another funding source. Anyone can submit a Idea Form. Please contact the Office of Support at 832 927-7926 to request a copy of the required forms

Thurs. Feb. 28 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2019 unspent funds, FY 2020 priority setting process** and more.

March Date and time TBD. EIIHA Workgroup meeting.

Friday, March 1 5 pm Deadline for submitting a Project LEAP application form. See April 3 for description of Project LEAP. Call 832 927-7926 for an application form.

Mon. March 25 1:30 pm. **Consumer Training** on the How to Best Meet the Need process.

March 19 2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2020 service categories** for Part A, Part B and *State Services* funding.

Wed. April 3 **Project LEAP** classes begin. Project LEAP is a free 17-week training course for individuals living with and affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area. To apply, call 832 927-7926.

(Continued)

**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2019 Council Activities**

(Revised 02-04-19)

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Thurs. April 4 12 noon. Steering Committee meets.

Thurs. April 11 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.

Thurs. April 18 10 am – 5 pm, Two special workgroup meetings. Topics to be announced.

Tues. April 23 10 am – 5 pm. **How To Best Meet the Need Workgroups #1 and #2** at which the following services for FY 2020 will be reviewed:

- Ambulatory/Outpatient Medical Care (including Emergency Financial Assistance, Local Pharmacy Assistance, Medical Case Management & Service Linkage – Adult, Rural and Pediatric, Outreach)
- Clinical Case Management
- Referral for Health Care and Support Services
- Health Insurance Premium & Co-pay Assistance
- Medical Nutritional Therapy (including Nutritional Supplements)
- Mental Health
- Substance Abuse Treatment/Counseling
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Non-Medical Case Management (Substance Use)
- Oral Health – Untargeted & Rural
- Vision Care

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

Wed. April 24 3:00 pm – 5:00 pm. **How To Best Meet the Need Workgroup #3** at which the following services will be reviewed:

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

Call 832 927-7926 for confirmation and additional information.

Thurs. April 25 12 noon. Priority & Allocations Committee meets to allocate **Part A unspent funds.**

Mon. May 6 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 18 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.

*(Continued)*

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

**Timeline of Critical 2019 Council Activities**

(Revised 02-04-19)

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The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

- Tues. May 14 12 noon. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2020 Council Support Budget.
- Tues. May 14 2:00 pm. Quality Improvement Committee meets to approve the **FY 2020 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.
- Mon. May 20 7:00 pm., Public Hearing on the **FY 2020 How To Best Meet the Need results**.
- Tues. May 21 Time TBD. Special Quality Improvement Committee meeting to review public comments regarding **FY 2020 How To Best Meet the Need results**.
- Thurs. May 23 12 noon. Priority & Allocations Committee meets to recommend the **FY 2020 service priorities** for Ryan White Parts A and B and *State Services* funding.
- Thurs. June 6 12 noon. Steering Committee meets to approve the **FY 2020 How to Best Meet the Need results**.
- Thurs. June 13 12 noon. Council approves the **FY 2020 How to Best Meet the Need results**. **Project LEAP students present the results of their special projects to the Council, hence the meeting may be at an off-site location.**
- Week of June 17-21 Dates and times TBD. Special Priority & Allocations Committee meetings to draft the **FY 2020 allocations for RW Part A and B and State Services funding**.
- Tues. June 18 2:00 pm. Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.
- Thurs. June 27 12 noon. Priority & Allocations Committee meets to approve the **FY 2020 allocations for RW Part A and B and State Services funding**.
- Mon. July 1 7 pm. Public Hearing on the **FY 2020 service priorities and allocations**.
- Tues. July 2 Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2020 service priorities and allocations**.
- July/Aug. Workgroup meets to complete the proposed **FY 2020 EIIHA Plan**.
- Wed. July 3 12 noon. Steering Committee approves the **FY 2020 service priorities and allocations**.
- Thurs. July 11 12 noon. Council approves the **FY 2020 service priorities and allocations**.

(continued)

## DRAFT

### Houston Area HIV Services Ryan White Planning Council

## Timeline of Critical 2019 Council Activities

(Revised 02-04-19)

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The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

- Thurs. July 25 12 noon. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2020 priority & allocations**. They also allocate **FY 2019 carryover funds**. (**Allocate even though dollar amount will not be avail. until Aug.**)
- Thurs. Aug. 1 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 2020 GRANT**. (Mail out date for the August Steering Committee meeting is July 25, 2019.)
- Mon. Aug. 19 1:30 pm. **Consumer Training** on Standards of Care and Performance Measures.
- Mon. Sept. 9 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 18 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. 17 2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Mon. Sept. 23 1:30 pm. **Consumer-Only Workgroup** meeting to review FY 2020 Standards of Care and Performance Measures.
- Tues. Oct. 15 12 noon. Review and possibly update the Memorandum of Understanding between all Part A stakeholders.
- October or November Date & time TBD. Community Workgroup meeting to review **FY 2020 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 24 12 noon. Priority & Allocations Committee meets to allocate FY 2019 unspent funds.
- November Date & time TBD. Review the evaluation of 2019 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2020 Project LEAP.
- November The Resource Group contacts all stakeholders to see if changes need to be made to the Ryan White Part B/State Services Letter of Agreement.
- Thurs. Nov. 14 12 noon. Council recognizes all external committee members.
- Tues. Nov. 12 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- Sun. Dec. 1 **World AIDS Day**.
- Thurs. Dec. 12 12 noon. Election of Officers for the 2020 Ryan White Planning Council.

# Houston Area HIV Services Ryan White Planning Council

## Standing Committee Structure

(Reviewed 07-15-16)

### 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 external 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 external 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 external 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 external members.



# 2019 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/29/19)

## AFFECTED COMMUNITY

Meetings are on the second Mondays following Council starting at 1:30 pm.

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

## COMPREHENSIVE HIV PLANNING

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

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

## OPERATIONS

Meetings are on the Tuesdays following Council starting at 12 pm:

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

## PLANNING COUNCIL

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

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

## PRIORITY & ALLOCATIONS

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

February 28	July 25
<b>March 19*</b>	August 22
March 28	September 26
April 25	October 24
May 23	November no mtg
June 27	December no mtg

## QUALITY IMPROVEMENT

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

February 22 ( <i>Friday</i> )	August 13
<b>March 19*</b>	September 17
April 16	October 15
May 14	November 19
June 18	December no mtg
July 16	

## STEERING

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

February 7	August 1
March 7	September 5
April 4	October 3
May 2	November 7
June 6	December 5
July 3 ( <i>Wednesday</i> )	

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

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

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

## **2018 QUARTERLY REPORT COMPREHENSIVE HIV PLANNING COMMITTEE**

### **Status of Committee Goals and Responsibilities (\*means mandated by HRSA):**

1. Assess, evaluate, and make ongoing recommendations for the Comprehensive HIV Prevention and Care Services Plan and corresponding areas of the End HIV Plan.
  
2. \*Determine the size and demographics of the estimated population of individuals who are unaware of their HIV status.
  
3. \*Work with the community and other committees to develop a strategy for identifying those with HIV who do not know their status, make them aware of their status, and link and refer them into care.
  
4. \*Explore and develop on-going needs assessment and comprehensive planning activities including the identification and prioritization of special studies.
  
5. \*Review and disseminate the most current Joint Epidemiological Profile.

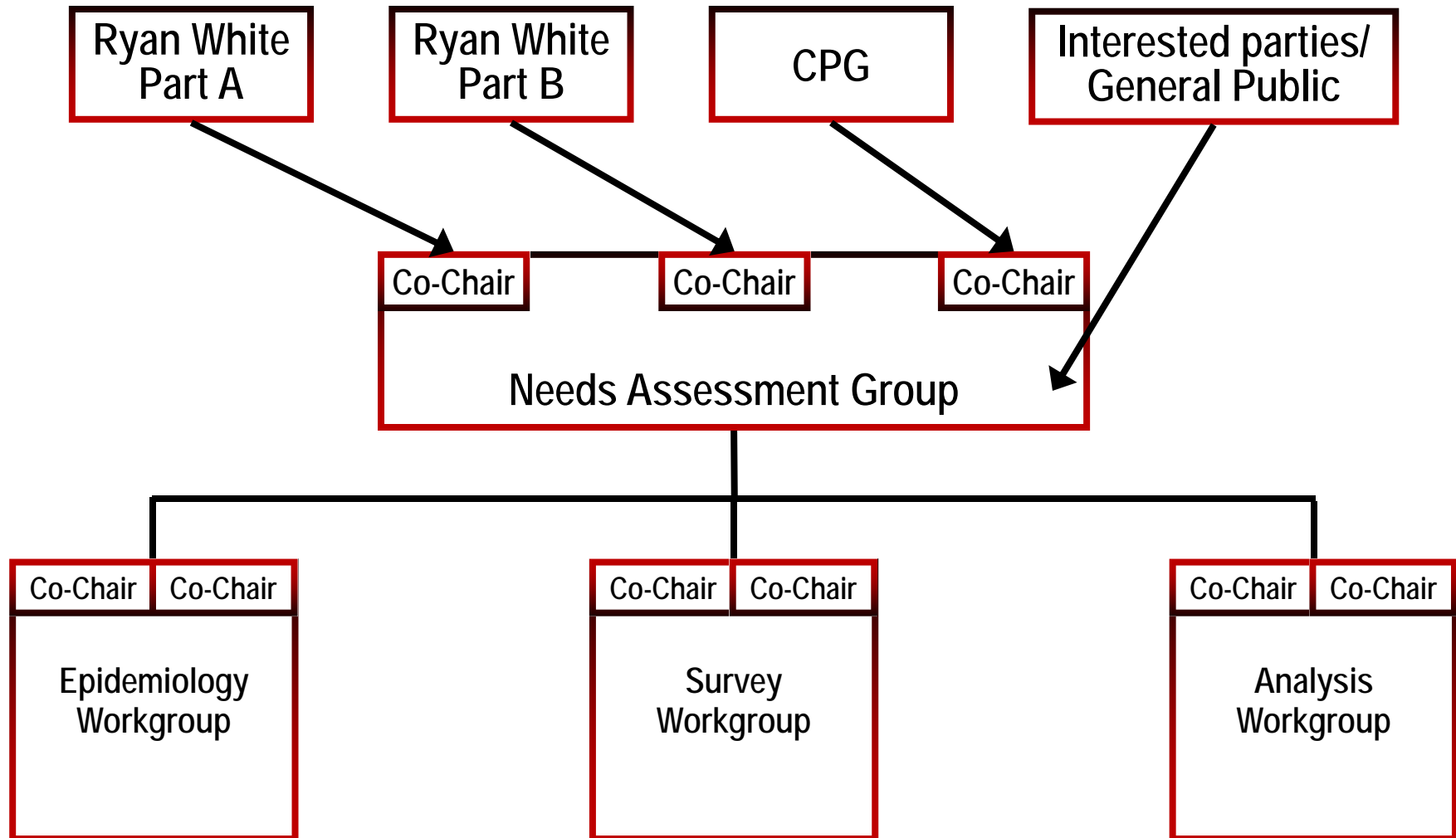
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**Committee Chairperson**

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**Date**

# Needs Assessment Structure



Proposed Needs Assessment Group Activities Timeline  
February 2019 – March 2020

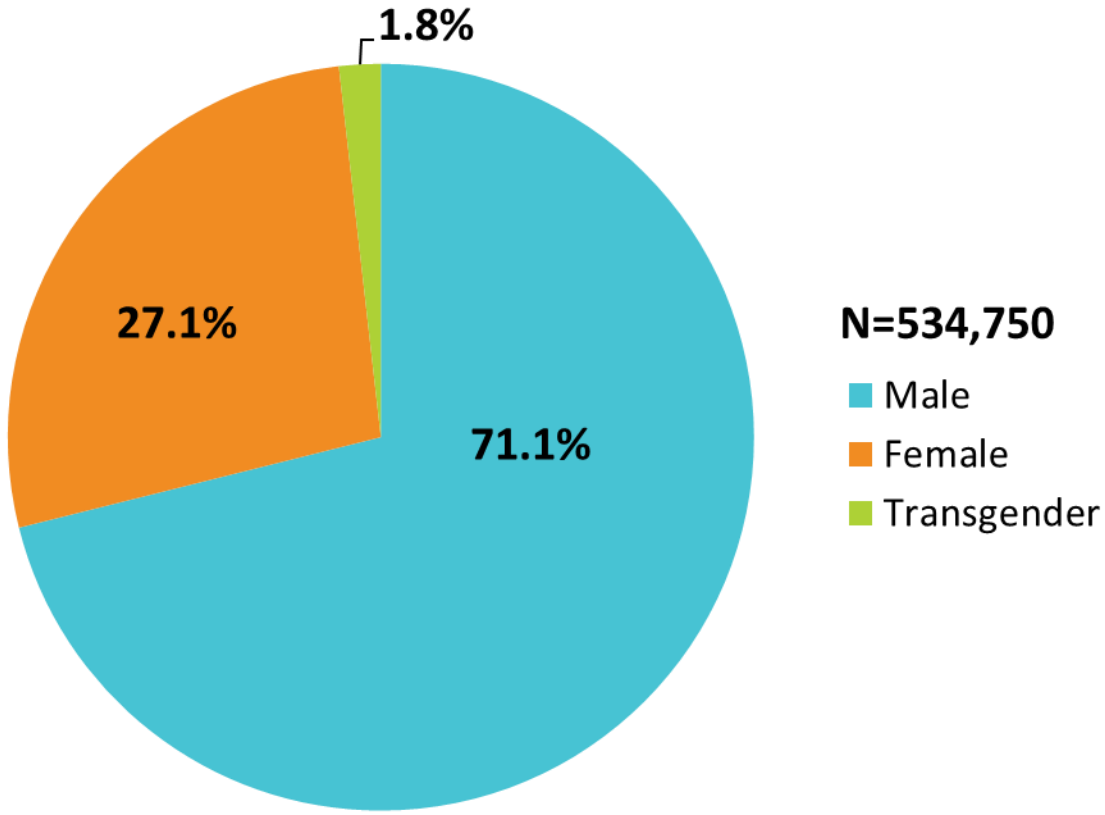
Draft  
Updated 01-28-19

Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019
Needs Assessment Group ( <b>NAG</b> ) meets to design Needs Assessment ( <b>NA</b> ) process	Survey Workgroup creates survey tool	NAG approves survey tool and sampling plan	Analysis Workgroup adopts of principles for data analysis	NA data collection and entry continues	NA data collection and entry continues	NA data collection and entry continues
	Epi Workgroup convenes to create sampling plan	NA data collection and entry begins	NA data collection and entry continues	<b>Focus Group:</b> Case Management Staff	<b>Focus Group:</b> Prevention / Linkage / Outreach Staff	No Focus Group [HRSA Grant Application / EIIHA Process]
Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020
NA data collection and entry ends, cleaning and analysis begins	Analysis WG convenes to review preliminary findings	Analysis concludes, staff write report	<b>Committee approves NA report</b>	No activities	<b>Steering and Council approve NA report</b>	Report findings prepared for HTBMN and priority setting processes
<b>Focus Group:</b> HSDA/Rural consumers	<b>Focus Group:</b> EMA/Urban consumers	NAG reviews/approves NA report				

# Clients Served by HRSA's Ryan White HIV/AIDS Program, 2017

## Overview

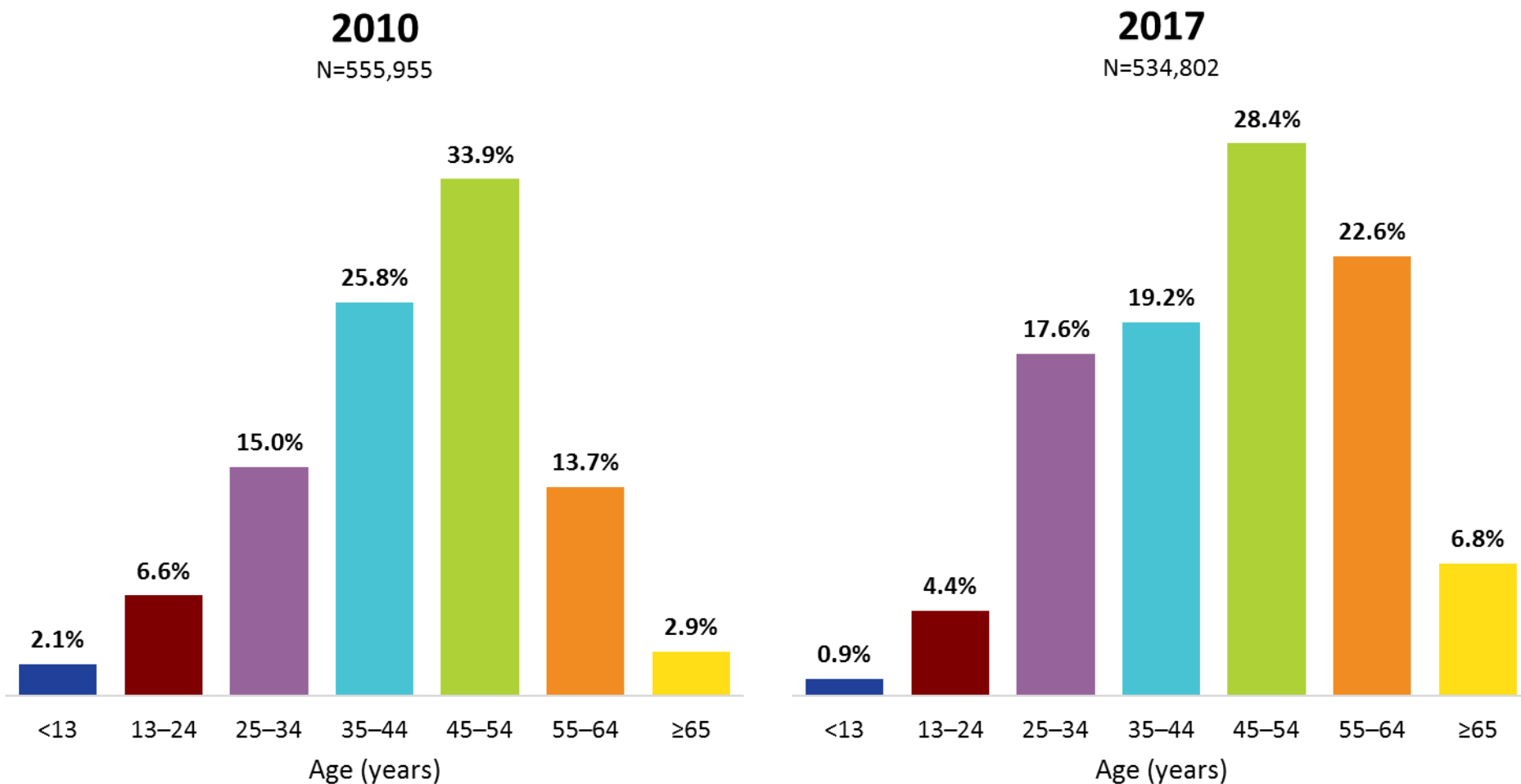
# Clients Served by the Ryan White HIV/AIDS Program, by Gender, 2017—United States and 3 Territories<sup>a</sup>



<sup>a</sup> Guam, Puerto Rico, and the U.S. Virgin Islands.

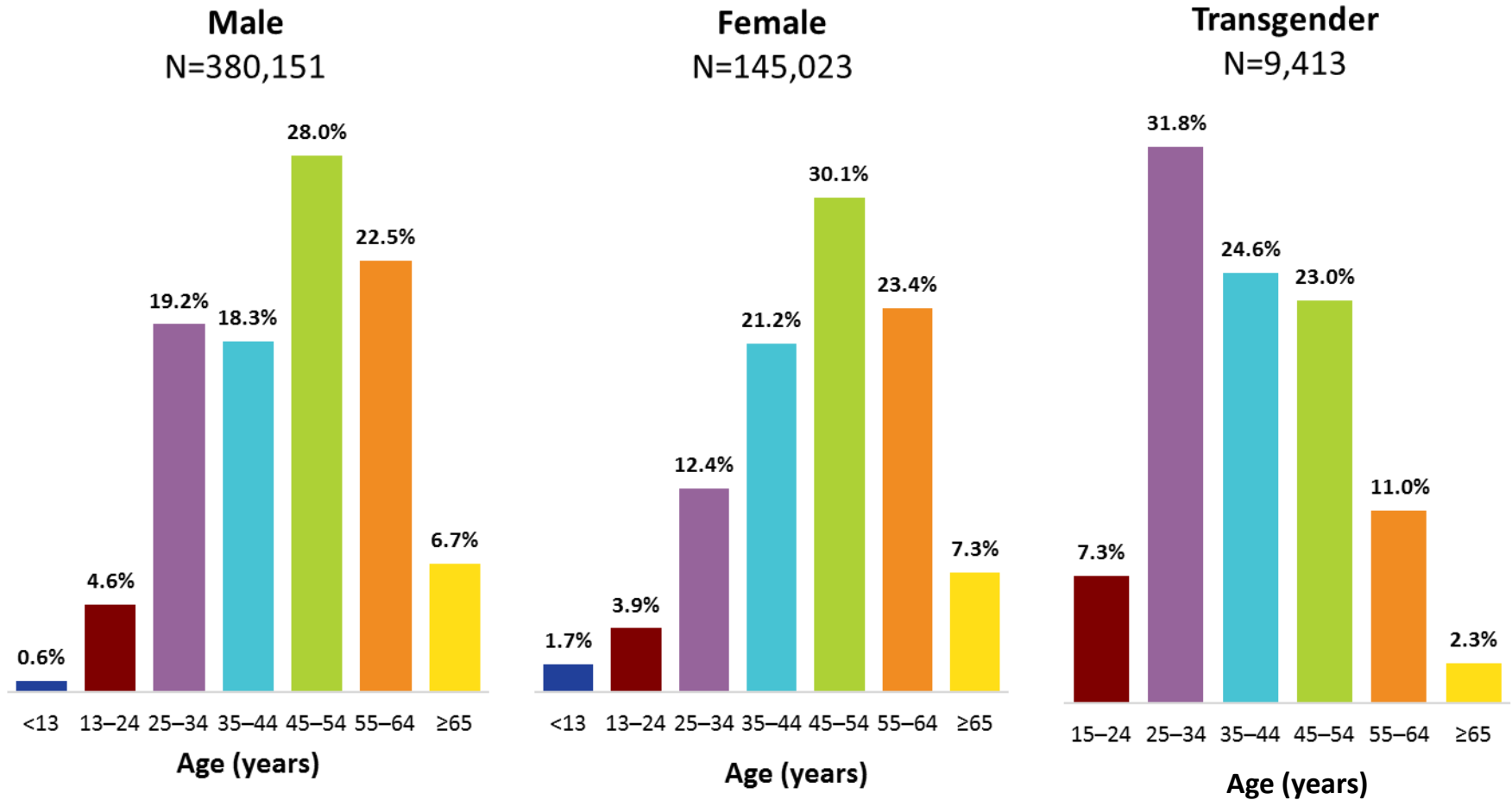


# Ryan White HIV/AIDS Program Clients, by Age Group, 2010 and 2017—United States and 3 Territories<sup>a</sup>



<sup>a</sup> Guam, Puerto Rico, and the U.S. Virgin Islands.

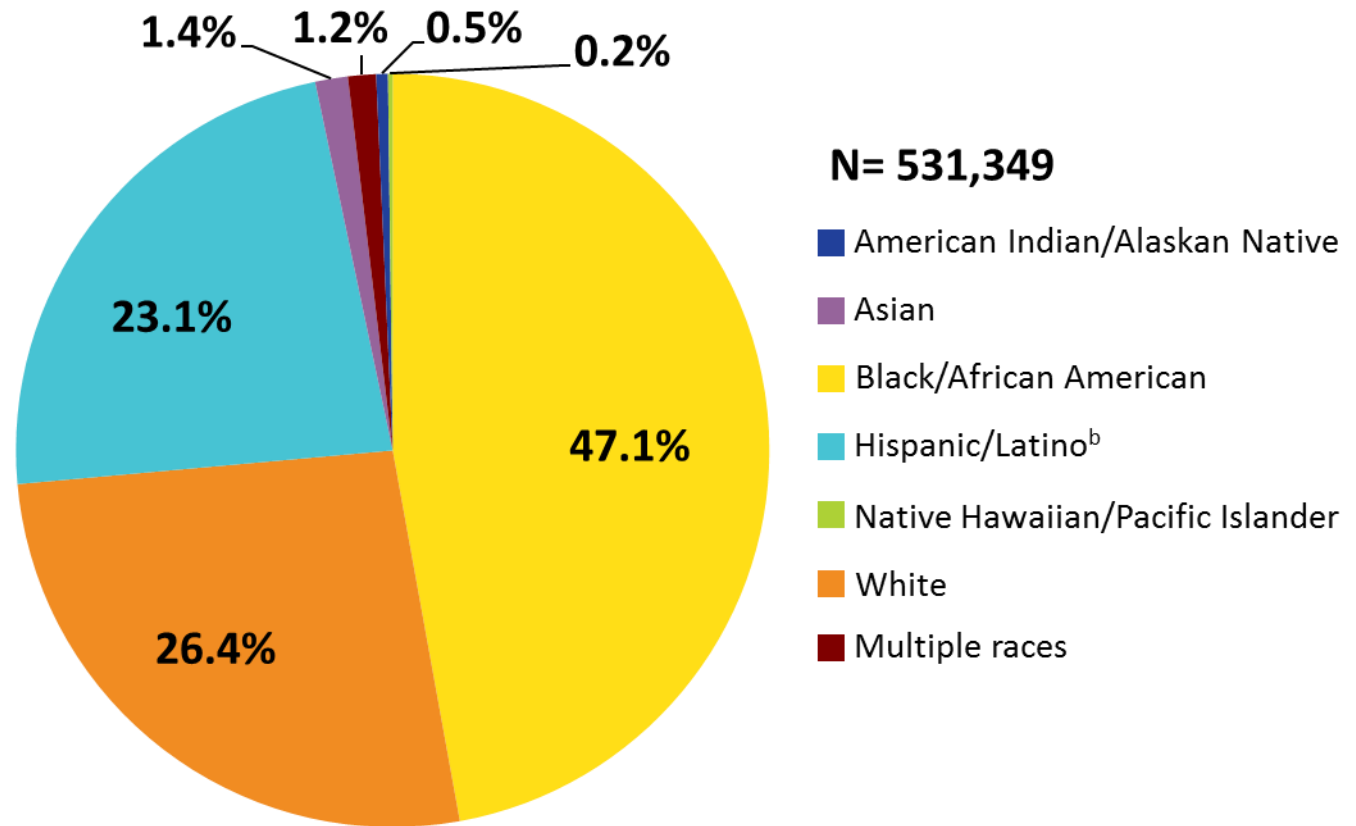
# Clients Served by the Ryan White HIV/AIDS Program, by Gender and Age Group, 2017—United States and 3 Territories<sup>a</sup>



<sup>a</sup> Guam, Puerto Rico, and the U.S. Virgin Islands.  
To ensure confidentiality, data have been suppressed for transgender clients aged less than 15 years.



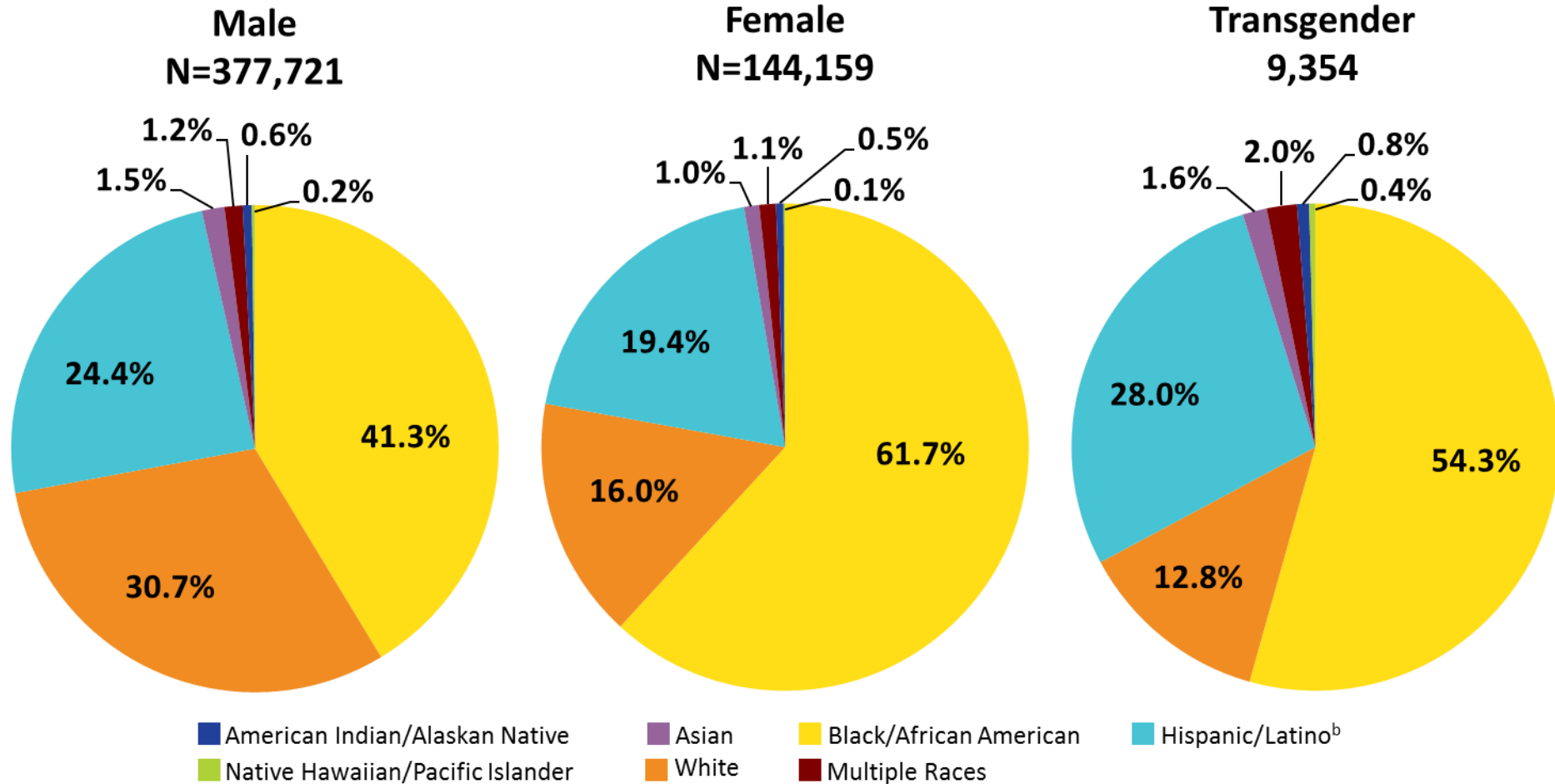
# Clients Served by the Ryan White HIV/AIDS Program, by Race/Ethnicity, 2017—United States and 3 Territories<sup>a</sup>



<sup>a</sup> Guam, Puerto Rico, and the U.S. Virgin Islands.

<sup>b</sup> Hispanics/Latinos can be of any race.

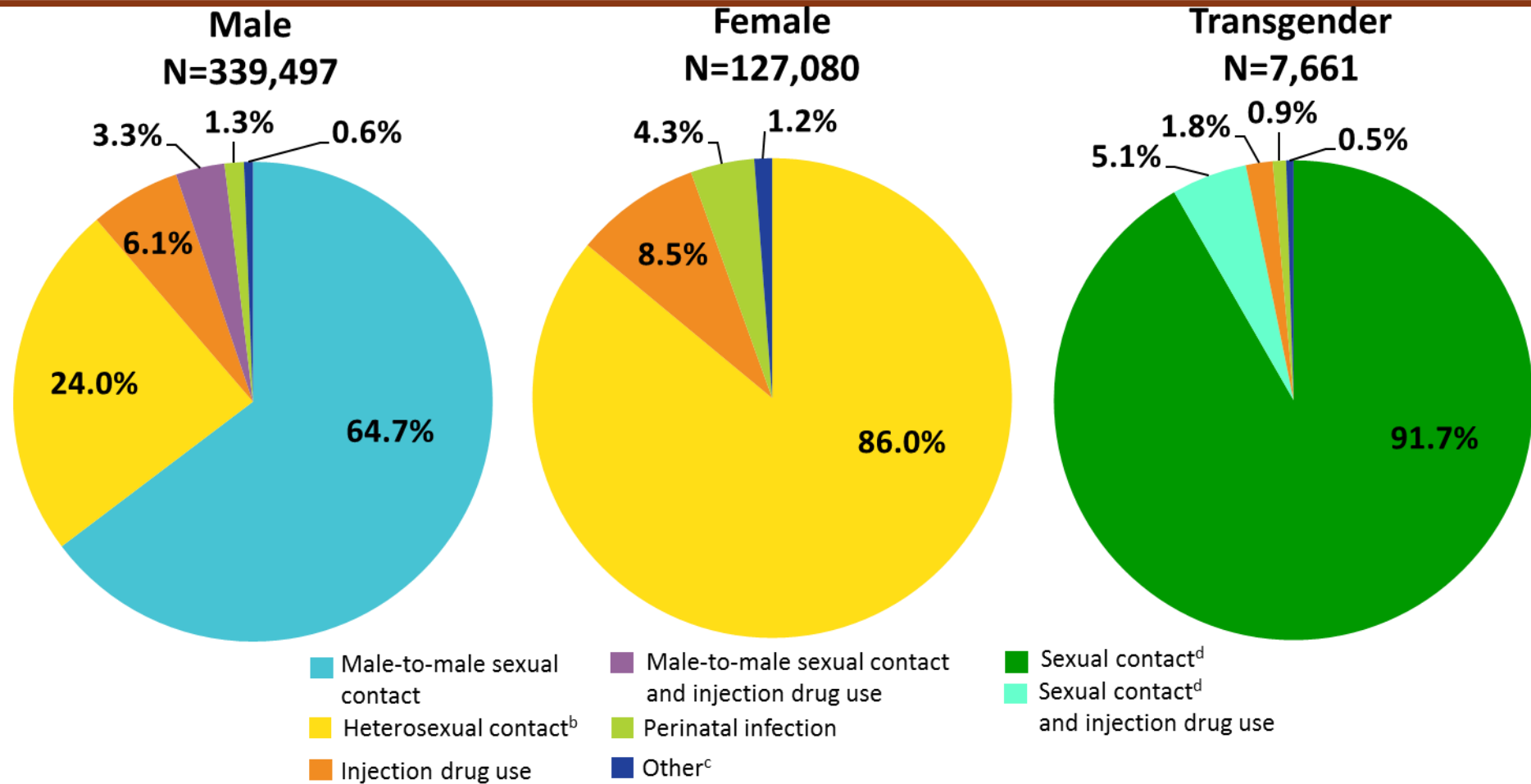
# Clients Served by the Ryan White HIV/AIDS Program, by Gender and Race/Ethnicity, 2017—United States and 3 Territories<sup>a</sup>



<sup>a</sup> Guam, Puerto Rico, and the U.S. Virgin Islands.

<sup>b</sup> Hispanics/Latinos can be of any race.

# Clients Served by the Ryan White HIV/AIDS Program by Gender and Transmission Risk Category, 2017—United States and 3 Territories<sup>a</sup>



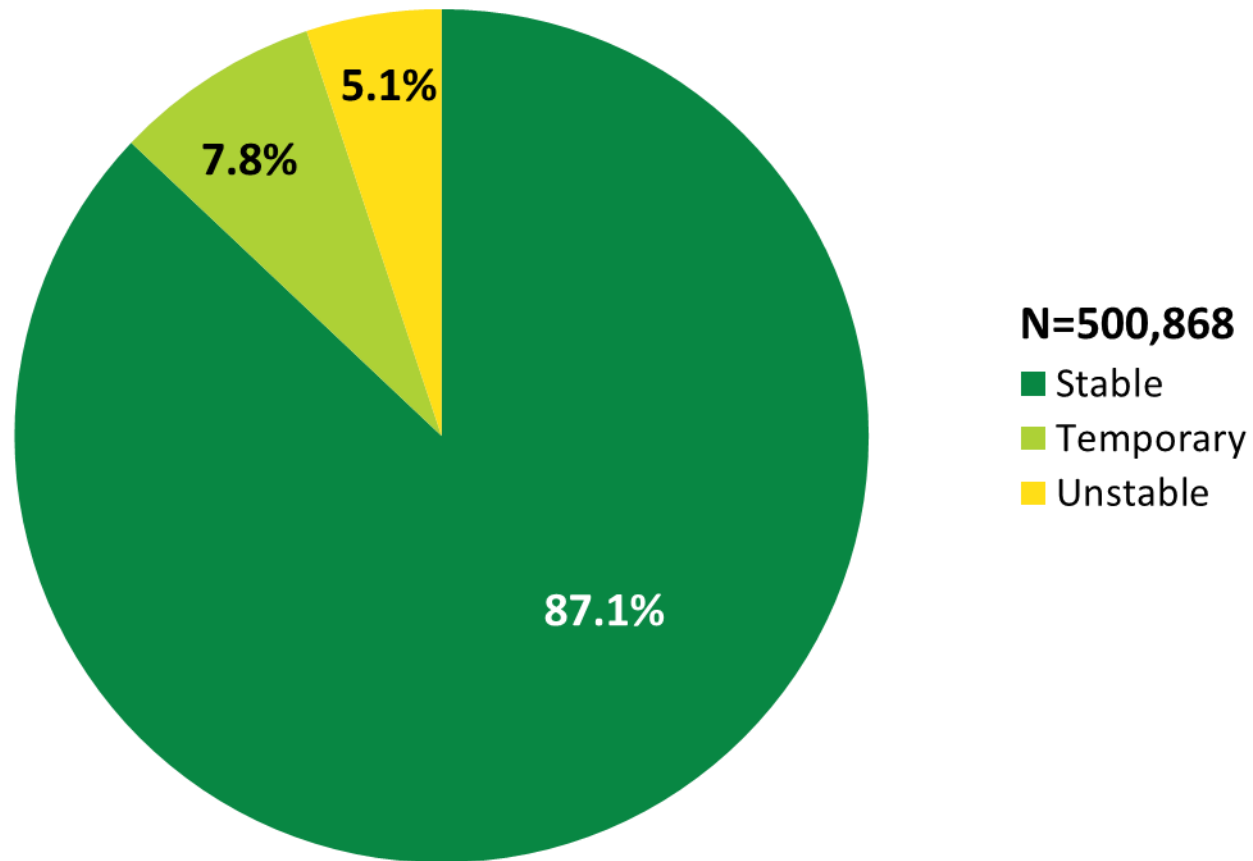
<sup>a</sup> Guam, Puerto Rico, and the U.S. Virgin Islands.

<sup>b</sup> Heterosexual contact with a person know to have, or be at high risk for, HIV infection.

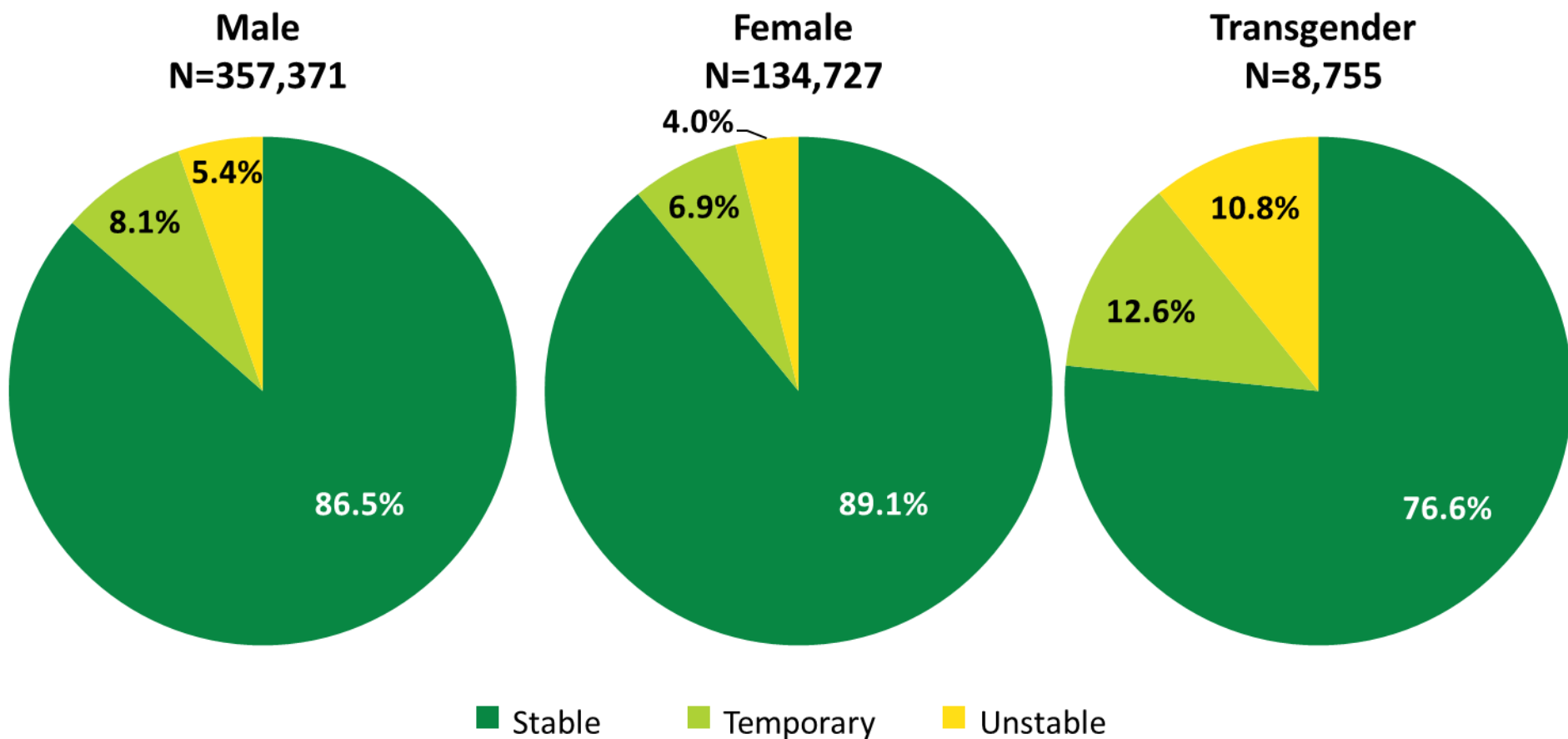
<sup>c</sup> Includes hemophilia and blood transfusion.

<sup>d</sup> Includes any reported sexual transmission category.

# Clients Served by the Ryan White HIV/AIDS Program, by Housing Status, 2017—United States and 3 Territories<sup>a</sup>

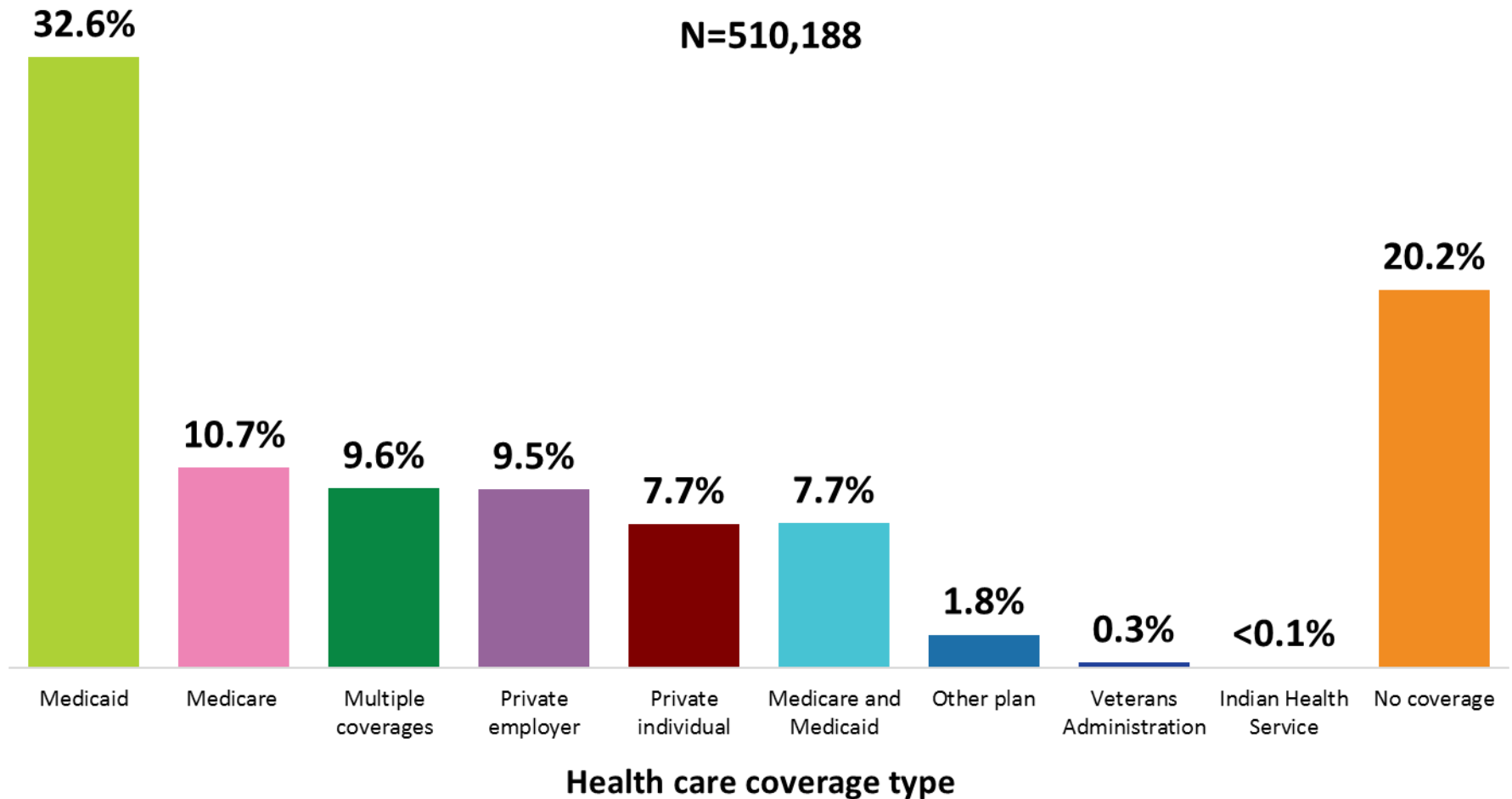


# Clients Served by the Ryan White HIV/AIDS Program, by Gender and Housing Status, 2017—United States and 3 Territories<sup>a</sup>



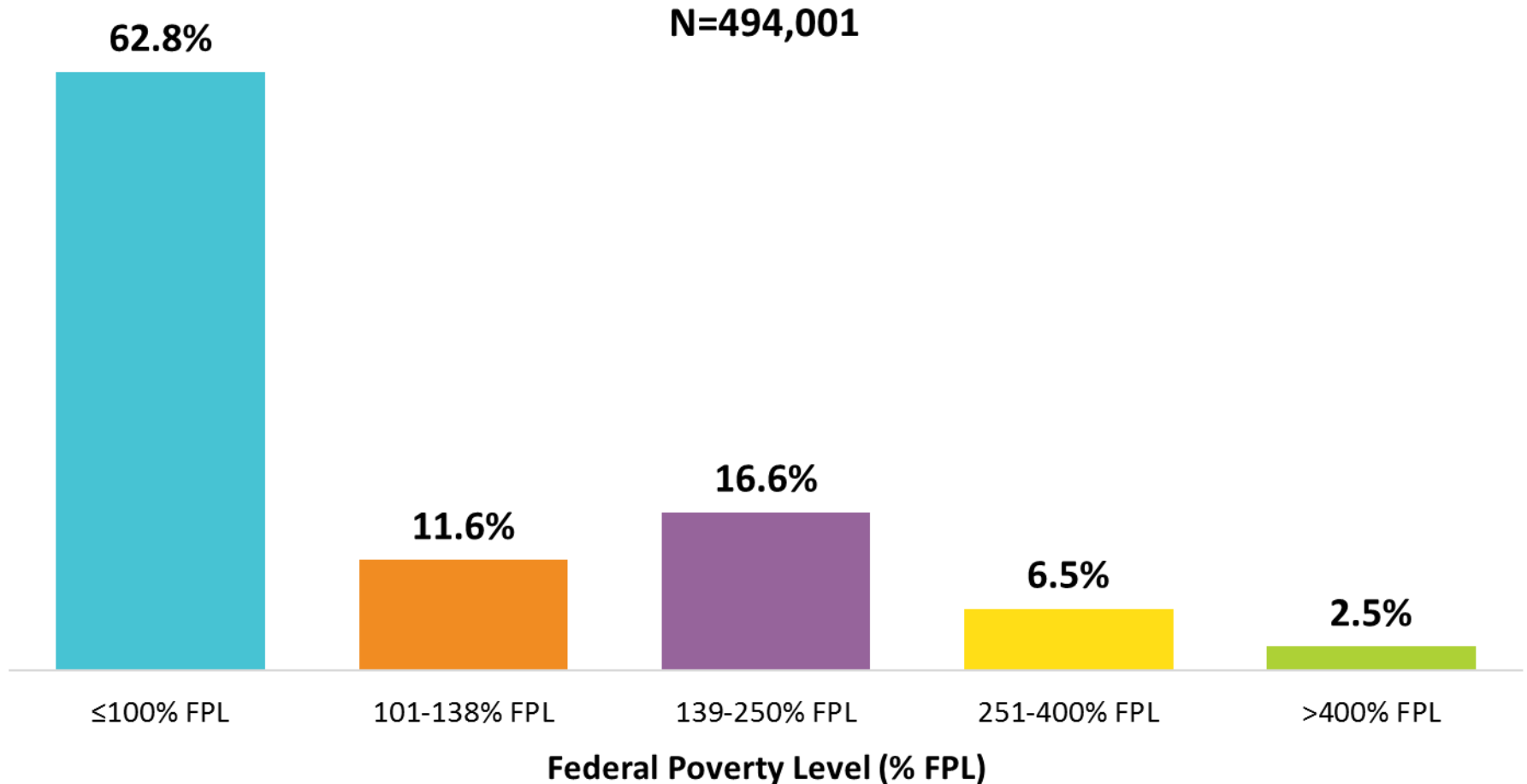
<sup>a</sup> Guam, Puerto Rico, and the U.S. Virgin Islands.

# Clients Served by the Ryan White HIV/AIDS Program, by Health Care Coverage, 2017—United States and 3 Territories<sup>a</sup>



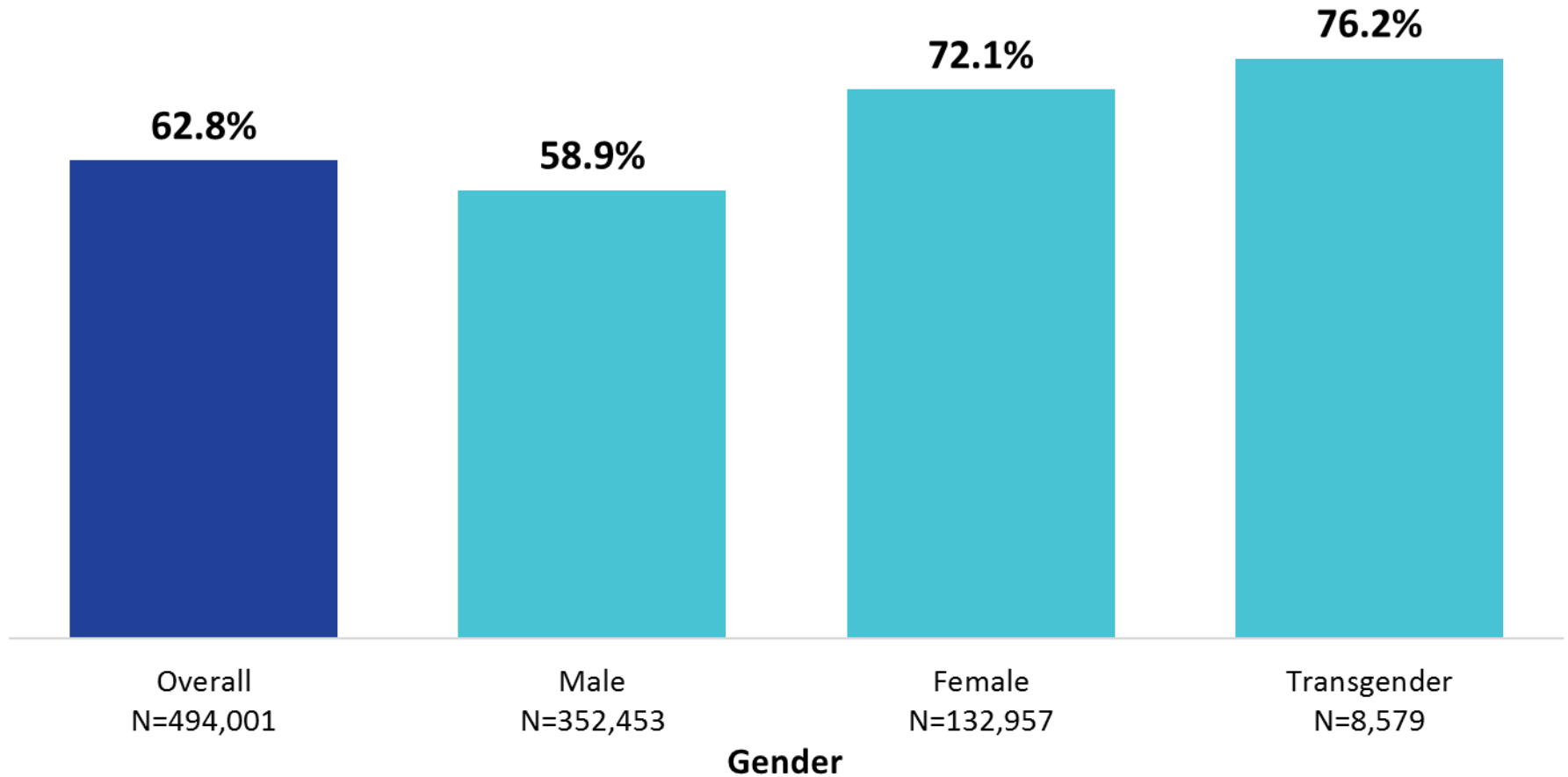
<sup>a</sup> Guam, Puerto Rico, and the U.S. Virgin Islands.

# Clients Served by the Ryan White HIV/AIDS Program, by Poverty Level, 2017—United States and 3 Territories<sup>a</sup>



<sup>a</sup> Guam, Puerto Rico, and the U.S. Virgin Islands.

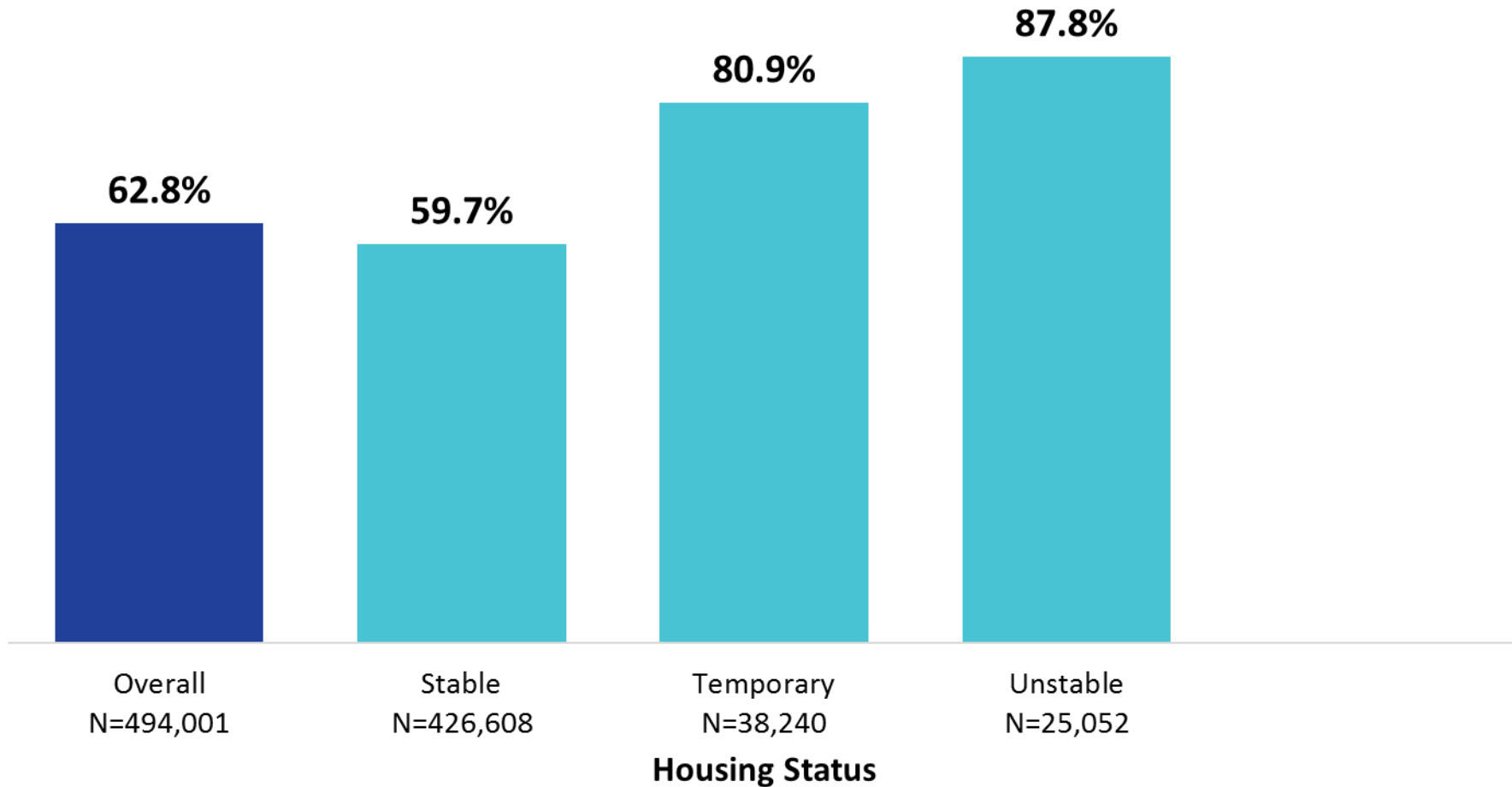
# Clients Served by the Ryan White HIV/AIDS Program Living $\leq 100\%$ of the Federal Poverty Level, by Gender, 2017—United States and 3 Territories<sup>a</sup>



<sup>a</sup> Guam, Puerto Rico, and the U.S. Virgin Islands.



# Clients Served by the Ryan White HIV/AIDS Program Living $\leq 100\%$ of the Federal Poverty Level, by Housing Status, 2017—United States and 3 Territories<sup>a</sup>



<sup>a</sup> Guam, Puerto Rico, and the U.S. Virgin Islands.