

**Houston Area HIV Services Ryan White Planning Council**  
**Office of Support**  
Bering Church, 1440 Harold Street, Houston, TX 77006  
832 927-7926 telephone; 713 431-4880 fax; <http://rwpchouston.org>

**Memorandum**

To: Members, Comprehensive HIV Planning Committee  
Allen Murray, Co-Chair                      Evelio Escamilla  
Steven Vargas, Co-Chair                      Paul Richards  
Johanna Castillo                              Ryan Rose  
Kathryn Fergus                                Imran Shaikh  
Kenia Gallardo                                Robert Sliepka  
Dawn Jenkins                                  Carol Suazo  
Shital Patel

Copy:                      Tori Williams                      David Babb – email only  
                                 Mackenzie Hudson                Janice Burns – email only  
                                 Tiffany Shepherd                    Ann Robison – email only  
                                 Marlene McNeese                   Gretchen Hollingsworth – email only  
                                 Sha’Terra Johnson                Algernon Moorhead  
                                 Mauricia Chatman                   Oscar Perez  
                                 Diane Beck                            Miyase Koksai-Ayhan

From: Mackenzie A. Hudson, Health Planner, Office of Support

Date: Tuesday, October 31, 2023

Re: **Meeting Reminder**

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Please note that there will be a hybrid meeting of the Comprehensive HIV Planning Committee. Details are as follows:

**Comprehensive HIV Planning Committee Meeting**  
**2:00 pm, Thursday, November 9, 2023**

Join Zoom Meeting by clicking on this link:  
<https://us02web.zoom.us/j/89330219598?pwd=RW9wKzFCWHl6SzRRNG12VndnR21YUT09>  
Meeting ID: 893 3021 9598                      Passcode: 253271  
Or, call 346 248-7799

**In-person location:** Bering Church, 1440 Harold St., Houston, TX 77006. Please park and enter the building from the parking lot behind the church on Hawthorne Street.

Please contact Rod to RSVP, even if you cannot attend. Rod can be reached by telephone at 832 927-7926 or by email at: [Rodriga.Avila@harriscountytexas.gov](mailto:Rodriga.Avila@harriscountytexas.gov). Thank you!

# Houston Area HIV Services Ryan White Planning Council

## Comprehensive HIV Planning Committee

2:00 pm, Thursday, November 9, 2023

Join Zoom Meeting by clicking on this link:

<https://us02web.zoom.us/j/89330219598?pwd=RW9wKzFCWHI6SzRRNG12VndnR21YUT09>

Meeting ID: 893 3021 9598 Passcode: 253271 To join via telephone call: (346) 248-7799

**In-person location:** Bering Church, 1440 Harold Street, Houston, TX 77006. Please park and enter the building from behind the church on Hawthorne Street.

## AGENDA

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- I. Call to Order
  - A. Welcoming Remarks and Moment of Reflection Steven Vargas, Co-Chair
  - B. Adoption of the Agenda
  - C. Approval of the Minutes
  
- 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. Old Business
  - A. 2023 Needs Assessment Update Mackenzie Hudson
  - B. 2022-2026 Houston Area HIV Integrated Plan
    - a. Community Hybrid Meeting 4 pm, Thurs., 11/16/23 Mackenzie Hudson
      - Location: TBA
    - b. Co-Chair Opportunities Tori Williams
    - c. SMARTIE Goals Steven Vargas
  
- IV. Announcements
  
- V. Adjourn

## Houston Area HIV Services Ryan White Planning Council

Comprehensive HIV Planning Committee

2:00 p.m., Thursday, October 12, 2023

Meeting Location: Bering Church 1440 Harold Street, Houston and Zoom teleconference

### Minutes

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Steven Vargas, Co-Chair	Allen Murray, excused	Alamou Sanoussi, HHD
Johanna Castillo	Evelio Escamilla, excused	Bingjie Li, HHD
Kathryn Fergus	Kenia Gallardo	Sha'Terra Johnson, TRG
Dawn Jenkins	Shital Patel, excused	Tori Williams, Office of Support
Imran Shaikh	Paul Richards	Mackenzie Hudson, Office of Support
Robert Sliepka	Ryan Rose	Diane Beck, Office of Support
Carol Suazo	Ashley Barnes	
Gina German	Dominique Brewster	
Mary L. Guidry		
John Heathcock		

**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 (Sliepka, Castillo) to adopt the agenda.*  
**Motion carried.**

**Approval of the Minutes:** **Motion #2:** *it was moved and seconded (Castillo, Sliepka) to approve the September 14, 2023 minutes.* **Motion carried.** Abstentions: Murray.

**Public Comment:** None.

**Update on the 2023 Needs Assessment:** Hudson said that the incentives had been received and logged with the help of several volunteers including Murray and Galley. Beck is in the process of scheduling survey sites. Vargas said that he and Murray had approved the letter to go to the survey sites.

**2023 Epi Supplement:** Hudson and Li presented the attached report. Shaikh and Hudson thanked Li for her hard work on the document. **Motion #3:** *it was moved and seconded (Sliepka, Castillo) to endorse the 2023 Epidemiological Supplement for HIV Prevention and Care Services Planning.* **Motion Carried.**

#### 2022-2026 Integrated Plan

**General Updates:** Williams said that the initiation of the Integrated Planning body was getting off to a slow start but the partners have come together to start organizing a meeting to engage the community in participating on the Planning body. There was a conference call with HRSA last week about the progress of implementing the plan. Those on the call shared the challenges and successes that Houston has had in implementing the plan. Vargas added that HRSA did not add any comments about areas for improvement on our plan so they were pleased overall. It was a good call.

A Save the Date was sent out regarding the Community Meeting on November 16<sup>th</sup>. Attendees will sign up

for the different committees and workgroups and each group will set their meeting schedule and decide if they want to meet virtually or using a hybrid format. In December, there is a plan to bring members of the Ryan White Comprehensive HIV Planning Committee together with the Evaluation Committee from CPG in order to create outcome measures and set benchmarks for each of the goals in the plan. Fergus asked for a one-pager to share.

**SMARTIE Goals:** Hudson said that she met with Mica and Vargas to work on updating the goals in the plan so that they are SMARTIE goals. Vargas presented recommended revisions to all of the Integrated Planning goals except the Quality of Life goals. The committee made a few suggested edits to the text. **Motion #4:** *it was moved and seconded (Sliepka, Jenkins) to approve the updated goals as edited noting that Goal 5A and 5G are still in progress.* **Motion Carried.**

**Announcements:** None.

**Adjournment:** **Motion:** *it was moved and seconded (Sliepka, Suazo) to adjourn the meeting at 3:12 p.m.* **Motion Carried.**

Submitted by:

Approved by:

\_\_\_\_\_  
Tori Williams, Office of Support      Date

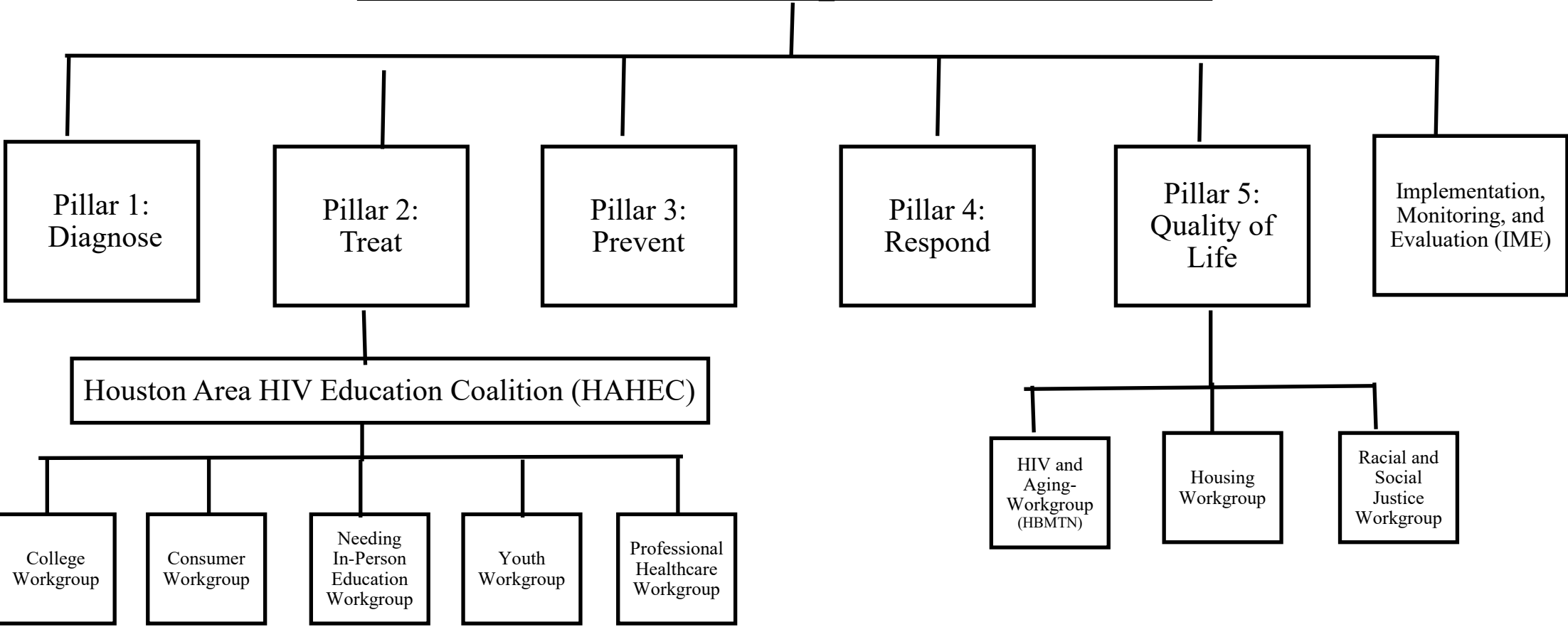
\_\_\_\_\_  
Chair of Committee      Date

JA = Just arrived at meeting  
 LM = Left the meeting  
 C = Chaired the meeting

**2023 Voting Record for Meeting Date October 12, 2023**

MEMBERS	Motion #1: Agenda				Motion #2: Minutes				Motion #3: 2023 Epi Supplement				Motion #4: Updated Integrated Plan Goals			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
Steven Vargas, Co-Chair				C				C				C				C
Allen Murray, Co-Chair		X						X		X				X		
Johanna Castillo lm 2:58		X				X				X				X		
Evelio Escamilla	X				X				X				X			
Kathryn Fergus		X				X				X				X		
Kenia Gallardo	X				X				X				X			
Dawn Jenkins ja 2:06 pm	X				X					X				X		
Shital Patel	X				X				X				X			
Paul Richards	X				X				X				X			
Ryan Rose	X				X				X				X			
Imran Shaikh		X				X				X				X		
Robert Sliepka		X				X				X				X		
Carol Suazo ja 2:06 pm	X				X					X				X		
Ashley Barnes	X				X				X				X			
Dominique Brewster	X				X				X				X			
Gina German		X				X				X				X		
Mary L. Guidry		X				X				X				X		
John Heathcock ja 2:07 pm	X				X					X				X		

# Leadership Team



## Worksheet for Determining SMART goals for 2022 Integrated HIV Prevention and Care Plan

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

The SMART method provides a way to measure your progress and be accountable for your success. Setting SMART goals allow you to realistically evaluate what you are trying to achieve by assessing what actions to take to reach your goal. For example, you might set a goal to “get better” at typing. However, upon evaluating this goal using the SMART method, you see that your goal is quite vague. By restating your goal in quantifiable terms, such as “be able to type more words per minute,” you have a SMART goal that can be obtained. The characteristics of this goal can then be further detailed to reflect the remaining traits of the SMART goal process.

<b>GOAL &amp; ACTIVITY</b>	<b>Specific</b> Narrow for more long-term planning	<b>Measurable</b> What evidence will prove you are making progress	<b>Attainable</b> Make sure you can reasonably accomplish your goal	<b>Relevant</b> align with your values & long-term objectives	<b>Time-Based</b> Set a realistic end-date	How will the Houston Area Evaluation Team measure the success of the goal?
<p><b><u>EXAMPLE 1 (HHD):</u></b> Goal 1A: Increase individual knowledge of HIV status by diagnosing at least 90% of the estimated individuals who are unaware of their status within five (5) years.</p> <p><b><u>EXAMPLE 2 (NHAS):</u></b> Goal 5C: Decrease by 50% the proportion of people with diagnosed HIV who report an unmet need for services from a mental health professional from a 2017 baseline of 24.2%.</p>	<p>Increase individual knowledge of HIV status</p> <p>who report an unmet need for services from a mental health professional</p>	<p>by diagnosing at least 90%</p> <p>Decrease by 50%</p>	<p>of the estimated individuals who are unaware of their status</p> <p>the proportion of people with diagnosed HIV</p>		<p>within three (3) years.</p> <p>from a 2017 baseline of 24.2%.</p>	
<b>Pillar 1: Diagnose</b>						
<p><u>Goal 1B:</u> Improve HIV-Related Health Outcomes of All People Being Tested for HIV</p> <p><u>Goal 1B REV.:</u> Using the status neutral approach, develop X number of Rapid Start programs in order to increase the capacity of the public health healthcare delivery systems and healthcare workforce in order to improve HIV-</p>	<p>Ensure all Ryan White-funded medical care and treatment programs have Rapid Start</p>		<p>By using lessons learned during pilot phase and funding similar efforts</p>	<p>And prioritizing populations that least benefitted, accessed</p>	<p>Within three (3) years.</p>	

<b>GOAL &amp; ACTIVITY</b>	<b>Specific</b> Narrow for more long-term planning	<b>Measurable</b> What evidence will prove you are making progress	<b>Attainable</b> Make sure you can reasonably accomplish your goal	<b>Relevant</b> align with your values & long-term objectives	<b>Time-Based</b> Set a realistic end-date	How will the Houston Area Evaluation Team measure the success of the goal?
related health outcomes of the individuals being tested.						
<b>Pillar 2: Treat</b>						
<p><u>Goal 1C:</u> Increase Knowledge and Understanding of HIV <i>Activity: Establish a Houston Area HIV Education Council.</i></p> <p><u>Goal 1C REV:</u> Establish a Houston Area HIV Education Council by reaching out to colleges, consumers, in-person educators, youth, and professional healthcare workers in partnership with AETCs, the RW program, CPG, and city and county health departments to increase consumer input and participation into science-based health education and Houston Area HIV linkage to prevention and care services.</p>	Establish a Houston Area HIV Education Council	By reaching out to college, consumers, needing in-person educators, youth, and professional healthcare workers	In partnership with AETCs, RW and CPG	Increase consumer input and participation into science-based comprehensive sexual health education	Within three (3) years.	Development of a curriculum and pre- and post- tests
<p><u>Goal 2B:</u> Increase Access to Care and Medication <i>Activity: Increase access to services that replace or provide identification documents.</i></p> <p><u>Goal 2B REV:</u> Increase access to services that replace or provide identification documents so that lack of identification as a barrier will decrease regardless of immigration or legal status by working with identification providers</p>	Increase access to services that replace or provide identification documents.	Lack of identification as a barrier will decrease	By working with identification Providers inc. CBOs, NGOs and governmental agencies	Regardless of immigration or legal status	For three (3) years.	Increased number of IDs dispensed ID will not be listed as a main barrier to care in our Needs Assessments



<b>GOAL &amp; ACTIVITY</b>	<b>Specific</b> Narrow for more long-term planning	<b>Measurable</b> What evidence will prove you are making progress	<b>Attainable</b> Make sure you can reasonably accomplish your goal	<b>Relevant</b> align with your values & long-term objectives	<b>Time-Based</b> Set a realistic end-date	How will the Houston Area Evaluation Team measure the success of the goal?
including CBOs, NGOs, and government agencies.						
<p><u>Goal 2C:</u> Increase access to HIV education, prevention and care services among priority populations.</p> <p><u>Goal 2C REV:</u> Create a case manager job description and fund the position so that fewer people with a history of sexual offense will be lost to care by working with street outreach workers, harm reduction teams and others experienced working with people with a history of sexual offense by prioritizing this historically underserved population.</p>	Create a CM job description and fund the position	Less lost to care for people with a history of sex offenses; linkages to care & support svcs	By working with street outreach workers, Harm Reduction teams and others experienced working with people with a history of sexual offense	By prioritizing an historically underserved population	For three (3) years	A caseload develops, linkage to care
<p><u>Goal 2D:</u> Increase access to care and medication by tying the distribution of prepaid cell phones for clients to pharmacies, making the phone a medical necessity (not an incentive).</p> <p><i>Activity: Meet with representatives of Ryan White-funded agencies to determine if this would resolve the issue of giving consumers prepaid phones.</i></p> <p><u>Goal 2D Rev:</u> Gather information from RW-funded pharmacists, case managers, executive directors, and Coalition for the Homeless to create ease of access via phone provision for historically underserved communities and to mitigate challenges towards maintaining care.</p>	<ol style="list-style-type: none"> <li>Gather information from RW-funded pharmacists, Case Managers, EDs</li> <li>Invite Coalition for the Homeless ( info on Houston Community Voicemail) – find out what replaced this service as Coalition for the Homeless is no longer providing direct client services</li> </ol>	<ol style="list-style-type: none"> <li>Have meetings</li> <li>Develop pros &amp; cons</li> <li>Synthesize info to dev. a consensus decision</li> </ol>	By September 2024	Create ease of access via phone provision for historically underserved communities, mitigate challenges towards maintaining care	For three (3) years	<ol style="list-style-type: none"> <li>Had meetings?</li> <li>Develop pros &amp; cons</li> <li>synthesize info to dev. a consensus decision</li> </ol>

<b>GOAL &amp; ACTIVITY</b>	<b>Specific</b> Narrow for more long-term planning	<b>Measurable</b> What evidence will prove you are making progress	<b>Attainable</b> Make sure you can reasonably accomplish your goal	<b>Relevant</b> align with your values & long-term objectives	<b>Time-Based</b> Set a realistic end-date	How will the Houston Area Evaluation Team measure the success of the goal?
Have meetings to develop pros and cons and to synthesize information to develop a consensus decision by September 2024.						
<b>Pillar 3: Prevent</b>						
<u><b>Goal 3A Moved to Pillar 2 and merged with goal 1C</b></u>						•
<p><u>Goal 3C</u>: Gather data both for and against policy changes related to the following issues with the goal of making data driven decisions regarding support for: Condom distribution in jails and prisons and Texas becoming a Medicaid Expansion state <i>Activity: Gather and review data related to policy changes.</i></p> <p><u>Goal 3C REV</u>: Gather data from SIRR members, people returning from incarceration, subject matter experts, pharmacists, and case managers related to policies both for and against condom distribution in jails and prisons and synthesize information into a consensus decision. Also, gather information from Texas Strike Force, HIV advocacy groups, HINAC (HIV is Not A Crime) related to making Texas a Medicaid expansion state to increase access to more comprehensive medical care and treatment for people aging with HIV and create a consensus decision.</p>	<p>1. Condom Distribution: Gather information from SIRR members, returning from incarceration programs, SME input, pharmacists, Case Managers</p> <p>2. Medicaid Expansion: gather information from Texas Strike Force, HIV advocacy groups, HINAC (HIV IS Not A Crime)</p>	<p>1. 2-3 number of meetings</p> <p>2. Develop pros &amp; cons</p> <p>3. synthesize info to dev. a consensus decision</p>	By March 2024	<p>1. Increased protective factors against HIV acquisition for incarcerated populations</p> <p>2. Increase access to more comprehensive medical care &amp; treatment for people aging with HIV</p>	For three (3) years.	<p>1. 2-3 number of meetings</p> <p>2. Develop pros &amp; cons</p> <p>3. synthesize info to dev. a consensus decision</p>

GOAL & ACTIVITY	<b>Specific</b> Narrow for more long-term planning	<b>Measurable</b> What evidence will prove you are making progress	<b>Attainable</b> Make sure you can reasonably accomplish your goal	<b>Relevant</b> align with your values & long-term objectives	<b>Time-Based</b> Set a realistic end-date	How will the Houston Area Evaluation Team measure the success of the goal?
<b>Pillar 4: Respond</b>						
All EHE goals.						
<b>Pillar 5: Quality of Life</b>						
<p><u>Goal 5A:</u> Improve Quality of Life for Persons Living with HIV <i>Activity: Develop tools which planning bodies can use to design or strengthen HIV Prevention and Care services that improve the quality of life for people living with HIV.</i></p> <p><u>Goal 5A REV:</u> Improve Quality of Life for persons living with HIV by promoting unfettered access to high quality life-extending prevention and care services through the identification of the top 3 services people needed but couldn't get it as well as the top 3 barriers. We will see the number of people who needed a service and couldn't get it will decrease by focusing on the most needed and least accessible services and the populations benefitting least from these services by making services available, accessible and affordable for three years.</p>	<p>Unfettered access to high quality life-extending prevention and care services Domains 1) Top 3 services needed but couldn't get it and top 3 barriers to each service ***Needs assessment and utilization reports</p>	<p>Percentage of people who said they needed it but couldn't get it – this would decrease</p>	<p>By focusing on the most needed and least accessible services and the populations benefitting least from these services</p>	<p>by making services available, accessible, and affordable</p>	<p>For three (3) years.</p>	<p>Needs Assessment data</p>
<p><u>Goal 5G:</u> Increase coordination and cooperation among Houston area institutions, universities and agencies that collect HIV related data</p>	<p>Continue to host quarterly meetings of the Houston Area HIV Data Committee in order to:</p>	<p>1.) learn about different data being collected; 2.) create and maintain an inventory of HIV and</p>	<p>By continuing the work we have been doing by continuing to host QOL workgroups</p>	<p>Manifesting meaningful involvement of PLWH</p>	<p>For three (3) years.</p>	

<b>GOAL &amp; ACTIVITY</b>	<b>Specific</b> Narrow for more long-term planning	<b>Measurable</b> What evidence will prove you are making progress	<b>Attainable</b> Make sure you can reasonably accomplish your goal	<b>Relevant</b> align with your values & long-term objectives	<b>Time-Based</b> Set a realistic end-date	How will the Houston Area Evaluation Team measure the success of the goal?
<p><i>Activity: Continue to host quarterly meetings of the Houston Area HIV Data Committee in order to: 1.) learn about different data being collected; 2.) create and maintain an inventory of HIV and Quality of Life data being collected; and 3.) distribute the resulting inventory of data to Houston area researchers, students, people living with HIV and others to maximize the use of this data to benefit people living with HIV</i></p> <p><u>Goal 5G REV:</u> Continue to host quarterly meetings of the Houston Area HIV Data Committee in order to: 1.) learn about different data being collected; 2.) create and maintain an inventory of HIV and Quality of Life data being collected; and 3.) distribute the resulting inventory of data to Houston area researchers, students, people living with HIV and others to maximize the use of this data to benefit people living with HIV. This will be accomplished by continuing the work we have been doing by hosting QOL workgroups by manifesting meaningful involvement of PLWH for three years.</p>		Quality of Life data being collected; and 3.) distribute the resulting inventory of data to Houston area researchers, students, people living with HIV and others to maximize the use of this data to benefit people living with HIV				
<b><i>No need to revise the following as SMART goals.</i></b>						
<u>Goal 5B:</u> Increase the proportion of people with diagnosed HIV who report						

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good or better health to 95% from a 2018 baseline of 71.5%. <i>Activity: To be determined (TBD) by RWHAP Quality Management staff.</i>						
<u>Goal 5C</u> : Decrease by 50% the proportion of people with diagnosed HIV who report an unmet need for services from a mental health professional from a 2017 baseline of 24.2%. <i>Activity: TBD by RW Quality Management staff.</i>						
<u>Goal 5D</u> : Decrease by 50% the proportion of people with diagnosed HIV who report ever being hungry and not eating because there wasn't enough money for food from a 2017 baseline of 21.1%. <i>Activity: TBD by RW Quality Management staff.</i>						
<u>Goal 5E</u> : Decrease by 50% the proportion of people with diagnosed HIV who report being out of work from a 2017 baseline of 14.9%. <i>Activity: TBD by RW Quality Management staff.</i>						
<u>Goal 5F</u> : Decrease by 50% the proportion of people with diagnosed HIV who report being unstably housed or homeless from a 2018 baseline of 21.0%. <i>Activity: TBD by RW Quality Management staff.</i>						

<b>GOAL &amp; ACTIVITY</b>	<b>Specific</b> Narrow for more long-term planning	<b>Measurable</b> What evidence will prove you are making progress	<b>Attainable</b> Make sure you can reasonably accomplish your goal	<b>Relevant</b> align with your values & long-term objectives	<b>Time-Based</b> Set a realistic end-date	How will the Houston Area Evaluation Team measure the success of the goal?
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