

Houston Area HIV Services Ryan White Planning Council
1310 Prairie Street, Suite 800, Houston, TX 77002
832 927-7926 telephone; <http://rwpchouston.org>

Memorandum

To: Members, Comprehensive HIV Planning Committee

Kenia Gallardo, Co-Chair	Kathryn Fergus	Evelio Salinas Escamilla*
Robert Sliepka, Co-Chair	Glen Hollis	Jose Serpa-Alvarez
Jay Bhowmick*	Kenneth Jones	Imran Shaikh
Johanna Castillo	Shital Patel	Steven Vargas*
Titan Capri	Beatriz E.X. Rivera	Georgina German
		Ronnie Galley

Email:

Members, Research, Data, & Implement. and Monitoring, Quality Assurance & Eval. Committees

Gloria Sierra, Co-Chair	Dominique Guinn	Paul “Conlee” Stone
Hongmei Wang	Eliot Davis	Reynauld White
Amber David	Jason Thomas	Herman Finley, Co-Chair
Bianca DeLeon	Jeffrey Meyer*	Mary Guidry, Co-Chair
Daisy Perez	Jill Jahns	Glen Hollis
Deneen Francis	Johnny Deal	Michael Ruggerio

* = Member of multiple committees

Copy:

Aryana Butler	Ama Williams	David Babb – email only
Tiffany Shepherd	Miyase Koksai-Ayhan	Janice Burns – email only
Marlene McNeese	Mauricia Chatman	G. Hollingsworth – email
Sha’Terra Johnson	Oscar Perez	Algernon Moorhead
Diane Beck	Beth Allen	

From: Tori Williams, Ryan White Office of Support

Date: Tuesday, November 25, 2024

Re: Meeting Reminder

Please note that there will be a special meeting of the Comprehensive HIV Planning, Research and Data, and Monitoring and Evaluation Committees in order to review data from the 2025 Houston Area HIV Prevention and Care Needs Assessment. All are welcome to attend. Details are as follows:

Joint Comprehensive HIV Planning Committee, Research, Data & Implementation Committee and Monitoring, Quality Assurance, & Evaluation Committee Meeting

NOTE UNUSUAL DAY & TIME: 4:00 pm, Tues., December 3, 2024 – **Virtual Only**

Join Zoom Meeting by clicking on this link:

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

Meeting ID: 893 3021 9598

Passcode: 253271

Or, call 346 248-7799

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. Thank you!

Houston Area HIV Services Ryan White Planning Council

Joint Meeting of the Comprehensive HIV Planning, Research, Data & Evaluation, and the Monitoring, Quality Assurance and Evaluation Committees 4:00 pm, Tuesday, December 3, 2024

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

VIRTUAL ONLY: Join Zoom Meeting by clicking on this link:

<https://us02web.zoom.us/j/89330219598?pwd=RW9wKzFCWHl6SzRRNG12VndnR21YUT09>

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

AGENDA

- I. Reminder Regarding the Joint Meeting Process Tori Williams

- II. Call to Order
 - A. Welcoming Remarks and Moment of Reflection Kenia Gallardo, *She/Her/Hers*, and
 - B. Adoption of the Agenda Robert Sliepka, *Him/His/They*
 - C. Adoption of the Minutes Co-Chairs

- III. 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.)

- IV Data from 2024 Houston Area HIV Prevention & Care Needs Assessment Beth Allen

- V. Updates on 2022-2026 EHE/Integrated HIV Prevention and Care Body Tori Williams
 - A. December Leadership Team Meeting

- VI. Appreciations and Announcements

- VII. Adjourn

Documentation of Progress for the Research, Data & Implementation and the
Monitoring, Quality Assurance & Evaluation Committees

4:00 p.m., Tuesday, December 3, 2024

NEXT MEETING DATE: _____

SUMMARY OF MEETING (over if more space is needed):

DECISIONS MADE & TASK ASSIGNMENTS:

Submitted by: _____
Aryana Butler or Ama Williams, Staff

Date: _____

Houston Area HIV Services Ryan White Planning Council

**Joint Meeting of the Comprehensive HIV Planning,
Integrated Plan Research, Data & Evaluation, and the Integrated Plan
Monitoring, Quality Assurance and Evaluation Committees**

4:00 pm, Monday, October 28, 2024
Meeting Location: Zoom teleconference

Minutes

COMMITTEE MEMBERS PRESENT	COMMITTEE MEMBERS ABSENT	IP COMMITTEES MEMBERS PRESENT
Robert Sliepka, Co-Chair	Jay Bhowmick**, excused	Ms. Dee Francis
Kenia Gallardo, Co-Chair	Johanna Castillo, excused	Jeffrey Meyer
Kathryn Fergus	Titan Capri	Jill Jahns
Shital Patel	Glen Hollis**	Mary Guidry
Beatriz E.X. Rivera	Kenneth Jones	
Evelio Salinas Escamilla**	Jose Serpa-Alvarez	OTHERS PRESENT
Imran Shaikh		Josh Mica, he/him/él, RWPC Chair
Steven Vargas**		Roxana Guzman
<i>Ronnie Galley</i>		James Supak, RWGA
<i>Gina German</i>		Sha’Terra Johnson, TRG
		Tori Williams, Office of Support
		Diane Beck, Office of Support

** Comprehensive HIV Planning and Integrated Plan committee members

Call to Order: Robert Sliepka Co-Chair, called the meeting to order at 2:32 p.m. and asked for a moment of reflection.

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

Approval of the Minutes: Motion #2: *it was moved and seconded (Vargas, Galley) to approve the September 12, 2024 minutes. Motion carried.* Abstentions: Escamilla, Gallardo, Rivera, Shaikh.

Public Comment: None.

Updates on Committee Projects

2024 Houston Area Epidemiological Supplement: B. Allen presented the attached document. Committee members suggested adding a chart on page 14 specifically for Ryan White clients. Vargas said that on page 3 the text states “decrease” but it should be “increase”. Escamilla would like to see trends included in the document. Williams thanked Johnson for her assistance in getting the data for the report. **Motion #3:** *it was moved and seconded (Escamilla, Francis) to*

endorse the 2024 Houston Area Epidemiological Supplement with the suggested changes.
Motion Carried.

The committee discussed the translation of all documents into Spanish. It was decided that document translation should be determined on a case by case basis. ***Motion #4:*** *it was moved and seconded (Escamilla, Vargas) to translate the final 2024 Houston Area Epidemiological Supplement to Spanish.* **Motion Carried.**

2024 Houston Area HIV Prevention and Care Needs Assessment: Williams said Allen is working to finish the document so that it can be sent one week prior to the November committee meeting so that the Planning Council can approve it in December.

EHE/Integrated HIV Prevention & Care Planning Body: Williams said that the Leadership Team will meet in December, the meeting notice will be sent once the date has been confirmed.

Announcements: None.

Adjournment: ***Motion:*** *it was moved and seconded (Vargas, Francis) to adjourn the meeting at 5:04 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

2024 Voting Record for Meeting Date October 28, 2024

MEMBERS	Motion #1: Agenda Motion Carried				Motion #2: Minutes Motion Carried				Motion #3: 2024 Epi Supplement Motion Carried				Motion #4: Translate 2024 Epi Supplement Motion Carried			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
Robert Sliepka, Co-Chair				C				C								
Kenia Gallardo, Co-Chair		X						X		X				X		
Jay Bhowmick	X															
Titan Capri	X															
Johanna Castillo	X															
Kathryn Fergus		X				X				X				X		
Glen Hollis	X															
Kenneth Jones	X															
Shital Patel ja 4:15	X				X					X				X		
Beatriz E.X. Rivera		X						X		X				X		
Evelio Salinas Escamilla		X						X		X				X		
Jose Serpa-Alvarez	X															
Imran Shaikh		X						X		X				X		
Steven Vargas		X				X				X				X		
Ronnie Galley		X				X				X				X		
Gina German		X				X				X				X		