

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

Robert Sliepka, Co-Chair	Michael Elizabeth	Norman Mitchell	<i>Norman Reed</i>
Steven Vargas, Co-Chair	Kathryn Fergus	Shital Patel	<i>Raquel Fontenot</i>
Jay Bhowmick*	Ronnie Galley	Arnold Portales	<i>Sandy Johnson</i>
Johanna Castillo	Georgina German	Beatriz E.X. Rivera	<i>Michael Ramos</i>
Titan Capri	Glen Hollis	Ramon Sanchez	<i>Frank Cooper</i>
Evelio Salinas Escamilla*	Kenneth Jones	Alamou Sanoussi	

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

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

* = Member of multiple committees

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

From: Tori Williams, Ryan White Office of Support

Date: Tuesday, February 4, 2025

Re: Meeting Reminder

Please note that there will be an orientation meeting of the Comprehensive HIV Planning, Research and Data, and Monitoring and Evaluation Committees. 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

10:00 a.m., Thursday, February 13, 2025

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

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. Thank you!

Houston Area HIV Services Ryan White Planning Council

Combined Meeting of the Comprehensive HIV Planning, Research, Data & Evaluation, and the Monitoring, Quality Assurance and Evaluation Committees

10:00 am, Thursday, February 13, 2025

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

I. Call to Order

- A. Welcome and Introductions
B. Moment of Reflection
C. Adoption of the Agenda
D. Approval of the Minutes
E. Purpose of Joint Meetings

Robert Sliepka and Steven Vargas, Co-Chairs

Tori Williams

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 2025 Council Activities
F. Purpose of the Different Committees
G. Joint Meeting Schedule
H. Adoption of 2025 Committee Goals
I. Elect a Committee Vice Chair

Tori Williams, Director Ryan White Office of Support

IV. Active Projects

- A. 2025-2027 Houston Area Epidemiological Profile
B. 2025-2027 Houston Area HIV Care Needs Assessment
C. 2022-2026 Houston Area Integrated HIV Prevention and Care Service Plan

V. Announcements

Robert Sliepka and Steven Vargas, Co-Chairs

VI. Adjourn

(Staff – See next page)

SUMMARY OF MEETING:

NEXT MEETING DATE: _____

DECISIONS MADE & TASK ASSIGNMENTS:

Submitted by: _____

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, December 3, 2024
Meeting Location: Zoom teleconference

Minutes

COMMITTEE MEMBERS PRESENT	COMMITTEE MEMBERS ABSENT	IP COMMITTEES MEMBERS PRESENT
Robert Sliepka, Co-Chair	Jay Bhowmick**	Bianca DeLeon
Titan Capri	Johanna Castillo	Jeffrey Meyer
Glen Hollis**	Kathryn Fergus, excused	Michael Ruggerio
Steven Vargas**	Kenia Gallardo	Gloria Sierra
<i>Ronnie Galley</i>	Gina German	
	Kenneth Jones	OTHERS PRESENT
	Shital Patel, excused	Josh Mica, he/him/él, RWPC Chair
	Beatriz E.X. Rivera	Beth Allen
	Evelio Escamilla**, excused	Pete Rodriguez
	Jose Serpa-Alvarez	Tori Williams
	Imran Shaikh	Sha'Terra Johnson, TRG
		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 4:03 p.m. and asked for a moment of reflection.

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

Approval of the Minutes: *Motion #2:* *it was moved and seconded (Hollis, Galley) to approve the October 28, 2024 minutes. Motion carried.* Abstentions: Capri, Hollis.

Public Comment: None.

Data from the 2024 Houston Area HIV Prevention and Care Needs Assessment: B. Allen presented the attached slides. Williams said that the report would be ready for the committee and Council to approve in 2025 so that it will be ready in time for the How to Best Meet the Need process in April.

EHE/Integrated HIV Prevention & Care Planning Body: Williams said that she is working to get a speaker for the Leadership Team meeting, possibly from DSHS. If anyone has other ideas for a speaker please let her know.

Appreciations and Announcements: Sliepka thanked the staff and committee members for their hard work this year. Vargas said that the White House is holding a Quality of Life summit this Thursday. He will forward the link to Beck to share with the HIV & Aging and Quality of Life workgroups.

Adjournment: ***Motion:** it was moved and seconded (Vargas, Hollis) to adjourn the meeting at 5:10 p.m. Motion Carried.*

Submitted by:

Approved by:

Diane Beck, Office of Support Date

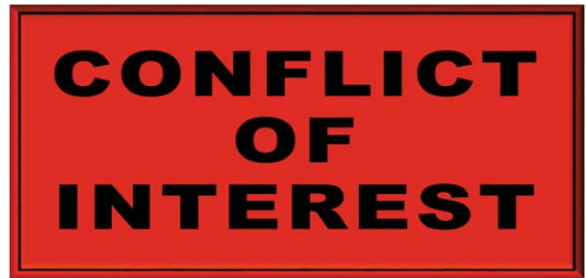
Chair of Committee Date

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

2024 Voting Record for Meeting Date November 3, 2024

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

RYAN WHITE CONFLICT OF INTEREST



Short definition:

- You,
- someone with whom you share expenses,
- or the agency that employs you

will benefit from something that the Council is voting on.

HRSA/Council definition: “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 whose sole relationship to a Ryan White 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.

EXAMPLES:

Agencies that receive Ryan White funding include:

- Legacy Community Health - Vision
- Montrose Center – Mental Health Services
- Thomas Street Health Center – Primary Medical Care & Case Management

- 1.) If you are dating someone who works for Legacy Community Health, can you vote on allocating funds to the Vision program?
- 2.) If you and your roommate are “just friends” and he works for Thomas Street Health Center, can you vote on allocating funds to primary medical care? Food Pantry?
- 3.) If you are a client at Thomas Street Health Center, can you vote on allocating funds to case management?
- 4.) If you are a realtor and you have a contract to help the Montrose Center sell their building, can you vote on the service definition for mental health?

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

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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)

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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)

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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.**

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*

2025 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/23/25)

AFFECTED COMMUNITY

Meetings are on the second Tuesday after Council meets starting at 12:00 noon:

February 25	July 22
March 18*	August 26
March 25	September 23
April - no mtg	October 21
May 20	November 25
June 24	December - no mtg

COMPREHENSIVE HIV PLANNING

Meetings are on the second Thursday of the month starting at 10:00 am:

February 13	August 14
March 13	September 11
April – no mtg	October 9
May 8	November 13
June 12	December - no mtg
July 10	

OPERATIONS

Meetings are on the second Mondays after Council meets starting at 1:00 pm:

February 24	August 25
March 24	September 22
April - no mtg	October 20
May 19	November 24
June 23	December 22
July 21	

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
March 18*	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
March 18*	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

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

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 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

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

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)

March 1

2025.....

Beginning of
fiscal year 2025

Feb 22

2025.....

Turn in all
receipts

Feb 28

2025.....

End of fiscal
year 2024.

March 31

2025

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

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.



2024 QUARTERLY REPORT COMPREHENSIVE HIV PLANNING COMMITTEE

(May 2025)

Vision for the Comprehensive HIV Planning Committee

“Houston will become a place where new cases of HIV are rare and when they do occur, every person, regardless of age, gender, race/ethnicity, sexual orientation, gender identity or socio-economic circumstance, will have unfettered access to high quality, life-extending care, free from stigma and discrimination”

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

1. Assess, evaluate, and make ongoing recommendations for the Integrated HIV Prevention and Care Services Plan and corresponding areas of the Ending the HIV Epidemic Initiative, in collaboration toward the development of an ending the HIV epidemic 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 and Supplements.

Committee Chairperson

Date