

Houston Area HIV Services Ryan White Planning Council

Comprehensive HIV Planning Committee

2:00 p.m., Thursday, February 11, 2016

Meeting Location: 2223 W. Loop South, Room 532
Houston, Texas 77027

AGENDA

* = handout to be provided at meeting

I. Call to Order

- A. Welcome and Introductions
- B. Moment of Reflection
- C. Adoption of the Agenda
- D. Approval of the Minutes (December 10, 2015)

John Lazo and
Nancy Miertschin, 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/AIDS 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/AIDS 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 with HIV/AIDS", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization. If you work for an organization, but are representing yourself, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to a member of the staff who would be happy to read the comments on behalf of the individual at this point in the meeting. All information from the public must be provided in this portion of the meeting.)

III. Nuts and Bolts for Committee Members

- A. Purpose of the Committee
- B. Timeline of Critical 2016 Council Activities
- C. Committee Meeting Schedule
- D. Petty Cash
- E. 2016 Committee Goals

Tori Williams, Manager, and
Amber Harbolt, Health Planner
Office of Support

IV. Report from the Chamber of Commerce Workgroup

John Lazo

V. Update on 2016 Needs Assessment*

Amber Harbolt, Health Planner
Office of Support

VI. Update on 2017 Comprehensive Plan

VII. Announcements

VIII. Adjourn

Houston Area HIV Services Ryan White Planning Council

Comprehensive HIV Planning Committee

2:00 p.m., Thursday, December 12, 2015

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

Minutes

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
David Benson, Co-Chair	Curtis Bellard, excused	Amber Harbolt, Office of Support
Nancy Miertschin, Co-Chair	Herman Finley, excused	Diane Beck, Office of Support
Ted Artiaga	Shital Patel, excused	
Evelio Salinas Escamilla	Larry Woods, excused	
Steven Harris	Morenike Giwa	
Robert Noble	Osaro Mgbere	
Denis Kelly	Kris Sveska	
Tam Kiehnhoff	Amana Turner, excused	
Allen Murray	Tay Za Kyi Win	
Gloria Sierra		

Call to Order: David Benson, co-chair, called the meeting to order at 2:14 p.m. and asked for a moment of reflection.

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

Approval of the Minutes: *Motion #2:* it was moved and seconded (Kelly, Artiaga) to approve the September 24, 2015 minutes. **Motion carried.** Abstentions: Escamilla, Kelly.

Public Comment: None.

Report from the Chamber of Commerce Workgroup: See the attached flyer. Lazo reported that there were 6 presentations scheduled in 2015, one for each speaker. Three were for Rotary Clubs, one was for a Chamber of Commerce, one was for a professional African American women's group, and one was for a not-for-profit business. They were all very well received. The goal for 2016 is to add new topics like PrEP, HIV and Aging and ACA and double the number of speakers. He would also like to reach out to private businesses and church groups who need speakers. He already has 2 confirmed speaking engagements for 2016. Benson said that Lazo is doing a fantastic job. Miertschin suggested he also reach out to large hospitals, Benson suggested the National Association of Social Workers, the National Association of Black Social Workers, and the Latino Social Workers Organization.

2012 Comprehensive Plan Year 3 Evaluation Report: Harbolt reviewed the attached report. She said that the Evaluation workgroup would meet in the Spring for Year 4. *Motion #3:* it was moved and seconded (Kelly, Kiehnhoff) to accept the 2012 Comprehensive Plan Year 3 Evaluation Report. **Motion carried unanimously.**

Update on the 2017 Comprehensive Plan process: Harbolt said that the Leadership Team met on December 2, 2016. They reviewed and updated their mission and vision statements and

guiding principles. They will complete the review and editing of the goals at the next meeting. See the attached list of workgroups and their meeting dates, please contact the Office of Support if you are interested in participating on a workgroup.

Update on the 2016 Needs Assessment: Harbolt said that the next meeting of the Needs Assessment Group (NAG) will be on Wednesday, December 16, 2015 at 2:00 pm. They will review and approve the Epi workgroups sampling plan and the Survey workgroups streamlined survey tool. The workgroup eliminated 31 questions from the previous survey and added a question about social support. Miertschin asked if the streamlined survey would be useful for future needs assessments, Harbolt said it would be.

2016 Committee Goals: See attached. #4 - Add “and comprehensive planning” after needs assessment and delete #5. ***Motion #4:*** *it was moved and seconded (Kelly, Kiehnhoff) to accept the committee goals with the recommended changes.* **Motion carried unanimously.**

Announcements: Harbolt said to note the article about Blue Cross Blue Shield of Texas dropping their PPO plans from the Health Insurance Marketplace. Kiehnhoff said that Humana may be coming to Texas with PPO plans. Miertschin and Benson thanked the committee for their work this year. Miertschin also mentioned that Legacy Community Health received a grant to plan for zero new infections.

Adjournment: The meeting was adjourned at 3:05 p.m.

Submitted by:

Approved by:

Amber Alvarez, 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

2015 Voting Record for Meeting Date December 12, 2015

MEMBERS	Motion #1: Agenda				Motion #2: Minutes				Motion #3: Comp Plan Year 3 Evaluation Report				Motion #4: 2016 Committee Goals			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
David Benson, Co-Chair				C				C				C				C
Nancy Miertschin, Co-Chair		X				X				X				X		
Ted Artiaga		X				X				X				X		
Curtis Bellard	X															
Evelio Salinas Escamilla		X					X			X				X		
Herman Finley	X															
Steven Harris		X				X				X				X		
Robert Noble		X				X				X				X		
Shital Patel	X															
Larry Woods	X															
Morenike Giwa	X															
Denis Kelly		X					X			X				X		
Tam Kiehnhoff		X				X				X				X		
Allen Murray		X				X				X				X		
Osaro Mgbere	X															
Gloria Sierra		X				X				X					X	
Kris Sveska	X															
Amana Turner	X															
Tay Za Kyi Win	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 the Office of Support.

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 save receipts and turn them into Eric for payment in 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 tapes, including members of the media.

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2016 Council Activities

(Revised 02-02-16)

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: 713 572-3724.

General Information: The following is a list of significant activities regarding the 2016 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 meeting packets, please contact the Office of Support at 713 572-3724 or visit our website at: 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. 21 Council Orientation.
- Thurs. Feb. 4 12 noon. First 2016 Steering Committee meeting.
- Tues. Feb. 9 10 am. Orientation for new 2016 External Committee Members.
- Thurs. Feb. 11 12 noon. First 2016 Council meeting.
- Fri. Feb. 12 Deadline for submitting a Project LEAP application form. See April 6 for description of Project LEAP. Call 713 572-3724 for application forms.
- Thurs. Feb. 25 11 am. Priority and Allocations Committee meets to approve the **policy on allocating FY 2016 unspent funds, FY 2017 priority setting process** and more.

Fri. March 4 5 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. The Council is currently funding, or recommending funding, for 16 of the 28 allowable HRSA service categories. The Proposed Idea Form can be used to ask the Council to reconsider including a service that is no longer being funded by Ryan White Part A, Part B or State Services. 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 offered through another funding source. Anyone can submit a Proposed Idea Form. Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.

The Office of Support notifies the public regarding the **Subcategory Allocation Review Process**.

March EIIHA Workgroup meeting.

Thurs. March 17 Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2017 service categories** for Part A, Part B and *State Services* funding.

Tues. March 22 **Consumer Training** on the How to Best Meet the Need process.

Wed. April 6 **Project LEAP** classes begin. Project LEAP is a free 17-week training course for individuals infected 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.

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- April Conduct the Year 4 evaluation of the **Comprehensive HIV Plan**.
- Thurs. April 7 12 noon. Steering Committee meets.
- Thurs. April 14** 12 noon. Planning Council meets.
- 1:30 – 4 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 and Allocations and Affected Community Committees. Call 713 572-3724 for confirmation and additional information.
- Tentative:** Workgroups for Proposed Ideas including ideas on retention in care and retaining young
April 19 or 20 MSM of color.
- Tues. April 26** 10:30 am – 4 pm. **How To Best Meet the Need Workgroups #1 and #2** at which the following services will be reviewed:
- Ambulatory/Outpatient Medical Care (including Local Pharmacy Assistance, Medical Case Management & Service Linkage – Adult, Rural and Pediatric)
 - Clinical Case Management
 - Health Insurance Premium & Co-pay Assistance
 - Home & Community-based Health Services (Adult Day Treatment)
 - Hospice
 - Linguistic Services
 - Medical Nutritional Therapy (including Nutritional Supplements)
 - Non-Medical Case Management (Service Linkage at Testing Sites)
 - Oral Health – Untargeted & Rural
 - Professional Counseling (Mental Health)
 - Substance Abuse Treatment/Counseling
 - Vision Care
- Call 713 572-3724 for confirmation and additional information.
- Wed. April 27** 3 – 5 pm. **How To Best Meet the Need Workgroup #3** at which the following services will be reviewed:
- Early Intervention Services
 - Legal Assistance
 - Transportation (van-based-Untargeted & Rural)
- Call 713 572-3724 for confirmation and additional information.
- Thurs. April 28 Priority & Allocations Committee meets to allocate **Part A unspent funds. results.**

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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: 713 572-3724.

Fri. May 6	5 pm. Deadline for submitting Proposed Idea Forms to the Office of Support. (See March 4 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.
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Tues. May 17	11:00 am. How to Best Meet the Need Workgroup meets for recommendations on the Blue Book . The Operations Committee reviews the FY 2017 Council Support Budget.
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Thurs. May 19	11 am. Quality Improvement Committee meets to approve the FY 2017 How To Best Meet the Need results and review subcategory allocation requests . Draft copies are forwarded to the Priority and Allocations Committee.
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Tues. May 24	7 pm., Public Hearing on the FY 2017 How To Best Meet the Need results .
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Thurs. May 26	9:00 am. (P & A meets at 11 am). Special Quality Improvement Committee meeting to review public comments regarding FY 2017 How To Best Meet the Need results .
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Thurs. May 26	Priority & Allocations Committee meets to recommend the FY 2017 service priorities for Ryan White Parts A and B and <i>State Services</i> funding.
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Thurs. June 2	12 noon. Steering Committee meets to approve the FY 2017 How to Best Meet the Need results .
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Thurs. June 9	12 noon. Council approves the FY 2017 How to Best Meet the Need results . Project LEAP students present the results of their needs assessment to the Council.
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OFF SITE MEETING

June 9 - 15	Meeting times to be determined. Special Priority & Allocations Committee meetings to draft the FY 2017 allocations for RW Part A and B and State Services funding .
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Thurs. June 16	11 am. Quality Improvement Committee reviews the results of the assessment of the administrative mechanism. OR AUG. MEETING W/ SOC Training
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Wed. June 22	11:00 am. The Priority & Allocations Committee meets to approve the FY 2017 allocations for RW Part A and B and State Services funding . LEAP students will be in attendance.
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Mon. June 27	7 pm. Public Hearing on the FY 2017 service priorities and allocations .
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Tues. June 28	11:00 am. Special meeting of the Priority & Allocations Committee to review public comments regarding the FY 2017 service priorities and allocations .
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July/Aug.	Workgroup meets to complete the proposed FY 2017 EIIHA Plan .
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Thurs. July 7	12 noon. Steering Committee approves the FY 2017 service priorities and allocations .
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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: 713 572-3724.

- Thurs. July 14 12 noon. Council approves the **FY 2017 service priorities and allocations.**
- Thurs. July 28 If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2017 priority & allocations.** They also allocate **FY 2016 carryover funds.** (**Allocate even though dollar amount will not be avail. until Aug.**)
- Thurs. Aug. 4 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 2017 GRANT.** (Mail out date for the August Steering Committee meeting is July 28, 2016.)
- Tues. Aug. 23 12 noon. **Consumer Training** in Standards of Care and Performance Measures.
- Fri. Sept. 2 5 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 4 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.
- Thurs. Sept. 15 11 am. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Tues. Sept. 20 12 noon. **Consumer-Only Workgroup** meeting to review FY 2017 Standards of Care and Performance Measures.
- Tues. Oct. 18 11:00 am. Review and possibly update the Memorandum of Understanding between all Part A stakeholders.
- October or November Community Workgroup meeting to review **FY 2017 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 27 11:00 am. Priority and Allocations Committee meets to allocate FY 2016 unspent funds.
- Nov/Dec/Jan. Review the evaluation of 2016 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2017 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.
- Tues. Nov. 15 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- Thurs. Nov. 10 12 noon. Council recognizes all external committee members.
- December Conduct the Outcome Evaluation of the **Comprehensive Plan.**
- Thurs. Dec. 1 **World AIDS Day.**
- Thurs. Dec. 8 12 noon Council meeting to elect the **2017 Council officers.**

2016 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/25/16)

AFFECTED COMMUNITY

For this committee only, the following dates are tentative. The meeting time is 12 noon.

February 23	July 26
MARCH 17*	August 23
March 22	September 20
April no meeting	October 25
May 24	November 22
June 21	December no mtg

COMPREHENSIVE HIV PLANNING

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

February 11	August 11
March 10	September 8
April 14	October 13
May 12	November 10
JUNE 9 off site mtg	December 8
July 14	

OPERATIONS

Meetings are on the following Tuesdays starting at 11:00 am:

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

PLANNING COUNCIL

Meetings are on the following second Thursdays starting at 12 noon:

February 11	August 11
March 10	September 8
April 14	October 13
May 12	November 10
JUNE 9 off site mtg	December 8
July 14	

PRIORITY & ALLOCATIONS

Meetings are on the following fourth Thursdays starting at 11:00 am:

February 25	July 28
MARCH 17*	August 25
March 24	September 22
April 28	October 27
May 26	November 17
JUNE 22 (Wed)	December no mtg

QUALITY IMPROVEMENT

Meetings are on the following third Thursdays starting at 11:00 am:

February 18	August no mtg
March 17*	September 15
April 21	October no mting
May 19	November 17
June 16	December no mtg
July 21	

STEERING

Meetings are on the following first Thursdays starting at 12 noon:

February 4	August 4
March 3	September 1
April 7	October 6
May 5	November 3
June 2	December 1
July 7	

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

**** Time to be announced**

BOLD = Special meeting date, time or place

Houston Area HIV Services Ryan White Planning Council
Office of Support
2223 West Loop South, Suite 240, Houston, Texas 77027
713 572-3724 telephone; 713 572-3740 fax

MEMORANDUM

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

Copy: Modelle Brudner
Carin Martin

From: Tori Williams, Manager, Office of Support

Date: January 21, 2016

Re: End of Year Petty Cash Procedures

The fiscal year for Ryan White Part A funding ends on February 29, 2016. 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 5, 2016.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2015 **will not be reimbursed at all if they are turned in after March 31, 2016.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and May 31, 2016. This means that volunteers can give Eric the usual reimbursement request forms for expenses incurred after March 1, 2016 (expenses such as transportation, food and childcare) but the Office may not be able to reimburse volunteers for these expenses until mid to late May 2016.

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

2015.....

Beginning
of fiscal year 2015

Feb 5

2016.....

Turn in all
receipts

Feb 29

2016.....

End of
fiscal year 2015.
No money
available to write
checks until April
or May

March 31

2016

Turn in all receipts
or you will not be
reimbursed for any
expenses incurred
between March 1, 2015
and Feb. 29, 2016

**2016 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 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.

Committee Chairperson

Date

2017 Comprehensive Plan Vision and Mission

(Approved by the Leadership Team 12-02-15)

Vision

The greater Houston Area will become a community with an enhanced system of HIV prevention and care. New HIV infections will be reduced to zero. Should new HIV infections occur, every person, regardless of sex, race, color, ethnicity, national origin, age, familial status, marital status, military status, religion, disability, sexual orientation, genetic information, gender identity, pregnancy, or socio-economic circumstance, will have unfettered access to high-quality, life-extending care, free of stigma and discrimination.

Mission

The mission of the Houston Area Comprehensive HIV Prevention and Care Services Plan for 2017-2021 is to work in partnership with the community to provide an effective system of HIV prevention and care services that best meets the needs of populations living with, affected by, or at risk for HIV.

2017 Comprehensive Plan Guiding Principles

(Approved by the Leadership Team 12-02-15)

Guiding Principles

The development of the 2017 Comprehensive Plan will be guided by 10 core principles; that the plan and planning process will:

1. Fully integrate the perspectives, needs, and priorities of both HIV prevention and HIV care.
2. Align with local, state, and national HIV prevention and care plans and initiatives.
3. Be cognizant of changes occurring in the national health care delivery system resulting from the *Patient Protection and Affordable Care Act of 2010* and the Ryan White HIV/AIDS Treatment Extension Act.
4. Assess strategies, including those used internationally, that have effectively reduced HIV infection and could be implemented locally.
5. Assure that federal expectations for Houston Area comprehensive planning and the required deliverables are met while still allowing new or emerging critical areas of need and innovation to be considered.
6. Produce Specific, Measurable, Achievable, Realistic, and Time-phased (SMART) objectives that can be used to guide priority-setting, resource allocation, scopes of work, quality improvement, and other decision-making activities of the Houston Area planning bodies and administrative agents.
7. Balance the need to be comprehensive, data-driven, and reflective of new science, theory, and models with the need for efficiency in regards to resources and timelines.
8. Recognize the importance of and provide opportunities for participation by non-AIDS-service organizations and other non-traditional partners.
9. Honor the populations most impacted by HIV, including the underserved in response to the epidemic's impact on minority and hard-to-reach populations, and those who are uniquely vulnerable to HIV infection due to social, economic, cultural, or structural barriers.
10. Engage with and ensure that people living with and at risk for HIV as well as consumers of prevention and care services have a central voice, clear understanding, and full involvement throughout the process.

2017-2021 Comprehensive Plan Goals

(Approved by the Leadership Team 1-13-16)

Goals

To make progress toward an ideal system of HIV prevention and care for the Houston Area, we must:

1. Increase community mobilization around HIV in the Greater Houston Area
2. Prevent and reduce new HIV infections
3. Ensure that all people living with or at risk for HIV have access to early and continuous HIV prevention and care services
4. Reduce the effect of co-occurring conditions that hinder HIV prevention behaviors and adherence to care
5. Reduce disparities in the Houston Area HIV epidemic and address the needs of vulnerable populations
6. Increase community knowledge around HIV in the Greater Houston Area.