

**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

MEMO

To: 2018 Ad Hoc Project LEAP Advisory Committee  
Angela F. Hawkins, Co-Chair      Robert Noble  
Allen Murray, Co-Chair          John Poole  
Ruth Atkinson                      Tana Pradia  
Rosalind Belcher                  Venita Ray  
Curtis Bellard                      Isis Torrente  
Bobby Cruz                          Steven Vargas  
Johnny Deal                          *Kelvin Harris*  
Herman Finley                      *Alex C. Moses*  
Ronnie Galley                       *Crystal Starr*  
Denis Kelly                          *Veria Steptoe*  
Rodney Mills

Copy: Amber Harbolt                      Cathy Wiley  
Diane Beck                              Lorena Arista  
Carin Martin                             Nancy Miertschin  
Yvette Garvin

From: Tori Williams

Date: Tuesday, July 3, 2018

Re: Meeting Announcement

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Please note that there will be a meeting of the 2018 Project LEAP Advisory Committee. Details are as follows:

**Project LEAP Advisory Committee Meeting**  
**11 am, Monday, July 16, 2018**  
2223 West Loop South, Suite 240  
Houston, Texas 77027

NOTE: The Affected Community Committee will be meeting the same day at 12 noon. Please join committee members for an entertaining dress rehearsal for the Road 2 Success Emergency Preparedness Training. All are welcome.

The purpose of the Advisory Committee meeting is to organize materials and sign up to help with the Project LEAP graduation. Please contact Rod to RSVP for the meeting, even if you cannot attend. Rod can be reached by email at: [rodriga.avila@cjo.hctx.net](mailto:rodriga.avila@cjo.hctx.net) or by telephone at: 713 572-3714.

Houston Area HIV Services Ryan White Planning Council

Project L.E.A.P. Advisory Committee Meeting

12:00 p.m., Monday, January 8, 2018

Meeting Location: 2223 West Loop South, Suite 240; Houston, Texas 77027

Minutes

MEMBERS PRESENT

Angela F. Hawkins, Co-Chair
Isis Torrente, Co-Chair
Bobby Cruz
Johnny Deal
Ronnie Galley
Allen Murray
John Poole
Tana Pradia
Crystal Starr
Veria Steptoe

MEMBERS ABSENT

Ruth Atkinson
Rosalind Belcher, excused
Herman Finley, excused
Denis Kelly, excused
Rodney Mills, excused
Robert Noble
Venita Ray
Steven Vargas
Kelvin Harris
Alex C. Moses

OTHERS PRESENT

Cecilia Oshingbade
Tori Williams, Office of Support
Amber Harbolt, Office of Support
Diane Beck, Office of Support

Call to Order: Angela F. Hawkins, Co-Chair, called the meeting to order at 12:06 p.m. and asked for a moment of reflection.

Adoption of the Agenda: Motion: it was moved and seconded (Pradia/Galley) to adopt the agenda with one change: add Approval of the Minutes. Motion carried.

Torrente assumed the role of chair for this portion of the meeting.

Approval of the Minutes: Motion: it was moved and seconded (Hawkins/Deal) to adopt the agenda. Motion carried. Abstentions: Cruz, Galley, Murray, Pradia, Starr, Steptoe.

Hawkins resumed the role of chair for the remainder of the meeting.

Public Comment: None.

Project LEAP 2018 Student Recruitment: See attached 2017 recruitment list. Committee members reviewed and updated the recruitment chart. Williams said that there will be a contest again this year for the person who refers the most Youth (age 18-24) or Transgender applicants and for the person who refers the most total applicants. Applicants must interview to be counted in the contest.

Williams said that permission to have information tables has been received from the following organizations: Harris Health, Montrose Center, Bee Busy, Legacy, Avenue 360 and St. Hope Foundation; dates/times are pending. Torrente said she will set up tables on any weekday except Thursday. She needs volunteers to staff tables for approximately 2 hours to distribute information and applications. Williams will put together talking points for the volunteers. Committee members volunteered to staff tables.

Announcements: Pradia said that PWN-Houston is raising funds to pay for registration for five women to attend a leadership summit in Myrtle Beach, South Carolina. Hawkins said that PWN-USA is having a second term for the policy fellowship webinar. Harbolt reminded members that the Out of

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**AGENDA**

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- I. Call to Order Angela Hawkins and  
Allen Murray, Co-Chairs
  - A. Moment of Reflection
  - B. Adoption of the Agenda
  - C. Approval of the Minutes (01-08-18)
  
- II. Public Comment  
(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)
  
- III. Project LEAP 2018 Updates Tori Williams and  
Amber Harbolt
  
- IV. Graduation
  - A. Set up: 4 – 6 pm
  - C. Event: 6 – 8 pm, Thursday, July 26, 2018
  - D. Location: United Way Community Resource Center
  - E. Event duties: set up - all  
greeters, beverage servers, food servicers, clean up
  - F. Volunteers: \_\_\_\_\_
  
- V. Event Prep Work
  - A. Napkins
  - B. Centerpieces
  
- VI. Announcements  
12 noon today, the Affected Community Committee is meeting to view the dress rehearsal for the Road 2 Success Emergency Preparedness Training. All are welcome.
  
- VII. Adjourn