

Houston Area HIV Services Ryan White Planning Council
Office of Support
2223 West Loop South, Suite 240, Houston, Texas 77027
832 927-7926 telephone; 713 572-3740 fax
www.rwpchouston.org

MEMO

To: 2021 Operations Committee
Veronica Ardoin, Co-Chair
Ronnie Galley, Co-Chair
Bobby Cruz
Johnny Deal
Denis Kelly
Matilda Padilla
Crystal Starr

Copy: Allen Murray
Carin Martin
Yvette Garvin

From: Tori Williams

Date: Friday, May 7, 2021

Re: Meeting Announcement

Please note the following meeting information:

Operations Committee Meeting
11:00 am, Tuesday, May 18, 2021

Click on the following link to join the Zoom Meeting:
<https://us02web.zoom.us/j/86882221703?pwd=cCtKeXh6a3JlVEN2WnZmMERYN28wdz09>
Meeting ID: 868 8222 1703
Passcode: 327913
Or, call to participate by telephone: 346 248-7799

This meeting will include a special workgroup session to discuss the 2023 – 2024 Blue Book and the Committee will review the FY 2022 Council Support Budget. Please RSVP to Rod, even if you cannot attend the meeting. She can be reached at: Rodriga.Avila@cjo.hctx.net or by telephone at 832 927-7926.

We look forward to seeing you next week.

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday, May 18, 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/86882221703?pwd=cCtKeXh6a3JlVEN2WnZmMERYN28wdz09>

Meeting ID: 868 8222 1703

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AGENDA

* = Handout to be distributed at the meeting

- I. Call to Order Veronica Ardoin and
Ronnie Galley, Co- Chairs
 - A. Moment of Reflection
 - B. Adoption of the Agenda
 - C. Adoption of the Minutes

- II. Public Comments 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. How To Best Meet the Need Workgroup Meeting
 - A. 2023-2024 Blue Book
 - 1. Proposed FY 2022 Budget
 - B. The How To Best Meet the Need Workgroup Meeting Adjourns

- IV. New Business
 - A. Recommendations from the How To Best Meet the Need Workgroup
 - 1. Proposed FY 2022 Blue Book Budget
 - B. Council Support Budget
 - 1. Policy for Approving the Council Support Budget
 - 2. Proposed FY 2022 Council Support Budget
 - D. Project LEAP 2021 Advisory Committee Report

- V. Old Business Tori Williams
 - A. 2021 Council Training Schedule
 - B. Policy for distributing gift cards: Project LEAP and more
 - C. Update on the Ad Hoc Committee

- VI. Announcements

- VII. Adjourn

OPTIONAL: Members meet with Committee Mentor

Johnny Deal

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday, March 16, 2021

Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Veronica Ardoin, Co-Chair	Matilda Padilla	Rebecca Edwards, RWGA
Ronnie Galley, Co-Chair		
Bobby Cruz		Staff
Johnny Deal		Tori Williams, Director
Denis Kelly		Ricardo Mora, Health Planner
Crystal Starr		Rod Avila, Assistant Coordinator

Call to Order: Veronica Ardoin, Co-Chair, called the meeting to order at 11:04 a.m.

Adoption of the Agenda: **Motion #1:** *it was moved and seconded (Deal, Galley) to adopt the agenda with the following change: add a written public comment from S. Vargas as item agenda item C under new business. Motion carried unanimously.*

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Deal, Galley) to approve the November 17, 2020 minutes. Motion carried. Abstention: Cruz and Kelly.*

Nuts and Bolts, Petty Cash Deadlines and Open Meetings Act: Williams walked the committee through the attached documents, which contained information about “Nuts and Bolts”, Petty Cash deadlines, and Open Meetings Act Training.

Old Business

Review Interview Process: **Motion #3:** *it was moved and seconded (Cruz, Kelly) to table a review of the interview process for the next meeting. Motion carried. Abstention: Galley.*

Critique the 2021 Mentor Meeting: Committee members were pleased with the 2021 Mentor meeting. Although it was virtual, the meeting went well.

Critique the 2021 Council Orientation: Mora reviewed the attached 2021 Council Orientation Evaluation Results. Committee members agreed with the evaluation results; although the orientation was done virtually, the meeting topics were selected and organized in a way that engaged members until the very end of the meeting.

Purpose of the Committee and Conflict of Interest: Williams reviewed the purpose of the committee and asked the members to review the definition of conflict of interest on their own.

2021 Committee Goals: **Motion #4:** *it was moved and seconded (Kelly, Galley) to use the same goals in 2021 that were used in 2020. Motion carried unanimously.*

2021 Committee Meeting Dates & Critical Timeline: Williams reviewed the 2021 Committee Meeting Dates and Timeline of Critical 2021 Council Activities.

Statement of Confidentiality Forms: Committee members who were present signed the Statement of Confidentiality form. Others will sign and submit the form to the Office of Support

2021 Training Schedule: See the attached draft of the 2021 Council Training Schedule.

Elect a Committee Vice Chair: *Kelly was elected by acclamation to be the committee Vice Chair.*

New Business

Interview with Council applicant K. Martin: This item was postponed since Mr. Martin did not respond to messages inviting him to an interview.

Policy for Distributing Food Cards: Williams stated that the Committee will need to develop a policy for distributing incentives to Project LEAP students and others.

Public Comment: See the attached, written public comments from Steven Vargas dated 3/11/2021. ***Motion #5*** it was moved and seconded (Kelly, Cruz) to recommend that the Chair of the Ryan White Planning Council (RWPC) create an Ad Hoc Workgroup that will reports to the Operations Committee, or directly to the Ryan White Planning Council (RWPC), include Steven Vargas and representatives of community partners, and make recommendations on how the RWPC can respond to public comment from S. Vargas dated 03/11/21. **Motion carried unanimously.**

Announcements: The Operations Committee will not meet in April so that members can attend the How To Best Meet the Need workgroup meetings.

Adjournment: *Motion #6:* it was moved and seconded (Kelly, Cruz) to adjourn the meeting at 12:01 p.m. **Motion carried unanimously.**

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JULY 10, 2008

REV JANUARY 1, 2018

POLICY No. 400.03

PROCESS FOR APPROVING THE COUNCIL SUPPORT BUDGET

1 PURPOSE

2
3 This policy is to establish the process used to review and approve the annual budget for the
4 Houston Area HIV Health Services Ryan White Planning Council and the Council Support Staff.
5

6 AUTHORITY

7
8 The authority given to the Operations Committee by the Council regarding adoption and approval
9 of By-laws Rev. 01/18 and under the order of the Chief Elected Official (CEO) of Harris County,
10 initiate procedures by which day to day business of the Council is to take place. According to the
11 Ryan White HIV/AIDS Treatment Extension Act of 2009, and a letter of guidance issued by the
12 HIV/AIDS Bureau (April 26, 2007) "Section 2604(h) specifies that the chief elected official of an
13 eligible area shall not use in excess of 10 percent of amounts received under a Part A grant for
14 administrative expenses. The amounts may be used for administrative activities that include all
15 activities associated with the grantee's contract award procedures, including activities carried out
16 by the HIV Health Services Planning Council as established under section 2602 (b) of the Act...
17 While Part A Planning Councils may use Ryan White Program funds to support certain activities
18 related to carrying out required functions, the Planning Council must also work with the grantee
19 to agree on a budget for Planning Council support activities. Reasonable and necessary activities
20 include both tasks directly related to legislative functions and the following costs that support
21 multiple functions:

- 22 • Staff support (professional and clerical)
- 23 • Expenses of Planning Council members as a result of their participation
- 24 • Activities publicizing the Planning Council's activities for people living with HIV and
25 efforts to substantively enhance community participation in Planning Council activities
- 26 • Developing and implementing Planning Council grievance procedures for decisions related
27 to funding."
28

29 INTENT

30
31 Create an atmosphere of mutual respect and transparency as the Council works with the CEO and
32 the grantee to agree on the annual Council Support budget.
33

34 PROCEDURE

35
36 The following describes the steps to be followed in order to secure approval of the Council
37 Support budget:
38

- 39 1. The Director of the Office of Support prepares a proposed budget.

- 40 2. The Director distributes the proposed budget to members of the Operations
41 Committee, the liaison to the CEO and the manager of Harris County Public
42 Health/Ryan White Grant Administration Section (the “grantee”).
43 3. The grantee reviews the budget in terms of Ryan White Program guidelines and
44 discusses any concerns with both the Director of the Office of Support and the
45 assigned liaison to the CEO.
46 4. The Director conveys this input to the Operations Committee when they meet to
47 review and make recommendations on the proposed budget.
48 5. The Operations Committee reviews the budget to make sure that it supports activities
49 related to carrying out the legislatively mandated role of the Council and prepares a
50 committee recommendation regarding the proposed budget.
51 6. The Steering Committee and Council review and vote on the recommendations of the
52 Operations Committee regarding the Council Support budget.
53 7. The Director provides the grantee with the Council approved budget.
54 8. The grantee reviews the budget and provides written confirmation to the Director of
55 the Office of Support and the liaison with the County Judge’s Office stating that the
56 budget is consistent with HRSA requirements and County rules and no changes are
57 necessary. If the budget is not consistent with HRSA requirements and County rules,
58 the budget is returned to the Director of the Office of Support who revises the budget
59 and begins the process at Step 1 as described above.

Draft



**Houston Area HIV Services Ryan White Planning Council
Office of Support**

2020 Project LEAP Final Report

To be approved June 2021

Prepared by:
Mauricia E. Chatman
Office of Support
(832) 927-7926 telephone
www.rwpchouston.org



**Houston Area HIV Services Ryan White Planning Council
Office of Support
2020 Project LEAP Final Report**

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- FY20 Project LEAP Service Definition (approved 12-12-19)
- 2020 Project LEAP Course Overview
- 2020 Pre/Post-Training Evaluation Forms

Introduction

“Project LEAP” (*Learning, Empowerment, Advocacy and Participation*) is a locally defined HRSA-funded Service Category for the Houston EMA. Its purpose is to “increase the number and effectiveness of people living with HIV (PLWH) and affected others who can participate in organizations, councils, and committees dealing with the allocation of public funds for HIV-related prevention and care services,” with an emphasis on increasing participation in the EMA’s two local Planning Bodies, the Ryan White Planning Council (RWPC) and the Houston HIV Prevention Community Planning Group (CPG).

Project LEAP is currently designed as a weekly class spanning 16 weeks including classroom training, out-of-class time observation, and experiential community-based learning. On the 17th week, students are recognized through a graduation ceremony and encouraged to apply to RWP and CPG. Project LEAP 2020 weekly classes were modified to on-line classes via the video app, Zoom. This modification was adapted to meet local public health recommendations related to the 2020 Covid-19 pandemic. Annually, the RWPC reviews and makes recommendations for the Project LEAP Service Definition based on program results and student needs. An External Advisory Panel consisting of representatives from the RWPC, CPG, and Project LEAP alumni also advises Project LEAP.

Beginning in 2012, the RWPC Office of Support (OS) assumed responsibility for planning, implementing, and evaluating Project LEAP, including student recruitment, syllabus design, and course facilitation. In its pilot year as an Office of Support project, 29 students enrolled in the program, and 24 students graduated (for an 83% graduation rate). Of graduates, 63% were consumers living with HIV, and 63% applied for either RWPC or CPG membership. Staff conducted the pilot was also conducted at a savings of over \$38,000 compared to prior contracted providers.

This report summarizes results from the 2020 Project LEAP cohort, including the ways in which the 2020 syllabus met the objectives outlined in the RWPC-approved Service Definition, the extent of the program’s achievement in increasing the knowledge and skills of PLWH and affected individuals, and lessons learned for future program implementation.

Obj. 1: Contact Hours Requirements

From the FY20 Project LEAP Service Definition:

Since 2013, Project LEAP has been designed to include multiple experiential community-based learning opportunities, including direct observations of Planning Body activities. To ensure each Project LEAP student has the same opportunity for community-based learning activities, the FY19 Project LEAP Service Definition requires contact hours for out-of-class time and service learning. The approved contact hours for Project LEAP are as follows:

- No more than two classes will be provided during the [program]
- Each class will include graduation and at least:
 1. 44 contact hours of classroom training;
 2. 6 hours of participation in RWPC or CPG meetings or activities; and
 3. 6 hours of participation in HIV-related community meetings and activities.

From the 2020 Project LEAP Syllabus:

- Two classes were held each week from August 5- November 18, 2020 (**Figure 1**), including:
 1. 50 hours of classroom training;
 2. 12 hours of participation in RWPC or CPG meetings or activities; and participation in HIV-related community activities;
- For a total of 60 hours of instruction. This is 3 hours *more per class* than the Service Definition requirement.
- A virtual graduation ceremony was held via Zoom on November 23, 2020.

Figure 1: Project LEAP Contact Hours, 2019

	FY20 Service Definition (approved 12-12-19)	2020 Project LEAP Syllabus (conducted 08-05-20 through 11-18-20)	
Requirement	Number of Hours	Number of Hours	Method
Graduation	n/a	n/a	Graduation ceremony held 11-23-20
Classroom training	44	50	11 weekly Zoom classroom sessions conducted at 4 hours/session; 6 hours of Zoom classroom sessions before RWPC and CPG meetings
PC/Community participation	12	12	Student virtual attendance at 1 RWPC mtg (2 hrs), 1 CPG mtg (2 hrs), 1 committee mtg (2 hrs), 1 community mtg (2 hrs), and participation in offline special project group work (4 hrs)
Total per class	56	62	
<i>Number of classes</i>	≤2	2	
Total contact hours	56-112	124	

Obj. 1: Curriculum Requirements

FY 20 Project LEAP Service Definition curriculum requirements met through curriculum:

1. **Information on PrEP; & sources & purposes of HIV service funds in Houston EMA/HSDA**

- Week #1 (8/5/20): HIV, TB, Hepatitis and Covid-19 (*Rodriguez*)
- Week #3 (8/19/20): END HIV Houston (*Townsend*)
- Week #4 (8/26/20): Overview of HIV Care Funds & RW Program: HRSA to Council and Designing HIV Care Services: HTBMN (*Williams*)
- Week #9 (9/30/20): HIV Prevention Program: CDC to CPG Panel (*Vargas & Gillispie*)
- Week #9 (9/16/20): Homelessness and HIV (*More*)
- Week #9 (9/16/20): PrEP (*Clack*)

2. **Structure, functions, & procedures of the RWPC/CPG**

- Week #1 (8/5/20): History of HIV in the Houston Area Interactive Exercise (*Vargas & Williams*)
- Week #5 (9/2/20): Overview of HIV Care Funds & RW Program: HRSA to Council and Designing HIV Care Services: HTBMN (*Williams*)
- Week #8 (9/2/20): PB & Jelly Exercise (Function of Policies & Procedures) (*Harbolt*)
- Week #9 (9/30/20): Training and Exercise on the P&A Process (*Williams*)
- Week #10 (10/7/20): Conflict of Interest (*Williams*)
- Week #10 (10/7/20): Robert's Rules of Order Practice (*Williams*)
- Week #12 (10/22/20): Attendance at a CPG meeting
- Week #14 (11/12/20): Attendance at Ryan White Planning Council (RWPC) meeting
- Week #14 (11/4/20): RWPC and CPG Application Process (*Williams*)
- Week #15 (11/9/20): Project LEAP to Planning Body (*Pradia, Rodriguez, Mica & Ferguson*)

3. **Needs assessments; parliamentary procedures & meeting mgmt.; presentation skills; RFP; accessing & utilizing resources/role models; organizational participation & conduct**

The only item not presented in 2020 was information about the RFP process.

- Week #2 (8/12/20): Community Needs Assessment (*Chatman*)
- Week #2 (8/12/20): Epidemiology Profile (*Harbolt*)
- Week #2 (8/12/20): Training on HIV Resources/Blue Book Jeopardy (*Beck & Williams*)
- Week #3 (8/19/20): Introduction to Robert's Rules of Order (*Williams*)
- Week #3 (8/19/20): Robert's Rules of Order Exercise (*Williams*)
- Week #10 (9/23/20): Leadership Skills and Team Building (*Alexander*)
- Week #10 (10/2/20): LEAP Special Project – Organize Class Presentation (*Chatman*)
- Week #11 (10/14/20): Advocacy 101 (*Ray*)
- Week #13 (11/4/20): LEAP Special Project – Presentation Practice (*Chatman*)
- Week #14 (11/12/20): Presentation of LEAP Special Project to RWPC (*Chatman*)
- Week #15 (11/18/20): Community Meeting Report-Backs (*Williams & Chatman*)

Ongoing: Weekly designation of meeting chairs, weekly practice with Robert's Rules and following meeting agendas, regular zoom-class small/large-group activities requiring student presentations

4. **HIV-related Standards of Care, quality assurance methods, & HRSA service category definitions**

- Week #4 (8/26/20): Designing HIV Care Services: HTBMN (*Williams*)
- Week #5 (9/2/20): Training on Standards of Care and Performance Measures (*Williams*)
- Week #10 (10/7/20): HIV Care Continuum (*Williams*)
- Week #10 (10/7/20): Comprehensive HIV Planning (*Chatman*)

Obj. 2: Class Composition vs. Current HIV Prevalence

From the FY20 Project LEAP Service Definition:

- Identify and provide training to 20-30 PLWH, and no more than 10 affected others in order for them to receive the necessary skills and knowledge to participate in the decision-making process to fund and allocate public money to HIV-related services in the Houston EMA/HSDA.
- The race, ethnicity, and gender composition of the classes must reflect current local HIV prevalence data to the extent feasible.
- Endeavor to enroll individuals from groups that are disproportionately affected by HIV, including youth and transgender PLWH.

From the 2020 Project LEAP Cohort (Figure 2):

- 20 PLWH (16 of whom were Ryan White consumers) and 10 affected others were enrolled at the beginning of the 2020 Project LEAP program. One young adult (age 18-24) enrolled.
- Of the 20 graduating students, 11 were PLWH (55%), 9 were affected (45%) and one was a young adult.
- Compared to HIV prevalence proportions for the Houston EMA, greater proportions of black, non-Hispanic (73% vs. 48%) and female students (43% vs. 25%) enrolled in the program.
- Two transgender students enrolled in the program. Due to the delayed start because of Covid-19, one had to withdraw before the start of the program and one graduated.

Figure 2: Project LEAP Class Composition, 2020

	EMA HIV Prevalence (as of 12/31/18)		2020 Project LEAP Enrollees (as of 8/5/20)		2020 Project LEAP PLWH Enrollees (as of 8/5/20)		2019 Project LEAP Graduates (as of 11/23/20)	
	#	%	#	%	#	%	#	%
Race/Ethnicity								
White, not Hispanic	5,109	18	4	13	4	20	1	5
Black, not Hispanic	14,044	48	22	73	12	60	13	65
Hispanic	8,493	29	4	13	4	20	6	30
Multiracial	1,025	4	0	0	0	0	0	0
Other/Unknown	407	1	0	0	0	0	0	0
Total	29,078	100	30	100	20	100	20	100
Sex at Birth								
Male	21,829	75	15	50	14	70	7	35
Female	7,249	25	13	43	4	20	12	60
Transgender	n/a	n/a	2	7	2	10	1	5
Total	29,078	100	30	100	20	100	20	100
Age								
13 – 24 years**	1,170	4	1	3	1	0	1	5
Total	1,170	4	1	3	1	0	1	5

*Data suppressed to maintain confidentiality

**Project LEAP youth enrollees and graduates reflect 18-24 years

Obj. 2: Course Completion

From the FY20 Project LEAP Service Definition:

- Identify and provide training to 20-30 PLWH, and no more than 10 affected others in order for them to receive the necessary skills and knowledge to participate in the decision-making process to fund and allocate public money to HIV-related services in the Houston EMA/HSDA.
- Establish realistic training schedules that accommodate varying health situations of participants and follow Covid-19 Pandemic safety guidelines.

From the 2020 Project LEAP Cohort (Figures 3):

- Thirty-five individuals were interviewed for 2020 Project LEAP. Four were not accepted into the program. Although the program was scheduled to begin on April 1, 2020, it was delayed due to Covid-19. Hence, the first class was held on August 5, 2020 and only one person withdrew her application due to the delayed start.
- Out of the 30 students enrolled, 20 graduated from the program, for a graduation rate of 67%. Reasons for attrition were needing to care for family members impacted by Covid-19, the financial impact of Covid-19 and conflicts with other priorities.
- Classes scheduled for August 26, 2020 were cancelled due to Hurricane Laura.
- Average weekly class size was 12 students for the morning class, and eight students for the evening class. Weeks involving rescheduling of class presentations and dates correlated with higher absences. Eight students had perfect attendance.
- Ten students (or 50% of the graduating class) submitted applications to RWPC for PC (9) and/or Affiliate Committee (6) membership. One LEAP student was already serving on a Ryan White committee.

Obj. 2: Pre/Post-Training Evaluation

From the FY20 Project LEAP Service Definition:

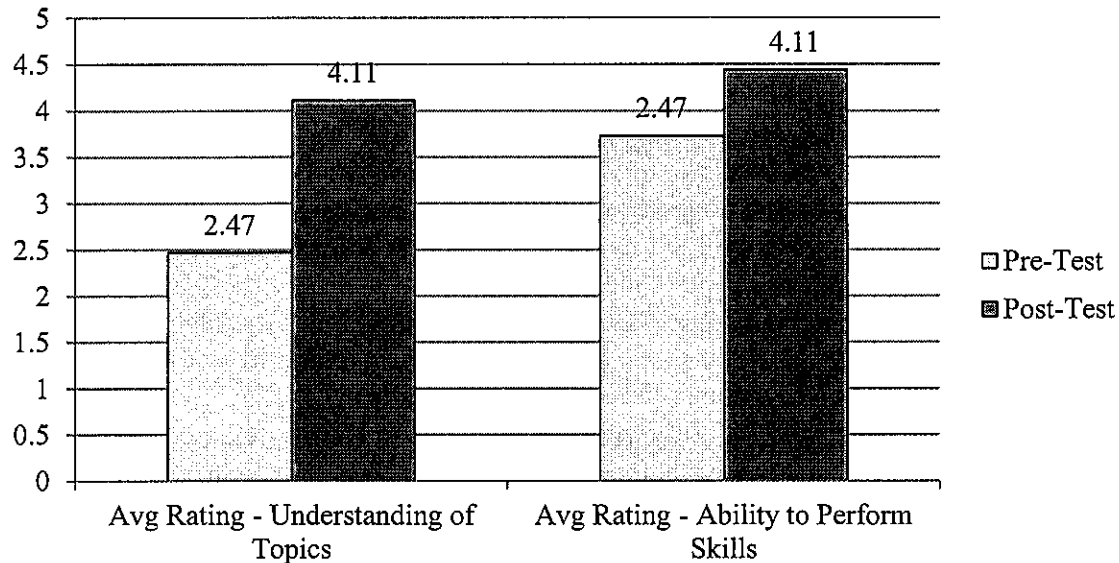
- Conduct a pre-training evaluation to determine knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes.
- Conduct a post-training evaluation to measure change.

From the 2020 Project LEAP Cohort:

- A matched pre-training and post-training evaluation was conducted at Weeks 1 and 17. The evaluation tool (See Attachment) included the following:
 1. A 10-item fact-based multiple-choice quiz specific to Service Definition topics measuring change in knowledge;
 2. A self-assessment of understanding of Service Definition topics (1 = “not well”; 5 = “very well”) measuring self-assessed change in understanding; and
 3. A self-assessment of ability to perform the skills or activities required by the Service Definition (1 = “not well”; 5 = “very well”) measuring self-assessed change in skills.
- Twenty-three students were evaluated at pre-assessment and eight students were evaluated at post assessment with the following results (Figure 4):
 1. The average self-assessment rating of understanding increased from 2.47 to 4.11 (out of 5), or a 60% increase in self-assessed understanding.

2. The average self-assessment rating of ability to perform skills or activities increased from 3.73 to 4.44 (out of 5), or a 19% increase in self-assessed skills.
3. The greatest improvements occurred in: knowledge of the structure and function of Houston Area HIV Prevention Community; HIV- related Standards of Care and quality assurance methods; and HRSA service category definitions for HIV care, treatment, and support.

Figure 4: Project LEAP Pre/Post-Training Evaluation Results, 2020



Obj. 2: Process Evaluation and Lessons Learned

From the FY20 Project LEAP Service Definition:

- Enhance the participation of PLWH and affected persons participating in this project.
- Provide active Zoom both lecture and hands-on experiential class activities to enable participants to maximize opportunities for learning.

From the 2020 Project LEAP Syllabus and Cohort:

- A variety of teaching methods was employed to meet the Service Definition:
 1. *Lectures*: included 24 guest speakers (in addition to three Office of Support staff/facilitators)
 2. *Virtual Zoom activities*: 100% of classroom sessions included an interactive activity (e.g., Robert's Rules practice, Needs Assessment project development, team-building activities, group discussion, and report-back)
 3. *Experiential activities*: Graduation requirements included a class project, virtual attendance at a community meeting, and offline special project group meetings. Three weeks of class occurred at a RWPC, Committee, or CPG meeting.
- Staff assessed course instruction quality in each class.
 1. Students named their favorite part of class, and anything that could have been added, changed, or done differently. Staff reviewed this feedback and made adjustments as necessary.

-
2. Students were also asked to rate the general quality of each class on a 5-point scale, with a rating of 1 indicating poor quality, and 5 indicating excellent quality. Overall, classes received an average rating of 4.66/5 - Good. The final class received an average rating of 4.70/5 - Good.

Obj. 2: Process Evaluation and Lessons Learned (Con't)

- Staff measured general impressions of course quality at the end-point. As of the final Project LEAP 2020 class:
 1. 86% of students felt better able to be productive planning body members following Project LEAP.
 2. 100% of students were pleased with their decision to participate in Project LEAP and would recommend Project LEAP to someone else.
 3. 100% of students agreed or strongly agreed that Project LEAP made them more knowledgeable about HIV prevention and care services planning.
- Staff collected qualitative data at the end-point with an open-ended question inviting students to suggest ways of making Project LEAP even better in the future:
 1. In person class sessions
 2. Expand lunch/dinner gift card options.
 3. Add a session on People First Language (incorporated into week 11)
 4. Interaction between AM and PM class cohorts.

Remaining responses complimented the quality of the class, facilitators, and course content.

“It has given me a unique opportunity to be an advocate for those who may not be able to advocate for themselves.”: The Life-Changing Impact of Project LEAP

Near the end of the course, the 2020 Project LEAP students were asked to share the impact the program had on their lives. The quotes were displayed in a presentation that played during the virtual graduation ceremony. The following quotes convey sentiments shared by many of the students:

- I have the power to be the change I want to see for People Living with HIV and that includes Me.
- One of my favorite quotes about resilience is that "it is your reaction to adversity, not adversity itself that determines how your life's story will develop". This has held true for many of the amazingly strong people I have grown to know over these past few months through Project LEAP. Beyond the personal struggles that make our story what it is, we are forever bonded by the experience of 2020 and Covid-19. This year alone has been a reminder of how strong we really are, and Project LEAP has given us the opportunity to use that strength to encourage and inspire each other. I appreciate all of the laughs, the stress, the passion for the work that we do, and most importantly the knowledge that came out of taking this class this year.
- My time with Project L.E.A.P. was spent collaborating and learning amongst some of the biggest, most compassionate hearts in Houston, TX. My time with Project L.E.A.P was well

spent and quite an honor.

- Project Leap has allowed me to be more confident in my professional role as a Case manager, providing my clients with resources to ensure their best health outcomes. This experience has also helped me get integrated into the HIV community in Houston and establish relationships and friendships.
- Education is the most powerful weapon which you can use to change the world- Nelson Mandela.
- It means hope, courage, spirit, love, and understanding. It has made my transition from civilian to HIV advocate very informative and with new meaning!
- PEACE N BLESSINGS PROJECT LEAP!!
- Empower your passion and share it with the world
- Project Leap has given me a unique opportunity to be an advocate for those who may not be able to advocate for themselves. It has been a wonderful experience! I am looking forward to what lies ahead.
- To Make a Difference, You Must Understand Difference.
- Be proud of who you are, especially as an individual such as yourself, and don't be ashamed of how someone else sees you. You're unique
- "Wisdom came to me slowly. Year after year she crept into my bed. She thought me just enough to save my life. When I denied her teachings, she did not deny me. She waited, hiding in my ignorance. She waited, hiding in my fears. Still, wisdom came to me slowly.
- Instead of worrying about what you can't control, shift your energy to what you can create
- Project Leap has taught me so much and has inspired me to ramp up my advocacy endeavors.
- Project LEAP taught me more about the resources for individuals living with HIV and how they are accessed. It also taught me how the committees plan the allocation of funds and about meeting etiquette using Robert's Rules of Order. I have enjoyed my classmates as we come from different walks of life and each had our own experiences to bring to class and I hope to keep in touch afterwards.
- I am an inquisitive sponge, who experienced inspirational presenters and team members, who provide lasting information that will impact my life and others forever. Always wonder and pursue facts.
- Education is power!
- God, grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.
- Project LEAP has taught me to live one day at a time.
- It has helped me build my confidence and empowered me to be an advocate in the Houston HIV community and beyond.
- When life give you, lemons make lemonade with a little hint of sugar and life as you know it will be just as great and tasty.

“LEAP 2 ACTION” A WRITTEN PIECE BY PROJECT 2020 LEAP GRADUATE

*Today is the day
With that I have a little LEAP 2 ACTION something to say!
2020 started with us believing that this year was something we could keep
However we embarked on something new and exciting called project leap*

*Wait but Corona happened and we thought it over and it would never be
However as the universe would have it. Project Leap was pushed back you see
Then it began but we really did not know what we had instore
But after 17 weeks (Phew) this knowledge, wisdom and power gained we could never ignore
As Nelson Mandela would state*

*Education was the most powerful weapon which you can use to change the world
During our training and class we were given gems and pearls
Of Wisdom that equipped us with a solid foundation of PLWH
People Living With HIV*

SEE

*We thought we knew and how we felt
That it was not adversity itself
That determines how a story will develop
However we have learned ways that we can help
Through the passion for the work that we do
We have gained laughs and family too
Learning that sometimes we must fight
Realizing that we are all connected to Ryan White
From research, 2 Roberts Rules 2 the blue book
It seems that this universal connection is all it took
The community is better because we have made a fuss
Yall better be careful and watch out for US
Now don't get me wrong it's not all fun and games
But we learned to call each other by our names*

DIANA

NKECHI

JOSIE

DAI'JAH

NNENNA

SHADAWN

BRITTANY

BETO

NATREKA

ANTONISHA

AND ME TITAN

Wait, Wait, Wait

*Now before I end this I must say
That there would be no way
Without the 2 that lead the charge
Tori and Mauricia we give you hearts
Let me clear my Throat*

WE are your LEAP 2 ACTION 2020

PROUD TO BE YOUR PROJECT LEAP GRADUATES

Budget Information and Comparison

Original Cost of the Program:	\$ 52,000
2020 Cost of the Program:	\$ 12,513
Total Savings:	\$ 39,487

2020 Expenses:

Personnel	\$ 5,000
Supplies	389
Facilities Rental	0
Speaker Fees	300
Student Reimbursement	
Mileage	334
Dependent care	0
UBER for several speakers	299
Incentives	1,694
Staff Mileage	0
Fed Ex	1,603
Video editing	600
Miscellaneous	2,294
(graduation shirts & face masks)	

TOTAL **\$ 12,513**

Acknowledgments

Project LEAP 2020 was a collaboration of the:

Houston Area HIV Services Ryan White Planning Council and the Houston Health Department Bureau of HIV/STD & Viral Hepatitis Prevention

Project LEAP 2020 was made possible because of the following individuals:

Project LEAP Advisory Committee

Rosalind Belcher, Co-Chair

Crystal Starr, Co-Chair

Mona Cartwright-Biggs

Bobby Cruz

Johnny Deal

Ronnie Galley

Eddie Givens

Kelvin Harris

Tiffany Jones

Denis Kelly

Rodney Mills

John Poole

Tana Pradia

Isis Torrente

Guest Speakers

Mike Alexander

MLA Consulting

Melody Barr

Houston Department of Housing & Community Development

Samantha Bowen

Ryan White Grant Administration

W. Jeffrey Campbell

*Governmental Co-Chair, Community Planning Group;
Houston Health Department*

Bobby Cruz

Member, Ryan White Planning Council

Ahmier Gibson

Legacy Community Health

Angela F. Hawkins

Member, Ryan White Planning Council

Nettie Johnson

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Mauricia E. Chatman, MPH

Member, Ryan White Planning Council

Kathryn Fergus

*Member, Community Planning Group;
AIDS Healthcare Foundation*

Juma Koroma

Legacy Community Health

Kevin Martin

AIDS Foundation Houston

Jeffrey Meyer, MD, MPH

Houston Health Department

Office of Support Staff

Tori Williams, Director

Amber Harbolt, Health Planner

Diane Beck, Council Coordinator

Rodrigo Avila, Assistant Coordinator

Scot More

Houston Coalition for the Homeless

John Nechman

Katine & Nechman L.L.P.

Cecilia Oshingbade

Founder, Living Without Limits Living Large

Tana Pradia

*Secretary, Ryan White Planning Council
Member, Community Planning Group*

Venita Ray

Positive Women's Network

Gloria Sierra

*Member, Ryan White Planning Council
Texas Children's Hospital*

Paul Simmons, MSN, NP-C

Legacy Community Health

Crystal Townsend

*Community Co-Chair, Community Planning Group;
The Resource Group*

Steven Vargas

*Community Co-Chair Elect, Community Planning Group;;
Association for the Advancement of Mexican Americans*

Desmond Watley-Calloway

AIDS Foundation Houston

Lou Weaver

Equality Texas

Project LEAP Co-Facilitator

Mauricia E. Chatman, MPH

Member, Ryan White Planning Council

HHD Staff

Marlene McNeese, Assistant Director

Service Category Title: Grant Administration – 2021 Project LEAP

Unit of Service Definition:

1 unit of service = 1 class hour of training to Project L.E.A.P. participants. No other costs may be billed to the contract issued for Project LEAP.

GOAL: Agency will increase the number and effectiveness of People Living With HIV (PLWH) and the affected community who can participate in organizations, councils and committees dealing with the allocation of public funds for HIV-related prevention and care services, through an effort known as “Project LEAP” (Learning, Empowerment, Advocacy and Participation). Enrollment should include 20 to 30 persons who are living with HIV. No more than 10 individuals are to be enrolled in the training program who are affected by HIV. The race, ethnicity and gender composition of the classes must reflect current local HIV prevalence data to the extent feasible. Agency will prioritize to enroll individuals from groups that are disproportionately affected by HIV disease, including youth and transgender persons living with HIV, in Project LEAP.

Project LEAP will increase the knowledge, participation and efficacy of PLWH and affected participants through a training program specifically developed to provide PLWH and affected persons with the knowledge and skills necessary to become active, informed, and empowered members of HIV planning bodies and other groups responsible for the assessment of HIV-related prevention and service needs in the Houston EMA/HSDA. The primary focus of training is to prepare participants to be productive members of local HIV planning bodies, with an emphasis on planning activities conducted under the auspices of the Houston Ryan White Planning Council (RWPC).

Unless modifications need to be made due to a local epidemic or pandemic, each class provided during the term of this agreement will include graduation and at least:

- A. 44 contact hours of classroom training;
- B. 6 hours of participation in Ryan White Planning Council and/or Committee related activities; and
- C. 6 hours of participation in HIV-related community activities.

There will be no more than 2 classes at 56 hours per class. The Council-approved minimum outline for the training curriculum includes: HIV funding sources, general and specific operational procedures of HIV-related planning bodies, information regarding assessment of the needs of PLWH in the Houston EMA/HSDA, ~~a general understanding of an RFP process~~, organizational case studies and mentoring, presentation skills, knowledge related to accessing services, overview of HIV-related quality assurance (QA) processes and parliamentary procedure/meeting management skills.

Agency will provide reimbursement of eligible expenses to participants during the period of enrollment to reimburse these participants for out of pocket costs related to

their **in-person** classroom participation, limited to transportation, childcare, and meals. Agency agrees to provide Harris County Public Health (HCPH)/Ryan White Grant Administration (RWGA) and the Houston RWPC with written reports and project summaries as requested by Harris County and in a form acceptable to Harris County, regarding the progress and outcome of the project.

Agency will provide Harris County with a written report summarizing the activities accomplished during the term of the contract within thirty calendar days after the completion of the project. If completed with a noncontract agreement, written report must be submitted at the end, or before the end, of the project calendar year.

Objective 1: Agency will identify and provide training to at least 20 persons who are living with HIV and no more than 10 affected individuals in order for them to receive the necessary skills and knowledge to participate in the decision-making process to fund and allocate public money to HIV-related services in the Houston EMA/HSDA. The following training curriculum shall be provided:

1. Information on PrEP and the sources and purposes of HIV service funds in the Houston EMA/HSDA;
2. The structure, functions, policies and procedures of the Houston HIV Health Services Planning Council (Ryan White Planning Council/RWPC) and the Houston HIV Prevention Community Planning Group (CPG);
3. Specific training and skills building in needs assessments, parliamentary procedures and meeting management procedures, presentation skills, ~~a general understanding of an RFP process~~, accessing and utilizing support resources and role models, and competence in organizational participation and conduct; and
4. Specific training on HIV-related Standards of Care, quality assurance methods and HRSA service category definitions.

Objective 2: Agency will enhance the participation of the people living with HIV and affected persons in the decision-making process by the following documented activities:

1. Establishing realistic training schedule(s) which accommodate varying health situations of those selected participants;
2. Conducting a pre-training evaluation of participants to determine their knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes in the Houston area. Agency must incorporate responses from this pre-training evaluation in the final design of the course curriculum to ensure that, to the extent reasonably possible, the specific training needs of the selected participants are addressed in the curriculum;
3. Conducting a post-training evaluation to measure the change in participants knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes in the Houston area;

4. Providing reimbursement of allowable expenses to help defray costs of the individual's **in-person** participation, limited to transportation, child care, and meals; and
5. Providing both lecture and, **when possible**, hands-on experiential class activities to enable participants to maximize opportunities for learning.

Objective 3: Agency will encourage cooperation and coordination among entities responsible for administering public funds for HIV-related services by:

1. Involving HCPH/RWGA, The Houston Regional HIV/AIDS Resource Group (TRG) and other administrative agencies for public HIV care and prevention funds in curriculum development and training activities;
2. Ensuring representatives from the RWPC, the Houston Community Planning Group (CPG) and Project LEAP alumni are members of the Project LEAP External Advisory Panel. The responsibility of the Project LEAP External Advisory Panel is to:
 - Assist in curriculum development;
 - Provide input into criteria for selecting Project LEAP participants;
 - Assist with the development of a recruitment strategy;
 - If the agency finds it difficult to find individuals that meet the criteria for participation in the Project, assist with student recruitment; and
 - Review the final report for the Project in order to highlight the successes and brainstorm/problem solve around issues identified in the report. The results of the review will be sent to the Ryan White Operations Committee and the next Advisory Panel.
3. Collaborating with the Project LEAP External Advisory Panel during the initial 60 days of the Contract term. The criteria developed and utilized will, to the maximum extent possible, ensure participants selected represent the groups most affected by HIV disease, consistent with current HIV epidemiological data in the Houston EMA/HSDA, including youth (ages 18-24) and transgender persons living with HIV.

Agency will provide RWGA with the attached matrix and chart 21 and 14 days before the first class and again the day after the first class demonstrating that the criteria established by the Project LEAP External Advisory Panel was met. The matrix must be approved by RWGA 14 days before the first class.

EXAMPLES

Recommended Project LEAP Class of 2021

Category	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10
1	X			X	X	X				
2		X		X			X		X	
3		X					X			X
4		X		X	X			X		X
5	X					X				
6	X			X	X		X			
7	X			X	X	X				
Totals	4	3		5	4	3	3	1	1	2

White, not Hispanic	5,605	26.85%	7	19.44%	4	25.00%
Black, not Hispanic	10,225	48.98%	19	52.78%	8	50.00%
Hispanic	4,712	22.57%	10	27.78%	4	25.00%
Other	333	01.60%	0	00.00%	0	0.00%
Gender						
Male	15,413	73.83%	21	58.33%	11	68.75%
Female	5,462	26.17%	15	41.67%	5	31.25%

*Data are estimated cases adjusted for reporting delay. The sum total of estimates for each category may not match the EMA totals due to rounding.

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2021 Project LEAP Student Selection Guidelines

The following guidelines will be used by the Office of Support to select students for the 2021 Project LEAP cohort. They are presented in order of priority:

1. As outlined in the 2021 Service Definition for Project LEAP:
 - a. The Office of Support shall enroll 20 to 30 persons who are living with HIV prior to the commencement of the training program. No more than 10 affected individuals are to be included in the training program. Preference will be given to non-aligned (non-conflicted) consumers of Ryan White HIV Program services in the Houston EMA and high risk applicants.
 - b. Selected students shall be representative of the demographics of current HIV prevalence in the Houston EMA, with particular attention to sex, race/ethnicity, and the special populations of young adults (age 18 - 24) and people who are transgender and/or gender non-conforming.
2. Be available for the 2021 Project LEAP class schedule.
3. Have the ability to commit to Project LEAP expectations in regards to class participation, activities, and homework assignments.
4. Demonstrate an interest in planning HIV services in the Houston EMA. Students should have an understanding of the expected roles of Project LEAP graduates in local HIV prevention and care services planning.
5. Demonstrate an interest in volunteerism, advocacy, and other types of community involvement. If possible, have a history of past volunteerism, advocacy, and/or community involvement.
6. Demonstrated interpersonal skills consistent with successful participation in Project LEAP, such as ability/willingness to work in a team, effective communication skills, etc.
7. If the applicant is a prior LEAP graduate, they may be selected for the 2021 cohort if they have not been appointed to the Planning Council following LEAP participation and if space in the class is available.

Training Topics for 2021 Ryan White Planning Council Meetings (updated: 005/01/21)

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Shading = may be room on agenda for a second speaker

Month 2020	Topic	Speaker
January 21	Council Orientation	See Orientation agenda
February 11	Updates on ADAP and Program Budgets	Shelley Lucas, MPH, Manager, HIV/STD Prevention and Care Branch, TDSHS
March 11	How to Best Meet the Need Training	Denis Kelly & Pete Rodriguez, Co-Chairs, Quality Improvement Committee
April 8	Houston HSDA HIV Care Continuum	Ann Dills, Texas Dept. of State Health Services
May 13	COUNCIL MEETING CANCELED IN 2021	
June 10	Rapid Start Program OR In-home HIV Testing COVID-19 Vaccines and HIV Video	Carin Martin Nkechi Onyewuenyi Mauricia Chatman
July 8	Priority Setting and Allocations Processes Rapid Start Program OR In-home HIV Testing	Bobby Cruz & Allen Murray, Co-Chairs, Priority & Allocations Committee
August 11	The Opioid Epidemic	The Opioid Network
September 9	TENTATIVE: Intimate Partner Violence and HIV	Rebecca Edwards, Ryan White Grant Administration
October 14	EIIHA Update TENTATIVE: Trauma Informed Care	Ricardo Mora, Ryan White Office of Support Rebecca Edwards, Project Coordinator, Quality Management Development Ryan White Grant Administration
November 11	We Appreciate Our Affiliate Committee Members Election Policy Project LEAP Special Presentations	Allen Murray, Chair, Ryan White Planning Council Ronnie Galley and Veronica Ardoin, Co-Chairs, Operations Committee 2022 Project LEAP Students
December 9	Elections for the 2022 Officers	Ronnie Galley and Veronica Ardoin, Co-Chairs, Operations Committee

Required: Opioid and Other Drug Use, Prevention of Domestic & Sexual Violence and Trauma Informed Care

Transgender Health Issues by Dr. Lake – recommended by Dr. Patel

Requests: Updates from the Texas Department of State Health Services (TDSHS) - 2 x per year