

**Houston Area HIV Services Ryan White Planning Council**  
**Office of Support**  
**Meeting Location: 1440 Harold Street, Houston, Texas 77006**  
832 927-7926 telephone; <http://rwpchouston.org>

**MEMO**

To: 2023 Operations Committee  
Ronnie Galley, Co-Chair  
Cecilia Ligons, Co-Chair  
Skeet Boyle  
Johanna Castillo  
Kenia Gallardo  
Josh Mica  
Rodney Mills  
Allen Murray

Copy: Crystal Starr  
Mackenzie Hudson  
Rodriga Avila  
Glenn Urbach  
Mauricia Chatman  
Francisco Ruiz  
Tiffany Shepherd  
Sha'Terra Johnson

From: Tori Williams

Date: Tuesday, August 8, 2023

Re: Meeting Announcement

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Please note the following meeting information:

**Operations Committee Meeting**  
**11:00 a.m., Tuesday, August 15, 2023**

To join the Zoom meeting, click on the following link:  
<https://us02web.zoom.us/j/81938771756?pwd=cnhFMHBsdTJWMTdZWmNEbjBjdG82Zz09>  
Meeting ID: 819 3877 1756      Passcode: 817550  
Or, use your telephone to dial in at: 346 248-7799

Please RSVP to Rod, even if you cannot attend the meeting. She can be reached at:  
[Rodriga.Avila@harriscountytexas.gov](mailto:Rodriga.Avila@harriscountytexas.gov) or by telephone at 832 927-7926.

We look forward to seeing you soon!

**Houston Area HIV Services Ryan White Planning Council**

**Operations Committee Meeting**

11:00 am, Tuesday, August 15, 2023

Join Zoom Meeting

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Passcode: 817550

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**AGENDA**

\* = To be sent in a separate mail out

- 
- I. Call to Order Ronnie Galley and  
Cecilia Lignons, 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. Old Business Tori Williams
    - A. Attendance 2023 Ryan White Membership
    - B. Project LEAP Class for Youth (ages 18 – 24)
      - 1. View year #1 as a pilot project
      - 2. Goal(s) of the training (different from AIH Camp Hope classes to transition youth to adult care
        - a. Prepare youth to have input into HIV prevention & care planning
        - b. Teach planning skills 101 (engage, engage, engage)
        - c. Model after the adult service definition as closely as realistic
      - 3. AIH Youth Group on-site or expand to several groups?
      - 4. As applicants are being selected, determine if in-person, virtual or hybrid
      - 5. Minimum number of participants and 1/3 or 2/3 participants living with HIV?
      - 6. Length of each class, length of the course
      - 7. Co-facilitators: Tori, Rod, certified high school teacher and/or case mgr.
      - 7. Incentives: meal? gift card? Graduation certificate from Judge Hidalgo
      - 8. Field trip(s) related to HIV prevention and care planning (ask Rod)
      - 9. See curriculum for adult Project LEAP for suggested training topics
  
  - IV. Announcements
  
  - V. Adjourn

## **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).

**Except under unusual circumstances, such as severe weather or a public health emergency (for example an outbreak of the flu),** 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, **RWGA**  
**WANTS TO KEEP THE REQUIREMENT AND CHANGE THE TEXT**  
**reviewing and evaluating proposals for HIV-related funding such as serving on an external review panel** ~~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, **RWGA**  
**WANTS TO KEEP THE REQUIREMENT AND CHANGE THE TEXT**  
**reviewing and evaluating proposals for HIV-related funding such as serving on an external review panel** ~~a general understanding of an RFP process, 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.

**RWGA PREFERS** **5. Providing both lecture and, ~~when possible~~, hands-on experiential class activities to enable participants to maximize opportunities for learning, except under unusual circumstances, such as severe weather or a public health emergency when hands-on activities are not feasible.**

**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

Candidate	M	F	T	HIV+	Non- Aligned HIV+	W	B	H	Youth Age 18 - 19	Youth Age 20 - 24
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

Race/Ethnicity	EMA HIV/AIDS prevalence as of 12/31/25*		PC Members as of 09/01/25		Non-Aligned Consumers on PC	
	No.	%	No.	%	No.	%
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%
<b>Total*</b>	<b>20,875</b>	<b>100%</b>	<b>36</b>	<b>100%</b>	<b>16</b>	<b>100%</b>
Gender	Number	Percentage	No.	%	No.	%
Male	15,413	73.83%	21	58.33%	11	68.75%
Female	5,462	26.17%	15	41.67%	5	31.25%
<b>Total*</b>	<b>20,875</b>	<b>100%</b>	<b>36</b>	<b>100%</b>	<b>16</b>	<b>100%</b>

\*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.

2021 RWPC Attendance Records  
(as of 06-08-20)

a-absent, p-present, e-excused, re-resigned, shaded-do not include in count, Ssh-came but unable to stay, nm- no meeting												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Kevin Aloysius</b>		p	p	e	e	e	p					
Quality Improvement		e	a	nm	p	nm	e					
<b>Servando Arellano</b>		p	a	p	e	a	p					
Affected Community		p	p	nm	a	nm	a					
<b>Rosalind Belcher</b>		p	p	p	e	e	e					
Affected Community		a	e	nm	e	nm	e					
<b>Ardry "Skeet" Boyle</b>		p	p	p	p	p	p					
Affected Community		p	p	nm	p	nm	p					
Operations		p	p	nm	p	nm	p					
Steering		p	p	p	p	p	p					
<b>Caleb Brown</b>		p	p	e	e	e	p					
Affected Community		a	e	nm	e	nm						
Quality Improvement		p	p	p	p	nm	e					
<b>Titan Capri</b>		p	p	p	p	p	p					
Quality Improvement		a	a	p	p	nm	p					
<b>Johanna Castillo</b>		e	p	p	e	p	e					
Comp HIV Plan		p	p	nm	e	nm						
<b>Tony Crawford</b>		a	p	a	a	a	a					
Affected Community		p	p	nm	a	a						
<b>Bobby Cruz</b>		p	p	p	p	p	p					
Priority & Allocations		p	p	p	p	p	p					
Steering		p	p	p	p	p	e					
<b>Kathryn Fergus</b>		p	p	p	e	p	p					
Comp HIV Plan		p	p	nm	e	a	p					
<b>Kenia Gallardo</b>		p	p	p	p	p	p					
Comp HIV Plan		p	p	nm	p	p	a					
Operations		p	p	nm	a							
<b>Ronnie Galley</b>		p	p	p	p	p	p					
Affected Community		p	p	nm	p	nm	p					
Operations		p	p	nm	p	p	p					
Steering		p	p	p	p	p	p					
<b>Dawn Jenkins</b>		p	p	p	p	p	p					
Comp HIV Plan		p	p	nm	p	p	p					
<b>Daphne L. Jones</b>		p	p	p	a	p	a					
Quality Improvement		p	e	p	p	nm	p					
<b>Peta-Gay Ledbetter</b>		p	p	p	p	p	p					
Priority & Allocations		p	p	p	p	p	p					
Steering		p	p	p	p	p	p					
<b>Cecilia Ligons</b>		p	p	p	p	p	p					
Affected Community		p	p	nm	p	nm	p					
Operations		p	p	nm	p	nm	p					
Steering		p	p	p	p	p	p					
<b>Roxane May</b>		e	e	e	e	e	e					
Priority & Allocations		e	e	e	e	e	e					
<b>Josh Mica</b>		p	p	p	p	p	p					
Comp HIV Plan		p	p	nm	p	p	p					
Priority & Allocations		a	a	p	a	p	p					
Steering		p	a	p	p	p	p					
<b>Rodney Mills</b>		p	p	p	p	e	p					
Affected Community		p	p	nm	a	nm						
Comp HIV Plan		p	p	nm	p	p	p					
Steering		p	e	p	e	e	p					
<b>Diana Morgan</b>		e	p	p	p	p	a					
Affected Community		p	p	nm	a	nm						
Steering		a	p	p	e	a	p					

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	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Allen Murray</b>		p	p	p	p	p	p					
Operations		p	p	nm		nm	p					
Priority & Allocations		p	p	p	e	p	p					
Steering		p	p	p	p	p	p					
<b>Shital Patel</b>		p	p	p	e	p	e					
Comp HIV Plan		p	p	nm	e	p	e					
<b>Oscar Perez</b>		e	p	p	p	e	p					
Quality Improvement		p	a	nm	p	nm	a					
<b>Tana Pradia</b>		p	p	p	p	e	p					
Affected		e	p	nmp	p	nm	p					
Quality Improvement		p	p	p	p	nm	p					
Steering		p	p	p	p	e	p					
<b>Paul Richards</b>		p	p	p	p	p	p					
Comp HIV Plan		a	p	nm	e	a	a					
Priority & Allocations		p	p	e	p	p	p					
<b>Faye Robinson</b>		p	p	a	e	e	e					
Quality Improvement		p	a	p	a	nm	a					
<b>Pete Rodriguez</b>		e	p	e	p	e	p					
Steering		p	p	p	p	p	p					
Quality Improvement		e	p	p	e	nm	p					
<b>Ryan Rose</b>		p	p	p	p	p	p					
Comp HIV Plan		p	p	nm	p	p	a					
Priority & Allocations		p	p	p	p	p	p					
<b>Megan Rowe</b>		p	p	p	p	p	e					
Comp HIV Plan		p	p	nm	p	p	p					
<b>Evelio S. Escamilla</b>		p	p	p	e	e	p					
Priority & Allocations		e	p	p	e	e	p					
<b>Imran Shaikh</b>		e	p	p	e	e	p					
Comp HIV Plan		e	p	nm	e	a	a					
<b>Robert Sliepka</b>		p	e	p	p	p	p					
Comp HIV Plan		e	e	nm	p	p	p					
<b>Crystal Starr</b>		p	p	p	p	p	p					
Steering		p	p	p	p	p	p					
<b>Carol Suazo</b>		p	p	a	p	p	p					
Comp HIV Plan		p	p	nm	p	p	a					
<b>C. Bruce Turner</b>		a	e	e	e	p	e					
Priority & Allocations		p	e	p	e	e	p					
<b>Steven Vargas</b>		p	p	p	p	e	p					
Comp HIV Plan		p	p	nm	p	e	p					
Steering		p	p	p	p	e	e					
<b>EXTERNAL MEMBERS</b>												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Ashley Barnes</b>												
Comp HIV Plan			a	nm	a	nm	a					
<b>Dominique Brewster</b>												
Comp HIV Plan			a	nm	a	nm	a					
<b>Johnny Deal</b>												
Affected Community		a	p	nm	p	nm	p					
<b>Herman Finley</b>												
Quality Improvement			a	a	a	nm	a					
<b>Georgina "Gina" German</b>												
Comp HIV Plan			p	nm	a	p	a					
<b>Mary Lewis Guidry</b>												
Comp HIV Plan			p	nm	a	p	a					
<b>John Heathcock</b>												



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	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Comp HIV Plan			p	nm	p	p	a					
Deborah Hurd												
Affected Community		a	a	nm	p	nm	p					
Denis Kelly												
Quality Improvement		p	e	p	p	nm	p					
Akia McPhaul												
Affected Community		a	a	nm	a	nm	a					
Gloria Sierra												
Quality Improvement			p	p	e	nm	e					
Deborah O. Somoye												
Quality Improvement		p	p	p	p	nm	a					
Randy W. Startz												
Priority & Allocations		p	p	p	p	p						
Christopher Walker												
Quality Improvement			a	p	a	nm	a					
Anthony Williams												
Affected Community			p	nm	p	nm	e					
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

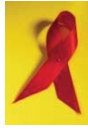


**Houston Area HIV Services Ryan White Planning Council  
Office of Support**

**Project L.E.A.P. 2023 Course Overview**

*\*Class will take place at an alternate location, day, and/or time*

<b>Week</b>	<b>Date</b>	<b>Topics</b>
<b>1</b>	August 16 Hybrid	<ul style="list-style-type: none"> <li>• Overview of Project LEAP</li> <li>• Housekeeping, Logistics, Ground Rules and Expectations</li> <li>• Student Introductions and Expectations</li> <li>• HIV, Hepatitis, COVID-19 and M-Pox</li> <li>• Introduction to Robert’s Rules of Order</li> <li>• History of HIV in Houston Area</li> </ul>
<b>2</b>	August 23 Hybrid	<ul style="list-style-type: none"> <li>• Epidemiology Overview</li> <li>• Panel: Barriers to Reaching, Linking &amp; Retaining in Care, focusing on African Americans, Hispanics, MSM &amp; Youth</li> <li>• Epi Profiles, Needs Assessments &amp; Integrated Plans</li> </ul>
<b>3</b>	August 30 Hybrid	<ul style="list-style-type: none"> <li>• LEAP Class Project: 2023 HIV Needs Assessment</li> <li>• <i>Topic to be determined</i></li> <li>• Robert’s Rules of Order</li> </ul>
<b>4</b>	September 6 Hybrid	<ul style="list-style-type: none"> <li>• HIV Prevention Programs: CDC to CPG</li> <li>• PrEP and PEP</li> <li>• Overview of HIV Care Funds</li> <li>• From HRSA to Council: Overview of the Ryan White Program</li> <li>• HIV Continuum of Care</li> </ul>
<b>5</b>	September 13 Hybrid	<ul style="list-style-type: none"> <li>• Barriers to Care for the Transgender Community</li> <li>• Houston’s Ending the HIV Epidemic Plan</li> </ul>
<b>6</b>	September 20 Hybrid	<ul style="list-style-type: none"> <li>• Government 101</li> <li>• The Criminalization of HIV</li> <li>• <i>Integrated Plan or other topic to be determined</i></li> <li>• LEAP Class Project</li> </ul>
<b>7</b>	September 27 Hybrid	Leadership & Presentation Skills Building
<b>8</b>	October 4 Hybrid	<ul style="list-style-type: none"> <li>• HIV &amp; Intimate Partner Violence/Coercive Control</li> <li>• Advocacy 101 and Positive Women’s Network–</li> <li>• LEAP Class Project</li> </ul>



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**Project L.E.A.P. 2023 Course Overview**

*\*Class will take place at an alternate location, day, and/or time*

<b>Week</b>	<b>Date</b>	<b>Topics</b>
<b>9</b>	October 11	No class so students can work on their class project
<b>10</b>	October 18 Hybrid	<ul style="list-style-type: none"> <li>• Standards of Care &amp; Performance Measures</li> <li>• RFP (Request for Proposal) Process</li> <li>• Conflict of Interest</li> <li>• Policies and PB&amp;J Exercise</li> <li>• <i>People First Language or other topic to be determined</i></li> </ul>
<b>11</b>	October 25 Hybrid	<ul style="list-style-type: none"> <li>• Homelessness and HIV</li> <li>• Housing Opportunities for Persons with AIDS (HOPWA)</li> <li>• Blue Book Jeopardy</li> </ul>
<b>12</b>	November 1 Hybrid	<ul style="list-style-type: none"> <li>• Plan for LEAP Graduation</li> <li>• Designing HIV Care Services <i>“How to Best Meet the Need”</i></li> <li>• Priority and Allocations Exercise</li> </ul>
<b>13</b>	<b>THURSDAY November 9</b>	<ul style="list-style-type: none"> <li>• Attend Planning Council Meeting</li> </ul>
<b>14</b>	November 15 Hybrid	<ul style="list-style-type: none"> <li>• Empowerment</li> <li>• From Project LEAP to Planning Body: Panel of Planning Body and C.A.B. Members</li> </ul>
<b>15</b>	November 22	No class so students can attend a community meeting or collect surveys for the 2023 HIV Needs Assessment
<b>16</b>	November 29 Hybrid	<ul style="list-style-type: none"> <li>• Advances in HIV and Where We Go From Here</li> <li>• Community Meeting Report-Backs</li> <li>• Course wrap-up</li> </ul>
<b>17</b>	<b>TENTATIVE December 5 or 6 United Way</b>	<ul style="list-style-type: none"> <li>• Graduation Dinner and Ceremony</li> </ul>