

**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: 2024 Operations Committee  
Cecilia Ligons, Co-Chair  
Crystal R. Starr, Co-Chair  
Skeet Boyle  
Johnny Deal  
Bill Patterson  
Ryan Rose  
Yolanda Ross  
Priscilla Willridge

Copy: Josh Mica  
Rodriga "Rod" Avila  
Glenn Urbach  
Eric James  
Mauricia Chatman  
Tiffany Shepherd  
Sha'Terra Johnson

From: Tori Williams

Date: Monday, November 11, 2024

Re: Meeting Announcement

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**IMPORTANT:** Please note that the Committee will have 2 four-hour meetings in November in order to interview Council applicants. The first meeting is on Monday, November 11<sup>th</sup> and the second meeting is on Monday, November 18<sup>th</sup>. Details for next week's meeting are as follows:

**Operations Committee Meeting**

**11:00 a.m., Monday, November 11, 2024**

Lunch will be provided to those who come in person and have a medical need

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 and let her know if you will or will not be participating. 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 next week!

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

**Operations Committee Meeting**

11:00 am, Monday, November 11, 2024

Join Zoom Meeting

<https://us02web.zoom.us/j/81938771756?pwd=cnhFMHBsdTJWMTdZWmNEbjBjdG82Zz09>

Meeting ID: 819 3877 1756

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**AGENDA**

\* = To be sent in a separate mail out

- 
- I. Call to Order Cecilia Ligons and  
Crystal R. Starr, 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. Slate of nominees for the FY 2025 RWPC Officers
    - B. New Member Orientation
    - C. Annual PC Orientation
  
  - IV. Announcements
  
  - V. Adjourn

**INTERVIEWS WITH COUNCIL APPLICANTS**

**SLATE OF NOMINEES FOR THE  
2025 HOUSTON RYAN WHITE PLANNING COUNCIL**

As of Thursday, October 31, 2024, the following people have accepted their nomination to run for an officer position on the 2025 Ryan White Planning Council:

**Chair:**

Tentative: Cecilia Ligons

Josh Mica

Steven Vargas

**Vice Chair:**

Ryan Rose

**Secretary:**

Skeet Boyle

Bill Patterson

Ryan Rose

# Members Eligible to Run for Chair of the 2025 Ryan White Planning Council

(as of 10-14-24)

According to Council Policy 500.01 regarding election of officers: “Ryan White Part A, B and State Services funded providers/employees/subcontractors/Board Members and/or employees/subcontractors of the Grantees for these entities shall not be eligible to run for office of Chair of the Ryan White Planning Council. Candidates will have served as an appointed member of the RWPC for the preceding twelve (12) months and, if needed, have been reappointed by the CEO. One of the three officers must be a self-identified HIV positive person. “Nominations for all three positions: Council Chair, Vice Chair and Secretary, must be submitted to the Director of the Office of Support before the end of the November Steering Committee or at the December Council meeting, which is the day of the election.

Eligible To Run for Chair (\* must be reappointed):

Not Eligible To Run for Chair

Servando Arellano*	Kevin Aloysius (Legacy Community Health)
Jay Bhowmick	Laura Alvarez (appointed mid-year 2024)
Skeet Boyle*	Yvonne Arizpe (Legacy Community Health)
Caleb Brown*	Kenneth Jones (Legacy Community Health)
Titan Capri	Norman Mitchell (Bee Busy, subcontractor RW agency)
Johanna Castillo*	Shital Patel - conflicted (Harris Health System)
Johnny Deal	Beatriz E.X. Rivera (Legacy Community Health)
Kathryn Fergus*	Megan Rowe* (City Housing & Community Develop)
Kenia Gallardo*	Yolanda Ross (may be employed by an agency that would make her ineligible to run)
Glen Hollis	Jose Serpa-Alvarez (Harris Health System)
Denis Kelly	Carol Suazo* (City Housing & Community Develop)
Peta-gay Ledbetter*	
Cecilia Ligons	
Roxane May*	
Josh Mica	
Rodney Mills	
Diana Morgan*	
Bill Patterson	
Oscar Perez	
Tana Pradia	
Ryan Rose*	
Evelio Salinas Escamilla	
Robert Sliepka*	
Steven Vargas	
Mike Webb	
Priscilla Willridge	



## **Ryan White Mentor / Mentee Meeting**

12 noon, Thursday, January 19, 2023

To join the Zoom meeting, click on the following link:

<https://us02web.zoom.us/j/81923920030?pwd=dkU3cThsVk50Mld0NmFreU95cnEvdz09>

Meeting ID: 819 2392 0030

Passcode: 270610

Or dial in on your telephone at: 346-248-7799 and provide the above meeting ID and Passcode

### **AGENDA**

- |                                    |   |
|------------------------------------|---|
| I. Welcome                         | Crystal Renee Starr,<br>Chair, Ryan White<br>Planning Council |
| II. Roles of the Mentor and Mentee | Ronnie Galley,<br>Co-Chair<br>Operations Committee            |
| III. Expectations                  | New Members   |
| IV. Experiences                    | Current Members   |
| V. Attendance & Paperwork          | Tori Williams   |
| VI. Closing Remarks                | Crystal Renee Starr   |

## ***JOB DESCRIPTIONS***

### **MENTOR**

- ⌘ Attend the Mentor/Mentee meeting.
- ⌘ Help Mentee fill out paperwork at the meeting.
- ⌘ At the first committee meeting of the year, determine if the committee mentors are going to make themselves available before or after committee meetings.
- ⌘ Be available to meet with new committee members before or after each committee meeting.



### **MENTEE**

- ⌘ Attend the Mentor/Mentee meeting.
- ⌘ Work with Mentor to fill out paperwork at the meeting.
- ⌘ Ask LOTS of questions in meetings!
- ⌘ Contact committee mentors via email or telephone to let them know they will be needed for consultation before or after the next committee meeting.

**Houston Ryan White Planning Council**  
**Ryan White New Member Orientation**  
**AGENDA**  
**10:00 a.m., Thursday, January 19, 2023**

To join the Zoom meeting, click on the following link:

<https://us02web.zoom.us/j/81923920030?pwd=dkU3cThsVk50Mld0NmFreU95cnEvdz09>

Meeting ID: 819 2392 0030

Passcode: 270610

Or dial in on your telephone at: 346-248-7799 and provide the above meeting ID and Passcode

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- |                     |   |   |
|---------------------|---|---|
| I.                  | Welcome (1 min.)  | Crystal R. Starr, Timekeeper & Chair<br>Ryan White Planning Council                           |
| II.                 | Introductions (4 min.)  | Ronnie Galley, Co-Chair<br>2022 Operations Committee  |
| III.                | General Overview of HIV/AIDS Funding (15 min.)<br>A. Overview<br>B. Ryan White Program  | Tori Williams, Director<br>Ryan White Office of Support                                       |
| IV.                 | Council Structure (30 min/5 min. per item)<br>A. Council vs. Affiliate Committee Membership<br>B. Committee Structure<br>C. How to review a meeting packet<br>D. Signs: COI, Robert's Rules and more<br>E. Do's and Don'ts of meeting participation | Crystal R. Starr<br>Tori Williams<br>Cecilia Ligons<br>Peta-gay Ledbetter<br>Read on your own |
| BREAK (10 min.)     |   |   |
| V.                  | Council Bylaws, Policies and Procedures (30 min.)   | All   |
| VI.                 | Robert's Rules of Order (20 minutes)  | All   |
| VII.                | Explain the Mentor Meeting (2 min.)   | Tori  |
| BREAK UNTIL 12 NOON |   |   |
| VIII.               | Meeting with the Committee Mentors  | All   |



# 2023 Ryan White Planning Council

## OFFICERS

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Crystal R. Starr, Chair

Ardry "Skeet" Boyle, Jr., Vice Chair

Josh Mica, Secretary

## MEMBER LISTING

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\*New Members

Kevin Aloysius	Allen Murray
Servando Arellano *	Matilda Padilla
Rosalind Belcher	Shital Patel
Caleb Brown *	Oscar Perez
Titan Capri	Tana Pradia
Johanna Castillo	Paul Richards
Tony Crawford	Faye Robinson
Robert "Bobby" Cruz	Pete Rodriguez
Kathryn Fergus *	Ryan Rose *
Kenia Gallardo *	Megan Rowe *
Ronnie Galley	Evelio Salinas Escamilla
Dawn Jenkins	Imran Shaikh
Daphne L. Jones	Robert Sliepka
Cecilia Ligons	Carol Suazo *
Roxane May	C. Bruce Turner
Rodney Mills	Steven Vargas
Diane Morgan	

*Membership list as of 01/18/23*

## OFFICE OF SUPPORT STAFF

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Tori Williams, Director

Mackenzie Hudson, Health Planner

Diane Beck, Council Coordinator

Rod Avila, Assistant Coordinator

# 2023 Ryan White Planning Council Orientation

January 26, 2023





**9:00 a.m. WELCOMING REMARKS**


*Crystal Renee Starr, Chair,  
Ryan White Planning Council*

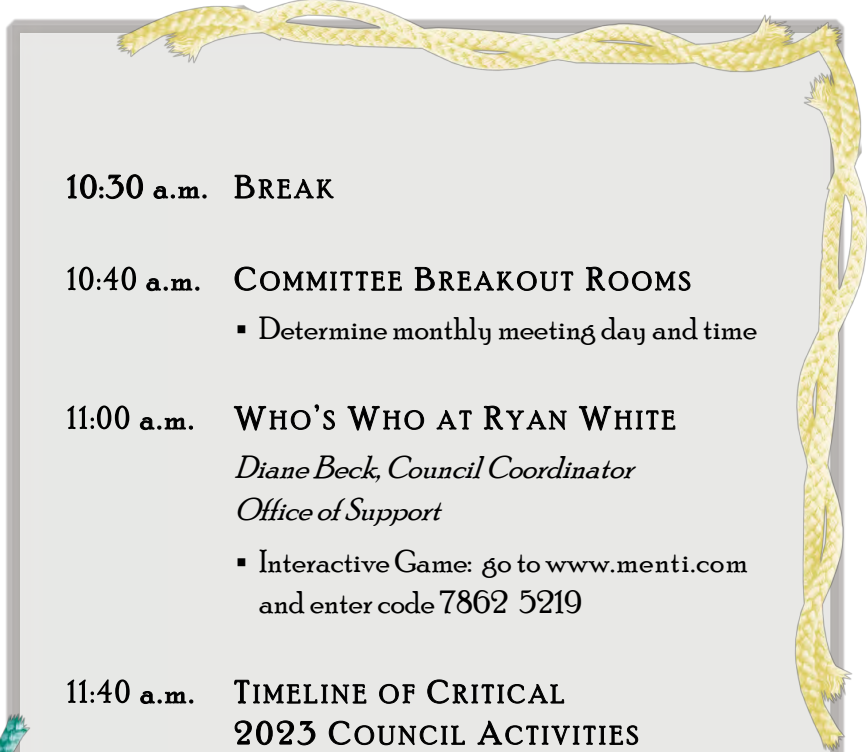
**9:05 a.m. ALL MEMBER INTRODUCTIONS**

*Crystal R. Starr, Facilitator*

- Officers
- Committee Chairs
- New Members
- Continuing Members

**9:45 a.m. FORMAL RELATIONSHIPS**

- Tori Williams, Liaison for the Ryan White Program to County Judge Lina Hidalgo, Chief Elected Official
  - Crystal R. Starr, Chair  
Ryan White Planning Council
  - Tori Williams, Director, Office of Support for the Ryan White Planning Council
  - Glenn Urbach, Manager  
Ryan White Grant Administration  
Harris County Public Health (Part A)
  - Sha Terra Johnson, Health Planner  
Houston Regional HIV/AIDS Resource Group (Part B)
- 



**10:30 a.m. BREAK**

**10:40 a.m. COMMITTEE BREAKOUT ROOMS**

- Determine monthly meeting day and time

**11:00 a.m. WHO'S WHO AT RYAN WHITE**

*Diane Beck, Council Coordinator  
Office of Support*

- Interactive Game: go to [www.menti.com](http://www.menti.com) and enter code 7862 5219

**11:40 a.m. TIMELINE OF CRITICAL  
2023 COUNCIL ACTIVITIES**

*Tori Williams, Director, Office of Support*

**11:50 a.m. WE NEED YOU! 2022-2026  
INTEGRATED HIV PREVENTION  
AND CARE PLAN ACTIVITIES**

*Tori Williams, Director, Office of Support and  
Mackenzie Hudson, Health Planner,  
Office of Support*



**12:25 p.m. CLOSING REMARKS**

*Crystal R. Starr, Chair  
Ryan White Planning Council*