

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

MEMO

To: 2025 Operations Committee
Caleb Brown, Co-Chair Ronnie Galley Beatriz E.X. Rivera
Cecilia Ligons, Co-Chair Mary Guidry Yolanda Ross
Kevin Aloysius Bill Patterson Ramón Sanchez
Skeet Boyle Arnold Portales
Johnny Deal Tana Pradia

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

From: Tori Williams

Date: Tuesday, February 18, 2025

Re: Meeting Announcement

We look forward to seeing you in person or on screen for the first meeting of the 2025 Operations Committee. Details are as follows:

Operations Committee Meeting
1:00 p.m., Monday, February 24, 2025

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

In-Person Meeting Location: Bering Church, 1440 Harold Street, Houston, Texas 77006. Enter the building from the parking lot behind the church on Hawthorne Street.

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: Rodrigo.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

1:00 pm, Monday, February 24, 2025

Join Zoom Meeting

<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

AGENDA

* = Handout to be distributed at the meeting

-
- I. Call to Order Caleb Brown and
Cecilia Ligons, Co- Chairs
- A. Determine the Chairperson for the meeting
 - B. Welcoming Remarks and Member Introductions
 - C. Adoption of the Agenda
 - D. 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. Sign Member Statement of Confidentiality Forms
 - B. Request for Food with Medication Form
 - C. Nuts and Bolts, FY 2025 Petty Cash and Open Meetings Act Training
 - D. 2025 Committee Meeting Dates & Critical Timeline
 - E. 2025 Committee Goals – continue reviewing bylaws and policies?
 - F. Elect a Committee Vice Chair – see cover memo for list of candidates
- IV. New Business
- A. Verbal update on New Affiliate Member Training
 - B. 2025 Council Training Schedule – See attached
 - Add Training on the role of a committee at each meeting?
 - Pharmacist-Led Care Models for PrEP & PEP – Kevin Aloysius?
 - C. Suggested Policy Changes
 - See bylaws re: motions approved at Steering Committee meetings
 - Add Vice Chair names to Steering and Council agendas
 - D. Updates on Ryan White Office of Support Locations Josh Mica
- V. Announcements
- VI. Adjourn

OPTIONAL: Members meet with Committee Mentor

Cecilia Ligons

Houston Area HIV Services Ryan White Planning Council

2223 West Loop South, Suite 240, Houston, Texas 77027

832 927-7926 telephone; 713 572-3740 fax

www.rwpchouston.org

**Houston Ryan White Planning Council
Operations Committee Member
Statement of Confidentiality**

I, the undersigned, am a member of the Operations Committee or an ex-officio member of the Committee as current Chair of the Houston Ryan White Planning Council.

I understand that in the course of my service as a member of the Operations Committee, or Chair of the Ryan White Planning Council (RWPC), I may learn certain facts about individuals in the application/nomination and membership selection process that are of a highly personal and confidential nature (i.e. information such as, but not limited to: HIV status, medical conditions, sexual orientation, or other personal matters).

I agree to the best of my ability to protect the information of a personal and confidential nature of a Council applicant. I further agree to the best of my ability to protect any information of a personal and confidential nature learned while on the Operations Committee, or during my tenure as Chair, after my membership on the Operations Committee and my relationship with the Houston Ryan White Planning Council has ceased.

I also understand that a violation of this confidentiality agreement may result in my removal from the Houston Ryan White Planning Council.

Printed Name: _____

Signature: _____

Date: _____

Houston Ryan White Planning Council

Request for Food During Ryan White Meetings or Events

(05-09-23)

In 2025, I was appointed to serve on the (check all that apply):

Committee(s):

<input type="checkbox"/>	Affected Community	<input type="checkbox"/>	Priority & Allocations
<input type="checkbox"/>	Comprehensive HIV Planning	<input type="checkbox"/>	Quality Improvement
<input type="checkbox"/>	Operations	<input type="checkbox"/>	Steering

Other:

Ryan White Planning Council
 Project LEAP Class
 Proyecto VIDA Class
 Integrated Planning Workgroup(s): _____
 Other: _____

When one of my meetings takes place during a mealtime,

I, (print your name) _____

request a meal because I have medication that must be taken with food.

Signature: _____

Date: _____



Nuts and Bolts for New Members

Please take into account that the following describes Council procedures under normal circumstances (no COVID, hurricanes, freezes, chemical spills or other extreme situations).

Staff will mail meeting packets a week in advance; if they do not arrive in a timely manner, please contact Rod in the Office of Support. In the meantime, most reminder emails will include an electronic copy of the meeting packet.

The meeting packet will have the date and time of the meeting, along with the in person meeting address and the virtual link. When contacting Rod to rsvp, please let her know if you will or will not be in attendance AND if you will be participating in person or virtually. This will determine room set up and food orders.

If attending in person, please 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 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 described in the minutes. If you were absent at the meeting, please abstain from voting.

Due to County budgeting policy, there may be no petty cash reimbursements in March and April. Please turn in your receipts to Rod but be prepared to receive a reimbursement check in late 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 recordings, including members of the media.

Houston Area HIV Services Ryan White Planning Council
Office of Support
1310 Prairie Street, Suite 800, Houston, Texas 77002
832 927-7926 telephone; www.rwpchouston.org

MEMORANDUM

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

Copy: Glenn Urban, Manager, Ryan White Grant Administration

From: Tori Williams, Director, Ryan White Office of Support

Date: January 23, 2025

Re: End of Year Petty Cash Procedures

The fiscal year for Ryan White Part A funding ends on February 28, 2025. 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 Affiliate Committee members must turn in all requests for petty cash reimbursements **at or before 2 p.m. on Friday, February 22, 2025.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2025 **will not be reimbursed at all if they are turned in after March 31, 2025.**
- 3.) The Office of Support may not have access to petty cash funds between October 1 and November 15, 2025. If meetings are held in person during this time, then volunteers should give Rod the usual reimbursement request forms for transportation, food and childcare expenses, but the Office may not be able to reimburse volunteers for these expenses until early December 2025.

We apologize for what could be an 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

2025.....

Beginning of
fiscal year 2025

Feb 22

2025.....

Turn in all
receipts

Feb 28

2025.....

End of fiscal
year 2024.

March 31

2025

Turn in all remaining receipts
for fiscal year 2024 or you
will not be reimbursed for
those expenses incurred between
March 1, 2024 and Feb. 28, 2025

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Memorandum

To: Members, Houston Ryan White Planning Council
Affiliate Members, Ryan White Committees

From: Tori Williams, Director, Ryan White Office of Support

Date: January 23, 2025

Re: Open Meetings Act Training

Please note that all Council and Affiliate Committee members are required to take the Open Meetings Act training at least once in their lifetime. If you have never taken the training, or if you do not have a certificate of completion on file in our office, you must take the training and submit the certificate to the Office of Support before March 28, 2025. The training takes 60 minutes and can be accessed through the following link or QR code (if you have difficulty with the link, copy and paste it into Google and it should lead you to the correct area of the Attorney General's website):

<https://www.texasattorneygeneral.gov/og/oma-training>

If you do not have high-speed internet access, you are welcome to contact Rod in the Office of Support and we will help you access the information.

Upon completion of training, you will be provided with a code that is used to print a certificate of completion. Call the Office of Support with the validation code and the staff will print it for our files and give you a copy as well.

We appreciate your attention to this important requirement. Do not hesitate to call our office if you have questions.



2025 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/23/25)

AFFECTED COMMUNITY

Meetings are on the second Tuesday after Council meets starting at 12:00 noon:

February 25	July 22
March 18*	August 26
March 25	September 23
April - no mtg	October 21
May 20	November 25
June 24	December - no mtg

COMPREHENSIVE HIV PLANNING

Meetings are on the second Thursday of the month starting at 10:00 am:

February 13	August 14
March 13	September 11
April – no mtg	October 9
May 8	November 13
June 12	December - no mtg
July 10	

OPERATIONS

Meetings are on the second Mondays after Council meets starting at 1:00 pm:

February 24	August 25
March 24	September 22
April - no mtg	October 20
May 19	November 24
June 23	December 22
July 21	

PLANNING COUNCIL

Meetings are on the second Thursday of the month starting at 12 noon:

February 13	August 14
March 13	September 11
April 10	October 9
May 8	November 13
June 12	December 11
July 10	

PRIORITY & ALLOCATIONS

Meetings are on the fourth Thursday of the month starting at 12 noon:

February 27	July 24
March 18*	August 28
March 27	September 25
April 24	October 23
May 22	November - no mtg
June 26	December - no mtg

QUALITY IMPROVEMENT

Meetings are on the Tuesdays following Council starting at 12:00 noon:

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

STEERING

Meetings are on the first Thursday of the month starting at 12 noon:

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

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

BOLD = Special meeting date, time or place

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2025 Council Activities

(Revised 01-30-25)

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 check our website at <http://rwpchouston.org> or call the Office of Support at: 832 927-7926 to confirm details regarding a particular meeting.**

General Information: The following is a list of significant activities regarding the 2025 Houston Ryan White Planning Council. People living with HIV, providers and members of the 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 review monthly calendars and/or meeting packets, please contact the Office of Support at 832 927-7926 or visit our website at: <http://rwpchouston.org>.

Most Ryan White Council and Committee meetings will use a hybrid format in 2025. Routinely, the Ryan White 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. 23 Council Orientation. 2025 Committee meeting dates will be established at this meeting.
- February EHE/Integrated Planning body Committees and Workgroups start meeting. Contact the Office of Support to become a member of these groups.
- Thurs. Feb. 6 12 noon. First Steering Committee meeting for the 2025 planning year.
- Thurs. Feb.13 12 noon. First Council meeting for the 2025 planning year.

Tues. Feb. 11 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. The Council is currently funding 18 of the 28 allowable HRSA service categories. The Idea Form is used to ask the Council to make a change to a funded service or reconsider a service that is not currently being funded in the Greater Houston area with Ryan White funds. The form requires documentation that justifies why a particular service should be funded and why it is not a duplication of a service already being offered through another funding source. Anyone can submit an Idea Form. Contact the Office of Support at 832 927-7926 to request forms.

- Feb. TBD 10 am, Orientation for new 2025 Affiliate Committee Members.
- Thurs. Feb. 27 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2025 unspent funds, FY 2026 priority setting process** and more.
- March Integrated Planning body Committees and Workgroups meet to continue working on goals. Committees and Workgroups will meet every other month (May, July, September, November). The Leadership Team will meet in alternative months (April, June, August, October, December). Contact the Office of Support to become a member of these groups.
- March dates TBD EIIHA Workgroup and the Project LEAP/Proyecto VIDA Advisory Committee meet.
- Tues. March 18 12 noon. Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2026 service categories** for Part A, Part B, MAI* and *State Services* funding.
- Tues. March 25 12 noon. **Consumer Training** on the How to Best Meet the Need process.
- Thurs. April 3 12 noon. Steering Committee meets.

(continued)

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Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2025 Council Activities

(Revised 01-30-25)

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Thurs. April 10

12 noon. Planning Council meets.

1:30 – 4:30 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 & Allocations and Affected Community Committees. Call 832 927-7926 for confirmation and additional information.

Fri. April 11

5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 11 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.

APRIL & MAY

How to Best Meet the Need workgroups are scheduled to meet. Call 832 927-7926 for confirmation and to receive meeting packets.

Mon. April 14

1:00 pm – 5:00 pm, Special workgroup meetings. Topics to be announced.

Tues. April 15

10:30 am. **How To Best Meet the Need Workgroup #1** at which the following services for FY 2026 will be reviewed:

- Ambulatory/Outpatient Medical Care (including Emergency Financial Assistance – Pharmacy Assistance, Local Pharmacy Assistance, Medical Case Management, Outreach, and Service Linkage – Adult and Rural)
- Referral for Health Care and Support Services – ADAP Enrollment Workers
- Clinical Case Management
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Vision Care

Tues. April 15

1:30 pm. **How To Best Meet the Need Workgroup #2** at which the following services for FY 2026 will be reviewed:

- Health Insurance Premium & Co-pay Assistance
- Medical Nutritional Therapy (including Nutritional Supplements)
- Food Bank/Home Delivered Meals
- Mental Health – Untargeted & Special Populations
- Substance Use Disorder Treatment/Counseling
- Non-Medical Case Management (Substance Use Disorders)
- Oral Health – Untargeted & Rural

Weds. April 16

2:00 pm – 4:00 pm. **How To Best Meet the Need Workgroup #3** at which the following services for FY 2026 will be reviewed:

- Emergency Financial Assistance - Other
- Hospice
- Housing – Temporary Assisted Living
- Linguistic Services
- Other Professional Services or Legal Services
- Transportation (van-based - Untargeted & Rural)

(continued)

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Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2025 Council Activities

(Revised 01-30-25)

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- Thurs. April 24 12 noon. Priority & Allocations Committee meets to allocate **Part A/MAI* unspent funds.**
- Tues. May 13 12 noon. Quality Improvement Committee meets to approve the **FY 2026 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.
- Mon. May 19 1:00 pm. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2026 Council Support Budget.

TENT: Tues. May 20 7:00 pm., Public Hearing on the **FY 2026 How To Best Meet the Need results.**

- Weds. May 21 2:00 pm, Special Quality Improvement Committee meeting to review public comments regarding **FY 2026 How To Best Meet the Need results.**
- Thurs. May 22 12 noon. P&A meets to recommend the **FY 2026 service priorities** for Ryan White Parts A and B and *State Services* funding.

JUNE OR JULY 12 noon. Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.

Thurs. June 5 12 noon. Steering Committee meets to approve the **FY 2026 How to Best Meet the Need results.**

Thurs. June 12 12 noon. Council approves the **FY 2026 How to Best Meet the Need results.**

June 16, 17 & 18 Time TBD. Special Priority & Allocations Committee meetings to draft the **FY 2026 allocations for RW Part A and B, MAI* and State Services** funding.

Thurs. June 26 12 noon. Priority & Allocations Committee meets to approve the **FY 2026 allocations for RW Part A and B, MAI* and State Services** funding.

July/Aug. Workgroup meets to complete the proposed **FY 2026 EIIHA Plan.**

Fri. July 11 5:00 pm. Deadline for submitting a Project LEAP application form. See July 31 for description of Project LEAP. Call 832 927-7926 for an application form.

Thurs. July 24 12 noon. The Priority and Allocations Committee allocates **FY 2025 carryover funds.** **(Allocate even though dollar amount will not be avail. until Aug.)**

Mon. July 28 7 pm. Public Hearing on the **FY 2026 service priorities and allocations.**

Tues. July 29 Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2026 service priorities and allocations.**

(continued)

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2025 Council Activities

(Revised 01-30-25)

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TENT: July 30

Project LEAP and Proyecto VIDA classes begin. These are free 17-week training courses in English and Spanish for individuals living with or affected by HIV. The goal is to provide knowledge and skills needed to plan HIV prevention and care services in the Houston Area. To apply, call 832 927-7926.

Thurs. Aug. 7

12 noon. 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 2026 GRANT**. (Mail out date for the August Steering Committee meeting is July 31, 2025.)

Thurs. Aug 14

12 noon. Council approves the **FY 2026 service priorities and allocations**.

Tues. Aug. 26

12 noon. **Consumer Training** on Standards of Care and Performance Measures.

Fri. Sept. 5

5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 11 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.

Tues. Sept. 23

12 noon. **Consumer-Only Workgroup** meeting to review FY 2025 Standards of Care.

Mon. Oct. 20

1:00 pm. Operations Committee reviews the Memorandum of Understanding between all Part A stakeholders & the Letter of Agreement between Part B stakeholders.

October or
November

Date & time TBD. Community Workgroup meeting to review **FY 2026 Standards of Care** for all service categories.

Thurs. Oct. 23

12 noon. Priority & Allocations Committee meets to allocate FY 2025 unspent funds.

Thurs. Nov. 13

12 noon. Council recognizes all Affiliate Committee Members.

Thurs. Nov. 20

10:00 am. Commissioners Court to receive the World AIDS Day Resolution.

Mon. Dec. 1

World AIDS Day.

Thurs. Dec. 11

12 noon. Election of Officers for the 2026 Ryan White Planning Council.

* = *Minority AIDS Initiative (MAI) funding*

2024 QUARTERLY REPORT OPERATIONS COMMITTEE

(submitted May 2024)

Status of Committee Goals and Responsibilities (* means mandated by HRSA):

1. Design and implement Orientation for Council members and new external committee members in January and February 2024.
Status:
2. When necessary, address member needs for additional orientation and training, including through the Committee Mentoring Program.
Status:
3. *When necessary, review and revise the bylaws, policies, and procedures of the Ryan White Planning Council.
Status:
4. In November, review and, if necessary, recommend amendments to the Memorandum of Understanding among Part A stakeholders and/or the Letter of Agreement among Part B stakeholders.
Status:
5. When necessary, review and revise policies and procedures for the Council support staff.
Status:
6. *Investigate and make recommendations regarding complaints and grievances brought before the committee in order to assure member/staff compliance with bylaws, policies, and procedures.
Status:
7. *Resolve any grievances brought forward.
Status:
8. *Make nominations to the CEO, which ensure the reflectiveness and representativeness of the Council.
Status:
9. Evaluate the performance of the Director in conjunction with the Planning Council Chair and CEO.
Status:
10. Ensure that the Council is complying with HRSA, County and other open meeting requirements.
Status:
11. Annually, review the status of Committee activities identified in the current Integrated HIV Prevention and Care Plan.

Status of Tasks on the Timeline:

Committee Chairperson

Date

Training Topics for 2025 Ryan White Planning Council Meetings (updated: 02-18-25)

DRAFT

Shading = may be room on agenda for a second speaker

Month 2024	Committee of the Month	Topic	Speaker
Jan 23		Council Orientation – Updates on ADAP	Rachel Sanor, TX Dept. of State Health Services
Feb 13		HIV & Hispanic Women in Harris County	Roxana Guzman, Latino AIDS Commission
March 14		TENT: Ryan White Stakeholder Roles & Responsibilities	Charles Henley, Consultant
April 11		Criteria for Justifying FY26 RW Service Categories 1:30 - 3 pm How To Best Meet the Need Training	Yvonne Arizpe & Tana Pradia, Co-Chairs, Quality Improvement Committee
May 9		HIV & Coercive Violence	Thecia Jenkins, Harris County Domestic Violence Coordinating Council
June 13		APRIL OR JUNE: TENT: Updates on ADAP	Rachel Sanor, TX Dept. of State Health Services
July 11		Priority Setting and Allocations Processes	Jay Bhowmick & Peta-gay Ledbetter, Co-Chairs, Priority & Allocations Committee
Aug 8		TENT: HHSC Medicaid Benefits (& HIV)	Roxane May, Medicaid Rep.
Sept 12		TENT: The Opioid Epidemic	Representative, The National Opioid Network
Oct 10		TENT: Trauma Informed Care	_____, HAWC
Nov 14		We Appreciate Our Affiliate Committee Members Election Policy Project LEAP and Proyecto VIDA Presentations	Josh Mica, Chair, Ryan White Planning Council Caleb Brown & Cecilia Ligons, Co-Chairs, Operations Comm. 2025 Project LEAP and Proyecto VIDA Students
Dec 12		Elections for the 2026 Officers	Caleb Brown & Cecilia Ligons, Co-Chairs, Operations Committee

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

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

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

Memo

TO: Members of the Houston Ryan White Planning Council
FROM: The Operations Committee
DATE: Monday, February 24, 2025
RE: Business to be Considered at Council Meetings

From: BYLAWS of the HOUSTON AREA HIV HEALTH SERVICES

RYAN WHITE PLANNING COUNCIL - Revised October 14, 2021

Section 9.04. Business to be Considered. Any business coming before the Council shall be considered at a duly constituted and noticed Regular Meeting or Special Meeting. Only items approved by the Steering Committee for presentation to the Council and posted on the agenda may be voted on.