

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

12 noon, Tuesday, November 15, 2016

Meeting Location: 2223 W. Loop South, Suite 240
Houston, Texas 77027

AGENDA

* = Handout to be distributed at the meeting

-
- I. Call to Order Curtis Bellard and
Teresa Pruitt, Co-Chairs
 - A. Moment of Reflection
 - B. Adoption of the Agenda
 - C. Adoption of the Minutes
 - D. Interview with Council Applicants Tori Williams

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/AIDS status. **When signing in, guests are not required to provide their correct or complete names.** All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV/AIDS status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a person with HIV/AIDS", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization.

III. New Business

- A. Project LEAP – **Amber calling in from Austin**
 - 1. 2016 Project LEAP Evaluation
 - 2. 2017 Service Definition
 - 3. 2017 Student Selection Guidelines
- B. 2017 Council Training: Feb. and March: Comprehensive Plan & END HIV Houston Tori

IV. Old Business

- A. Update on Elections for 2017 Officers
 - 1. Election procedures
- B. Update on 2017 Council Orientation*
- C. Quarterly Committee Report

V. Announcements

There will be no Committee meeting in December. Committee will be meeting for Mentor Luncheon: 12 noon, Jan. 19, 2017 FOLLOWED BY Committee meeting to finalize Orientation itinerary

VI. Adjourn

INTERVIEWS WITH COUNCIL APPLICANTS

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 a.m., Thursday, October 18, 2016

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

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Curtis Bellard, Co-Chair	Tana Pradia, excused	Staff
Teresa Pruitt, Co- Chair		Tori Williams, Director
Connie Barnes		Rod Avila, Assistant Coordinator
Tracy Gorden		
Arlene Johnson		
David Watson		

Call to Order: Teresa Pruitt, Co-Chair, called the meeting to order at 11:09 a.m. and asked for a moment of reflection.

Adoption of the Agenda: ***Motion #1:*** *it was moved and seconded (Johnson, Barnes) to adopt the agenda with one change. Motion carried unanimously.*

Approval of the Minutes: ***Motion #2:*** *it was move and seconded (Watson, Bellard) to approve the August 16, 2016 minutes. Motion carried.* Abstention: Barnes.

Public Comment: None.

Ryan White Part A Memorandum of Understanding and the Letter of Agreement Among Part B Stakeholders: Committee members reviewed the Ryan White Part A Memorandum of Understanding and the Letter of Agreement among Part B stakeholders. Since staff recommends to changes, ***Motion #3:*** *it was moved and seconded, (Gorden, Bellard) to keep the Ryan White Part A Memorandum and the Letter of Agreement among Part B stakeholders as is in 2017. Motion carried unanimously.*

Request for Unspent Funds: Williams requested increased funds for the FY 2016 Council Support Budget for the following purposes: 1.) the Spanish version of Road 2 Success (class #2); a new reception desk area; office equipment; and additional office supplies. See attached for details. ***Motion #4:*** *it was moved and seconded, (Barnes, Bellard) to increase the FY 2016 Council Support Budget by \$15,500 to fund Road 2 Success Class #2, a new reception area, office equipment and supplies. Motion carried unanimously.*

DRAFT

Elections for 2017 Officers: The Committee reviewed the current slate of nominees for the 2017 Ryan White Planning Council officers. Committee members reviewed election procedures. Since Pruitt is running for office, she will be excused from coordinating the election.

2016 Attendance: Committee members reviewed the 2016 attendance records. Denny Delgado was contacted several weeks ago and has started attending Planning Council meetings again.

2017 Council Orientation: The committee reviewed and revised the agenda for the 2017 Council Orientation. At the next meeting, the committee will need to fill the 2:45 p.m. time slot.

Announcements: The Committee will be meeting at 12 noon on November 15, 2016

Adjournment: *Motion 5#:* *it was move and seconded (Bellard, Barnes) to adjourn the meeting at 12:44 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

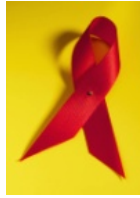
Tori Williams, Director

Date

Committee Chair

Date

DRAFT



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

2016 Project LEAP Final Report

October 2016

Prepared by:
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**Houston Area HIV Services Ryan White Planning Council
Office of Support
2016 Project LEAP Final Report**

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- FY16 Project LEAP Service Definition (approved 10-12-15)
- 2016 Project LEAP Course Overview
- 2016 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 HIV infected individuals 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. 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 were enrolled in the program, and 24 students graduated (for an 83% graduation rate). Of graduates, 63% were HIV consumers, and 63% applied for either RWPC or CPG membership. The pilot was also conducted at a savings of over \$38,000 compared to prior contracted providers.

This report summarizes results from the 2016 Project LEAP cohort, including the ways in which the 2016 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 HIV infected and affected individuals, and lessons learned for future program implementation.

Obj. 1: Contact Hours Requirements

From the FY16 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 FY16 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:

- A minimum of one day class will be provided during the term of this [program]. If a minimum of five (5) HIV+, non-conflicted individuals apply for, and are accepted into, an evening class, then day and evening classes will be provided during the term of this agreement. Each class will include graduation and at least:
 1. 44 contact hours of classroom training;
 2. Twelve (12) hours of participation in RWPC or CPG meetings or activities; and participation in HIV-related community activities

Only three (3) non-conflicted PLWH a preference for an evening class applied and were accepted into 2016 Project LEAP. As this number did not meet the minimum threshold per the FY16 Project LEAP Service Definition, an evening class was not conducted in 2016. All three (3) applicants stated that they would attend the day class.

From the 2016 Project LEAP Syllabus:

- One class was held each week from April 6, 2016 – July 20, 2016 (**Figure 1**), including:
 1. 48 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 graduation dinner and ceremony was held on July 27, 2016.

Figure 1: Project LEAP Contact Hours, 2016

	FY16 Service Definition (approved 10-12-15)	2016 Project LEAP Syllabus (conducted 4-6-16 through 7-20-16)	
Requirement	Number of Hours	Number of Hours	Method
Graduation	n/a	n/a	Graduation ceremony held 7-27-16
Classroom training	44	48	11 weekly classroom sessions conducted at 4 hours/session; 4 hours of classroom sessions before RWPC, CPG, and P&A Committee mtgs
PC/CPG/Community participation	12	12	Student attendance at 1 RWPC mtg (2 hrs), 1 CPG mtg (2 hrs), 1 P&A Committee mtg (2 hrs), 1 community mtg (2 hrs), and participation in 1 volunteer shift at an HIV testing event (4 hrs)
Total per class	56	60	
<i>Number of classes</i>	1 / 2	1	
Total contact hours	56/112	60	

Obj. 1: Curriculum Requirements

FY16 Project LEAP Service Definition curriculum requirements met by the 2016 Project LEAP syllabus:

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

- Week #2 (4/13/16): Panel – Barriers to Reaching, Linking, & Retention in Care (Epidemiology Overview & Special Populations (Meyer, Blue, Cantu & Johnson)
- Week #3 (4/20/16): Overview of HIV/AIDS Care Funds & RW Program: HRSA to Council (Williams)
- Week #4 (4/27/16): HIV Prevention Program: CDC to CPG (Wiley)
- Week #9 (6/1/16): Overview of Housing Opportunities for People with HIV/AIDS (Barr)
- Week #12 (6/22/16): Attendance at Priorities & Allocations (P&A) Committee meeting (Williams)

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

- Week #1 (4/6/16): History of HIV in Houston Panel (Leonard, Vargas, Ray & Williams)
- Week #3 (4/20/16): Designing HIV Care Services: HTBMN (Williams)
- Week #3 (4/20/16): PB & Jelly Exercise (Function of Policies & Procedures) (Harbolt)
- Week #4 (4/27/16): Robert's Rules of Order Exercise (Lazo)
- Week #6 (5/11/16): Community Needs Assessment (Harbolt)
- Week #8 (5/25/16): Attendance at Community Planning Group (CPG) meeting
- Week #10 (6/8/16): Attendance at Ryan White Planning Council (RWPC) meeting
- Week #11 (6/15/16): Training and Exercise on the P&A Process (Williams)
- Week #12 (6/22/16): Organizing Graduation/Robert's Rules of Order Practice (Williams)
- Week #15 (7/13/16): Project LEAP to Planning Body (Ross, Gorden, Escamilla, Blue, & Kelly)

3. Training & skills building in needs assessments, parliamentary procedures & meeting management, presentation skills, accessing & utilizing resources and role models, & organizational participation & conduct

- Week #1 (4/6/16): Introduction to Robert's Rules of Order, Part 1 (Williams)
- Week #2 (4/13/16): LEAP Special Study Project Survey Development (Harbolt)
- Week #3 (4/20/16): LEAP Special Study Project – Survey Skills Training (Harbolt)
- Week #4 (4/27/16): Robert's Rules of Order Exercise (Lazo)
- Week #6 (5/11/16): Community Needs Assessment (Harbolt)
- Week #7 (5/18/16): LEAP Special Study Project – Analyze Survey Data (Harbolt)
- Week #7 (5/18/16): Training on HIV Resources/Blue Book Treasure Hunt (Beck)
- Week #9 (6/1/16): LEAP Special Study Project –Presentation Practice (Harbolt)
- Week #10 (6/8/16): Presentation of LEAP Special Study Project to RWPC
- Week #13 (6/29/16) Leadership Skills and Team Building (Alexander)
- Week #15 (7/13/16): Advocacy 101 (Ray)
- Week #16 (7/20/16): Community Meeting Report-Backs (Harbolt)
Ongoing: Weekly designation of meeting chairs, weekly practice with Robert's Rules and following meeting agendas, regular in-class small/large-group activities requiring student presentations

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

- Week #3 (4/20/16): Designing HIV Care Services: HTBMN (Williams)
- Week #4 (4/27/16): Comprehensive HIV Planning (Harbolt)
- Week #4 (4/27/16): HIV Continuum of Care (Harbolt)
- Week #15 (7/13/16): Training on Standards of Care and Performance Measures (Harbolt)

Obj. 2: Class Composition vs. Current HIV Prevalence

From the FY16 Project LEAP Service Definition:

- Enroll at least 12 (20 if evening class) HIV-infected individuals and no more than six (6) (10 if evening class) 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 disease, including youth and transgender PLWH.

From the 2016 Project LEAP Cohort (Figure 2):

- 10 HIV diagnosed individuals and five (5) affected others were enrolled in Project LEAP in 2016 at the beginning of the program.
- Of graduating students, four (57%) were HIV positive, and three (43%) were affected.
- Compared to HIV prevalence proportions for the Houston EMA, a greater proportion of black (73%) and Hispanic (35%) students enrolled in the program, and a greater proportion of black students graduated from the program (86%).
- Two youth enrolled in the program, and one graduated.
- No transgender students enrolled in the program in 2016.

Figure 2: Project LEAP Class Composition, 2016

	EMA HIV Prevalence (as of 12/31/15)		2016 Project LEAP Enrollees (as of 4/6/16)		2016 Project LEAP PLWH Enrollees (as of 4/6/16)		2016 Project LEAP Graduates (as of 7/27/16)	
	#	%	#	%	#	%	#	%
Race/Ethnicity								
White, not Hispanic	5,341	20.5	2	13.3	2	20.0	1	14.3
Black, not Hispanic	12,721	48.8	11	73.3	7	70.0	6	85.7
Hispanic	7,001	26.9	2	35.3	1	10.0	0	0
Other/Unknown	978	3.8	0	0	0	0	0	0
Total	26,041	100	15	100	10	100	7	100
Sex								
Male	19,479	74.8	9	60.0	7	70.0	5	71.4
Female	6,562	25.2	6	40.0	3	30.0	2	28.6
Transgender	n/a	n/a	0	0	0	0	0	0
Total	26,041	100	15	100	10	100	7	100
Age								
13 – 24 years	1,375	5.2	2	13.3	*	*	1	14.3
Total	1,375	5.2	2	13.3	*	*	7	100

*Data suppressed to maintain confidentiality

Obj. 2: Course Completion

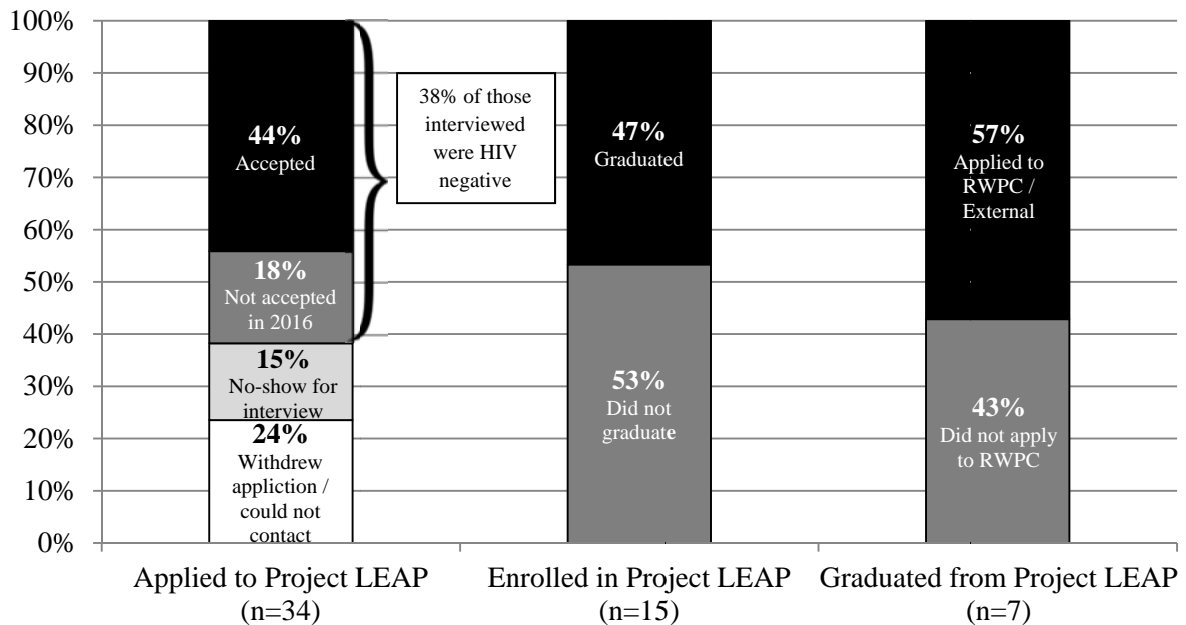
From the FY16 Project LEAP Service Definition:

- Enroll at least 12 (20 if evening class) HIV-infected individuals and no more than six (6) (10 if evening class) affected others prior to the commencement of the training program.
- Establish realistic training schedules that accommodate varying health situations of participants.

From the 2016 Project LEAP Cohort (Figures 3):

- 34 individuals applied for the 2016 class of Project LEAP; 8 applicants withdrew from the interview process or could not be contacted after their application was submitted. Interviews were scheduled with the remaining 26 applicants. Five (5) applicants did not show up for their interviews, six (6) applicants were interviewed but not accepted into the program, and 15 applicants were interviewed and enrolled into the program.
- Out of the 15 students enrolled, seven (7) graduated from the program, for a graduation rate of nearly 47%. When a reason was given, primary reasons for attrition were conflicts with school or new employment. Three (3) students enrolled, but never attended class. Two (2) students attended classes early in the course, but did not complete the course. Three (3) students withdrew from the class for the aforementioned reasons.
- Average weekly class size was 6 students. Weeks involving off-site locations, alternate days/times, or with inclement weather correlated with higher absences. Two students had perfect attendance.
- Four (4) students (or 57% of the graduating class) submitted applications to RWPC for PC (3) and/or External Committee (3) membership. As of October 2016, it was unknown how many 2016 Project LEAP Graduated applied to CPG.

Figure 3: Project LEAP Application, Enrollment, and Course Completion, 2016



Obj. 2: Pre/Post-Training Evaluation

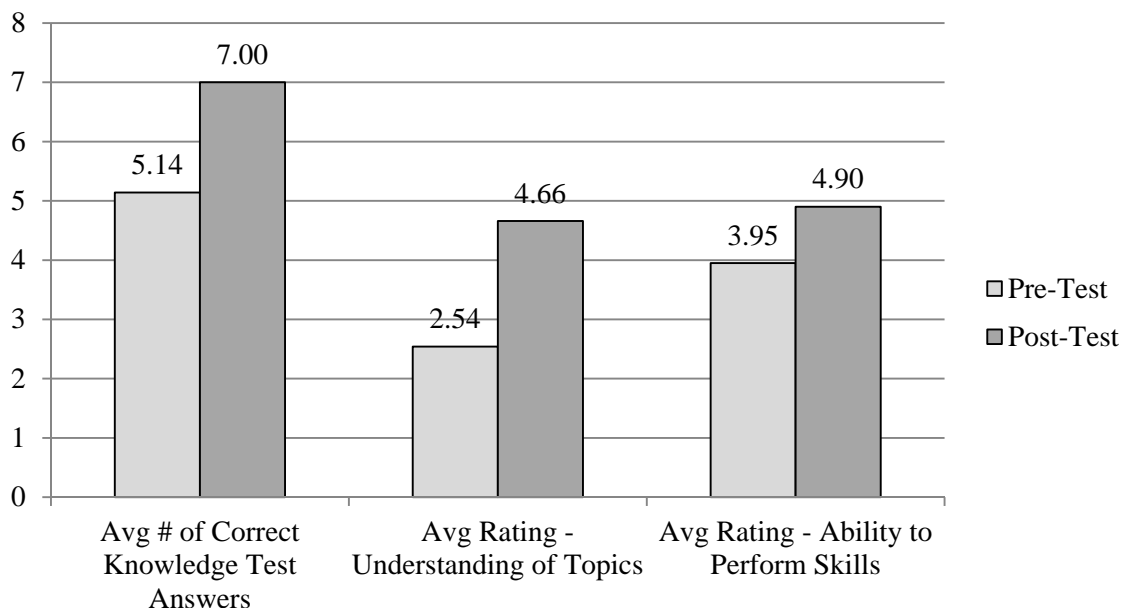
From the FY16 Project LEAP Service Definition:

- 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 2016 Project LEAP Cohort:

- A matched pre-training and post-training evaluation was conducted at Weeks 1 and 16. 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.
- 100% of the graduating class was evaluated at both pre and post with the following results (**Figure 4**):
 1. The average number of correct answers to the fact-based multiple choice questions increased from 5.14 to 7.00, or a 36% increase in average knowledge test scores.
 2. The average self-assessment rating of understanding increased from 2.54 to 4.66 (out of 5), or a 55% increase in self-assessed understanding.
 3. The average self-assessment rating of ability to perform skills or activities increased from 3.95 to 4.90 (out of 5), or a 23% increase in self-assessed skills.
 4. As in previous years, the greatest improvements occurred in: knowledge of the purpose of the RW program and RWPC activities; understanding of the structure and function of the RWPC; and ability to effectively use Robert’s Rules of Order.

Figure 4: Project LEAP Pre/Post-Training Evaluation Results, 2016



Obj. 2: Process Evaluation and Lessons Learned

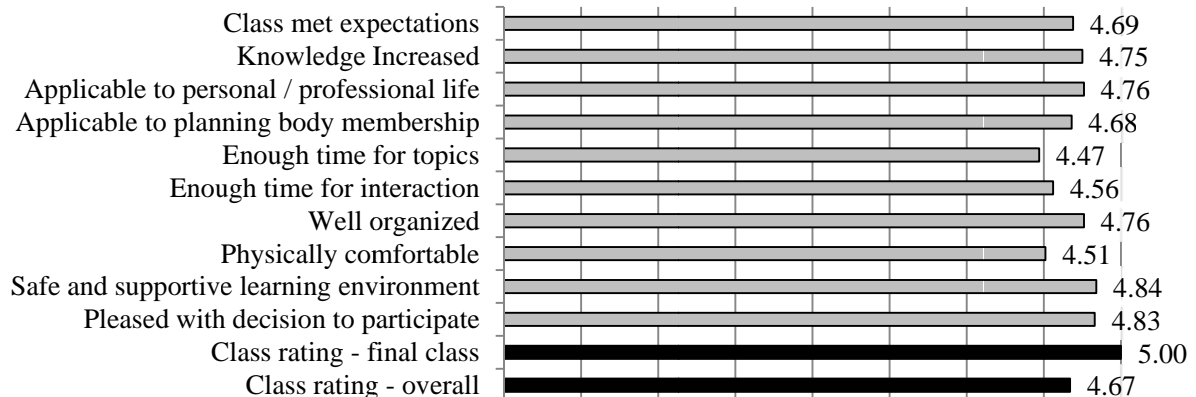
From the FY16 Project LEAP Service Definition:

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

From the 2016 Project LEAP Syllabus and Cohort:

- A variety of teaching methods was employed to meet the Service Definition:
 1. *Lectures*: included 20 guest speakers (in addition to three Office of Support staff/facilitators)
 2. *Hands-on activities*: 100% of classroom sessions included an interactive activity (e.g., Robert’s Rules practice, team-building activities, group discussion, and report-back)
 3. *Experiential activities*: Graduation requirements included a special study project, attendance at a community meeting, and a volunteer shift at an HIV testing event. Three weeks of class occurred at a RWPC, Committee, or CPG related function.
- Course instruction quality was assessed weekly. **(Figure 5)**
 1. In general, average ratings were highly favorable, with an average rating heavily skewed toward “Strongly Agree” in all quality measures assessed.
 2. The highest ratings indicate that, generally, students felt the Project LEAP class was a safe and supportive learning environment (4.84/5), were pleased with their decision to participate in Project LEAP (4.83/5), found the information covered applicable to their personal and/or professional life, (4.76/5), and found the class to be well organized and facilitated (4.76/5).
 3. Though still very high, lower ratings indicate students thought there was not always enough time to fully address topics (4.47/5) or interact with classmates (4.56/5), and found the classroom to be physically uncomfortable (4.51/5). Several students commented about the classroom being too cold throughout the course.
 4. Overall, classes received an average rating of 4.67/5. The final class received an average rating of 5/5.

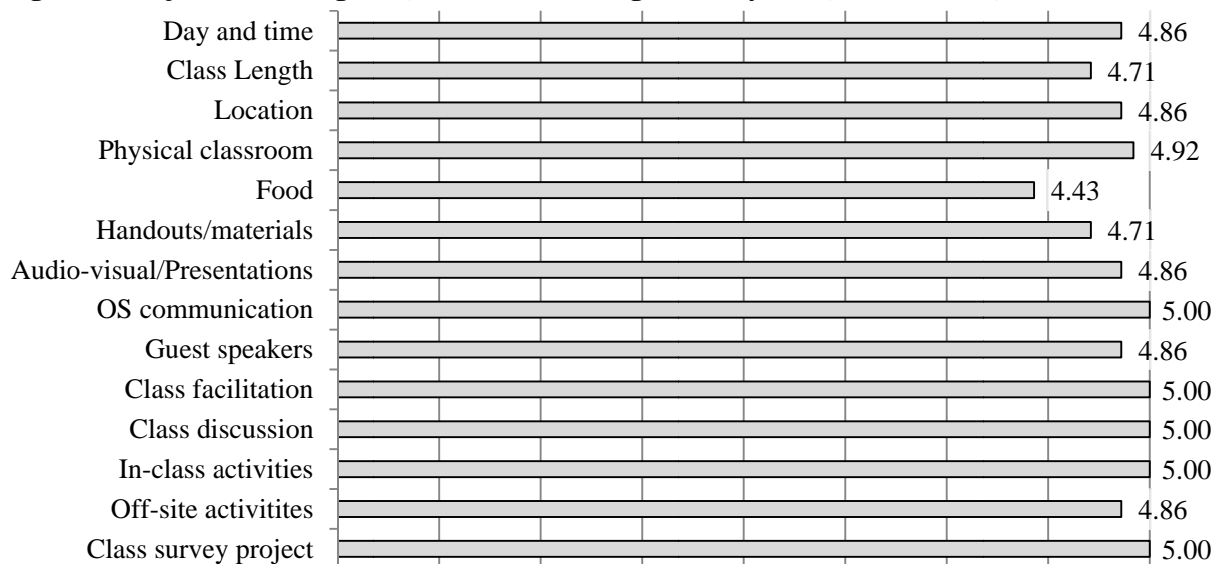
Figure 5: Project LEAP Weekly Evaluation Results, Average Ratings (1=Strongly Disagree, 5=Strongly Agree; Class Rating, 1=Poor, 5=Excellent), 2016



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

- Course logistics quality was assessed at the mid-point and end of the course. **(Figure 6)**
 1. Most course logistics elements showed improvement between the mid-point (not shown) and end-point evaluations. Improvement was observed in all elements except handouts/materials provided and the physical classroom.
 2. Average ratings were highly favorable, with all course logistics elements rated “Very Good” (64%) or “Excellent” (36%).

Figure 6: Project LEAP Logistics, Evaluation Ratings (1=Very Poor, 5=Excellent), 2016



- General impressions of course quality were measured at the mid-point and end-point. As of the final Project LEAP 2016 class:
 1. 100% 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.
- Qualitative data were collected at the mid-point and end-point with an open-ended question inviting students to suggest ways of making Project LEAP even better in the future:
 1. Invite a guest speaker to discuss the intersections and challenges of HIV, substance abuse, and recovery.
 2. Increase variety in the food provided; consider offering an evening class, and add more outside assignments like the community meeting requirement.

Most responses complemented the quality of the class and course content.

“Project LEAP has Left Me with the Knowledge to be a Better Advocate for My Community”: The Life-Changing Impact of Project LEAP

Near the end of the course, the 2016 Project LEAP students were asked to share the impact of the program had on their lives. The quotes were displayed in a presentation that played during the graduation ceremony. The following quotes convey sentiments shared by many of the students:

- “I have been prescribed a new pair of glasses. I can see clearly! I am able to assist people that are HIV+ and their families while leading them to a path that comforts them, while reminding them that they are not alone. We can get through this together. I now have the resources and the knowledge to touch people’s lives while serving as an advocate. I am on the front line with a better prescription to fight while giving others hope. Thank you Project LEAP for an inspirational opportunity that I will never forget.”
- “Project LEAP has taught me about advocacy and getting involved, challenging education, and self-discovery. It has taught me so many great things. Thank you, Project LEAP.”
- “Project LEAP has provided a single stream opportunity to learn about the historical and current HIV epidemic and the planning of treatment and prevention. It has provided experts to learn from, practical experience, as well as ‘textbook’ knowledge. Going forward, I am more capable of being a benefit to the RWPC and CPG. Thanks for the learning experience. - Freshly Inspired HIV Activist”
- “Project LEAP has given me a family. A family that supports and encourages each other, all while enjoying our own diversity.”
- “I learned about the resources that help in assisting and servicing the HIV/AIDS clients of our community. I also learned from where the funds are received, and how they are allocated. I received a much better understanding of the role the City of Houston plays in the HIV community. I have a better understanding of the specifics of the Ryan White Planning Council. Project LEAP has left me with the knowledge to be a better advocate for my community.
- “I have grown tremendously since attending the classes. I have been given the opportunity to utilize some of my skills that have been lying dormant for years, and learn so much about the Ryan White Planning Council.”
- “Project LEAP encourages and reminds me that we all have purpose here on Earth, and to take the information learned, share it with others, to be a voice that helps better us all.”

Budget Information and Comparison

Original Cost of the Program: \$ 52,000

2016 Cost of the Program: \$ 7,240

Total Savings: \$ 44,760

2016 Expenses:*

Supplies	\$ 493
Facilities Rental	1,158
Speaker Fees	100
Student Reimbursement (mileage only – no dependent care needed in 2016)	1,242
Meals and Snacks	3,734
Staff Mileage	20
Miscellaneous (graduation shirts)	494

TOTAL \$7240

Project LEAP Budget Comparison, 2012 – 2016

Item	2012 Expenses	2013 Expenses	2014 Expenses	2015 Expenses	2016 Expenses
Personnel & Fringe	\$ 0	\$ 0	\$ 0	\$0	\$ 0
Supplies	1,182	1,159	522.72	638.47	493.44
Facilities Rental	268	875	317.50	273.75	1157.50
Speaker Fees	0	0	0	0	100
Student Reimbursement					
Transportation	3,294	3,178	4,878.35	1,030.72	1,242.06
Dependent Care	560	705	0	0	0
Food	7,844	5,897	7,553.03	4090.90	3,733.56
Staff Mileage	200	25	20.00	20.00	20
Miscellaneous	630	858	808.90	300.50	493.82
TOTAL	\$13,978	\$12,697	\$14,100.50	\$6,354.34*	\$7,240.38*

***IMPORTANT:** Please note that 2015 and 2016 expenses are significantly less than in previous years because there were no evening classes.

Acknowledgments

Project LEAP 2016 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 2016 was made possible by the following individuals:

Project LEAP Advisory Committee

Cecilia Ross, Chair

Curtis Bellard
Denny Delgado
Herman Finley
Morénike Giwa
Tracy Gorden
Kelvin Harris
Angela F. Hawkins
Denis Kelly
Michael Kennedy

Osaro Mgbere
Rodney Mills
Alex Moses
Robert Noble
Tana Pradia
Teresa Pruitt
Viviana Santibanez
Robert Smith
Isis Torrente

Guest Speakers

Mike Alexander
MLA Consulting

Melody Barr
Houston Department of Housing & Community Development

Nike Blue
AIDS Foundation Houston

Evelio Salinas Escamilla
Houston Area Community Service, Inc.

Gerry Cantu
Latino HIV/AIDS Task Force

Tracy Gorden
Vice Chair, Ryan White Planning Council

Annette Johnson
Baylor College of Medicine, Teen Health Clinic

Heather Keizman
Ryan White Grant Administration

Denis Kelly
CPG, Member;
External Committee Member, Ryan White Planning Council

John Lazo
Houston Metropolitan Chamber of Commerce

Amy Leonard
Legacy Community Health

Jeffrey Meyer
Houston Health Department

Scot More
Coalition for the Homeless of Houston/Harris County

John Nechman
Katine & Nechman L.L.P.

Venita Ray
Legacy Community Health

Cecilia Ross
Living Without Limits Living Large Inc.

Paul Simmons
Legacy Community Health

Steven Vargas
Chair, Ryan White Planning Council

Lou Weaver
Equality Texas

Cathy Wiley
Houston Health Department

Office of Support Staff

Tori Williams, Director
Amber Harbolt, Health Planner
Diane Beck, Council Coordinator
Eric Moreno, Assistant Coordinator

HHD Bureau Staff

Marlene McNeese, Bureau Chief
Cathy Wiley, Training Administrator

Attachments

- FY16 Project LEAP Service Definition (approved 10-12-15)
- 2016 Project LEAP Course Overview
- 2016 Pre/Post-Training Evaluation Forms

SERVICE DEFINITION
2016 Project L.E.A.P.
Houston Ryan White Planning Council
www.rwpcHouston.org

Service Category Title:	Grant Administration - 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.
Program Goals:	<p>Contractor will increase the number and effectiveness of HIV-infected individuals 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, through an effort known as “Project LEAP” (Learning, Empowerment, Advocacy and Participation). A minimum of 20 and a maximum of 30 HIV-infected individuals must be enrolled prior to the commencement of the training program. A maximum of 10 affected others may be included in the training program in addition to the minimum number of HIV-infected individuals.</p> <p>A minimum of 12 (20 if evening class) HIV-infected individuals and no more than 6 (10 if evening class) affected others must be enrolled prior to the commencement of the training program.</p> <p>The race, ethnicity and gender composition of the classes must reflect current local HIV/AIDS prevalence data to the extent feasible. Contractor must endeavor to enroll individuals from groups that are disproportionately affected by HIV disease, including youth and transgender PLWHA, in Project LEAP.</p> <p>Project LEAP will increase the knowledge and participation of HIV-infected and affected participants through a training program specifically developed to provide HIV-infected 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/AIDS planning bodies, with an emphasis on planning activities conducted under the auspices of the Houston Ryan White Planning Council (RWPC) and the HIV Prevention Community Planning Group (CPG).</p>
Program Requirements:	<p>A minimum of one day class will be provided during the term of this agreement. If a minimum of 5 HIV+, non-conflicted individuals apply for, and are accepted into, an evening class, then day and evening classes will be provided during the term of this agreement. Each class will include graduation and at least:</p> <ul style="list-style-type: none"> • 44 contact hours of classroom training; • 12 hours of participation in RWPC or CPG meetings or activities;

	<p>and participation in HIV-related community meetings and activities.</p> <p>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 HIV-infected persons in the Houston EMA/HSDA, presentation skills, knowledge related to accessing services, overview of HIV-related quality improvement processes and parliamentary procedure/meeting management skills.</p> <p>Contractor 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 participation, limited to transportation, childcare, and meals. Contractor agrees to provide HCPHES/ Ryan White Grant Administration 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.</p> <p>Contractor will provide Harris County with a written report summarizing the activities accomplished before the end of the calendar year.</p>
<p>Program Objectives:</p>	<p>Objective 1: Contractor will identify and provide training to at least 12 (20 if evening class) HIV-infected individuals and no more than 6 (10 if evening class) 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 following training curriculum shall be provided:</p> <ol style="list-style-type: none"> 1. Information on the sources and purposes of HIV service funds in the Houston EMA/HSDA; 2. The structure, functions, and procedures of the RWPC and the CPG; 3. Specific training and skills building in needs assessments, parliamentary procedures and meeting management procedures, presentation skills, accessing and utilizing support resources and role models, and competence in organizational participation and conduct. 4. Specific training on HIV-related Standards of Care, quality improvement methods and HRSA service category definitions. <p>Objective 2: Contractor will enhance the participation of the HIV-infected and affected persons participating in this project by the following documented activities:</p> <ol style="list-style-type: none"> 1. Establishing realistic training schedules which accommodate varying health situations of 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. Contractor 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 participation, limited to transportation, child care, and meals;
5. Providing both lecture and hands-on experiential class activities to enable participants to maximize opportunities for learning.

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

1. Involving HCPHES/RWGA, The Houston Regional HIV/AIDS Resource Group and other administrative agencies for public HIV/AIDS care and prevention funds in curriculum development and training activities;
2. Ensuring representatives from the RWPC, the 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
 - Help with the development of a recruitment strategy
 - If the Contractor finds it difficult to find individuals that meet the criteria for participation in the Project, assist with student recruitment
 - 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 RWPC Operations Committee and the next Project LEAP External 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/AIDS epidemiological data in the Houston EMA/HSDA, including youth (ages 18-24) and transgender PLWHA.

Special Requirements:	Contractor will provide HCPHES/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.
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EXAMPLES: Matrix and Chart

Recommended Project LEAP Class of 2013

Candidate	M	F	T	HIV+	Non-Aligned HIV+	W	B	H	Youth Age 13 -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	3	3	1	5	4	3	3	1	1	2

	EMA HIV/AIDS prevalence as of 12/31/10*		PC Members as of 09/01/11		Non-Aligned Consumers on PC	
Race/Ethnicity	#	%	#	%	#	%
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%
Total*	20,875	100.00%	36	100.00%	16	100.00%
Gender	#	%	#	%	#	%
Male	15,413	73.83%	21	58.33%	11	68.75%
Female	5,462	26.17%	15	41.67%	5	31.25%
Total*	20,875	100.00%	36	100.00%	16	100.00%

*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.

2017 Project LEAP Student Selection Guidelines

The following guidelines will be used by the Office of Support to select students for the 2016 Project LEAP cohort. They are presented in order of priority:

1. As outlined in the Service Definition for Project LEAP:
 - a. The Office of Support shall enroll at least 12 (20 if evening class) HIV-infected individuals and no more than 6 (10 if evening class) affected others. Preference will be given to non-aligned (non-conflicted) consumers of Ryan White HIV/AIDS Program services in the Houston EMA and high risk applicants.
 - b. Selected students shall be representative of the demographics of current HIV/AIDS prevalence in the Houston EMA, with particular attention to sex/gender, race/ethnicity, and the special populations of youth (age 18 - 24) and transgender.
2. Not be a prior Project LEAP graduate.
 - a. If the applicant is a prior LEAP graduate, they may be selected for the 2017 cohort if they have not been appointed to the Planning Council following LEAP participation and if space in the class is available.
3. Be available for the 2017 Project LEAP class schedule.
4. Have the ability to commit to Project LEAP expectations in regards to class participation, activities, and homework assignments.
5. 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.
6. 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.
7. Demonstrated interpersonal skills consistent with successful participation in Project LEAP, such as ability/willingness to work in a team, effective communication skills, etc.

Training Topics for 2017 Ryan White Planning Council Meetings (updated: 11-08-16)

DRAFT

Shaded area indicates an off-site meeting location	Topic	Speaker	Notes
Month			
January 26 2017	Council Orientation	N/A	Trevisio's Restaurant
February 9	END HIV Houston Crosswalk: END HIV Houston and 2017 Houston Area HIV Prevention and Care Comp. Plan	Venita Ray, Coordinator, END HIV Houston, Legacy Amber Harbolt, Health Planner, Office of Support	
March 9	2017 HIV Comprehensive Plan: Council Activities How To Best Meet the Need Process & Training	Amber Harbolt, Health Planner, Office of Support Co-Chairs, Quality Improvement	
April 13			
May 11	Priority Setting Process	, Co-Chairs, Priority & Allocations Committee	
June 8	Project LEAP Presentation: Community	Project LEAP 2017 Students	OFF SITE: L. Castillo with Project LEAP
July 13	Priority Setting and Allocations Processes	Co-Chairs, Priority & Allocations Committee	
August 10	Prevention of Domestic and Sexual Violence	RW Grant Administration staff	
September 14			
October 12	EIIHA Update	Amber Harbolt, Health Planner	
November 9	We Appreciate Our External Members Election Policy	Chair, Ryan White Planning Council Operations Committee	
December 14	Elections for the 2018 Officers	Co-Chairs, Operations Committee	

Suggestions: Public Speaking HRSA Updates TB and HIV HIV & Oral Health Houston Medical Monitoring Project
 CPG Needs Assess Update on SIRR

INSTRUCTIONS FOR DECEMBER ELECTION OF OFFICERS

The Co-Chairs of the Operations Committee run the election. Staff handles all ballots.

- 1.) Invite members to nominate additional candidates for **Council Chair**.
 - 2.) Announce that nominations for Council Chair are now closed.
 - 3.) Ask each candidate to state why they are running for the position.
 - 4.) Staff reminds members that they must sign their name to the ballot or it will be invalid. Then, staff will pass out, collect and count ballots.
 - 5.) Staff will give the Co-Chairs of the Operations Committee the name of the person who has won the election for Council Chair so that they can announce it to the group and begin the process of electing a Council Vice Chair.
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- 1.) Invite members to nominate additional candidates for **Council Vice Chair**.
 - 2.) Announce that nominations for Council Vice Chair are now closed.
 - 3.) Ask each candidate to state why they are running for the position.
 - 4.) Staff passes out, collects and counts ballots.
 - 5.) Staff will give the Co-Chairs of the Operations Committee the name of the person who has won the election for Council Chair so that they can announce it to the group and begin the process of electing a Council Vice Chair
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- 1.) Invite members to nominate additional candidates for **Council Secretary**.
- 2.) Announce that nominations for Council Secretary are now closed.
- 3.) Ask each candidate to state why they are running for the position.
- 4.) Staff passes out, collects and count ballots.
- 5.) Staff will give the Co-Chairs of the Operations Committee the name of the person who has won the election for Council Chair so that they can announce it to the group.

2016 QUARTERLY REPORT OPERATIONS COMMITTEE

(submit November 2016)

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 2017.
Status:
2. When necessary, address member needs for additional orientation and training, including through the Committee Mentoring Program. (Example: create more training for mentors and a “Frequently Asked Questions” form. The information for this document can be gathered from Project LEAP and others.)
Status:
3. *When necessary, review and revise the bylaws, policies, and procedures of the Ryan White Planning Council.
Status:
4. When necessary, review and revise policies and procedures for the Council support staff.
Status:
5. *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:
6. *Resolve any grievances brought forward.
Status:
7. *Make nominations to the CEO, which ensure the reflectiveness and representativeness of the Council.
Status:
8. Evaluate the performance of the Manager in conjunction with the Planning Council Chair and CEO.
Status:
9. Ensure that the Council is complying with HRSA, County and other open meeting requirements.
Status:
10. Annually, review the status of Committee activities identified in the Comprehensive Plan.

Status of Tasks on the Timeline:

Committee Chairperson

Date