

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

MEMO

To: 2019 Operations Committee
Ronnie Galley, Co-Chair
Allen Murray, Co-Chair
Veronica Ardoin
Bobby Cruz
Johnny Deal
Angela F. Hawkins
Tana Pradia

Copy: Bruce Turner
Carin Martin
Yvette Garvin

From: Tori Williams

Date: Monday, November 11, 2019

Re: Meeting Announcement

Please note the following meeting information:

Operations Committee Meeting
12 noon, Tuesday, November 19, 2019
2223 W. Loop South, Suite 240
Houston, TX 77027
Lunch will be provided

Please RSVP to Rod, even if you cannot attend the meeting. She can be reached at:
Rodriga.Avila@cjo.hctx.net or by telephone at 832 927-7926.

We look forward to seeing you on Tuesday, November 19th.

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

12 noon, Tuesday, November 19, 2019

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

AGENDA

* = Handout to be distributed at the meeting

-
- I. Call to Order Ronnie Galley and
Allen Murray, 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. If you work for an organization, but are representing yourself, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to a member of the staff who would be happy to read the comments on behalf of the individual at this point in the meeting. All information from the public must be provided in this portion of the meeting.

III. Old Business

- A. Change the name of External Committee members?
- B. Review and possibly revise motion re: officer attendance (see minutes)
- C. Ryan White Part A Memorandum of Understanding Ryan
- D. White Part B/SS Letter of Understanding
- E. Important events (this committee stays in place through the 2020 Orientation):
 - Performance Evaluation with the Director – Dec. 16, 2019
 - Mentor Luncheon – Thurs. Jan. 16, 2020
 - Operations Committee Meeting – Jan. 16, 2020?
 - Ryan White Orientation – Thurs. Jan. 23, 2020
- F. Agenda for Mentor Luncheon
- G. Agenda for Ryan White Orientation

IV. New Business

- A. Project LEAP 2020
- B. Youth Council

V. Announcements

VI. Adjourn

OPTIONAL: Members meet with Committee Mentor

Johnny Deal

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

12 noon, Tuesday, October 15, 2019

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

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Ronnie Galley, Co-Chair	Veronica Ardoin, excused	Staff
Allen Murray, Co-Chair		Tori Williams, Director
Bobby Cruz		Rod Avila, Assistant Coordinator
Johnny Deal		
Angela F. Hawkins		
Tana Pradia, by telephone		

Call to Order: Allen Murray, Co-Chair, called the meeting to order at 12:07 p.m.

Adoption of the Agenda: Motion #1: it was moved and seconded (Deal, Galley) to adopt the agenda. Motion carried unanimously.

Approval of the Minutes: Motion #2: it was moved and seconded (Galley, Deal) to approve the September 17, 2019 minutes. Motion passed. Abstentions: Cruz.

Public Comment: none

Old Business

Election of 2020 Officers of the Ryan White Planning Council: Williams reported that the rules regarding the election for the 2020 Ryan White officers were announced at the October Planning Council meeting. To date, there are no nominations for the three officer positions. After much discussion about the challenges of having an officer who does not attend meetings and term limits, the committee made the following motions:

Motion #3: it was moved and seconded (Cruz, Hawkins) that, if Dr. Patel were to agree, the Operations Committee would be supportive if the County Judge were to reappoint Shital Patel, MD to the Planning Council. Even though she is at the end of her six-year term limit, her expertise as an HIV physician and her excellent monthly medical updates have been of great value to the Planning Council. Motion carried unanimously.

Motion #4: it was moved and seconded (Hawkins, Deal) that if an officer of the Ryan White Planning Council misses three, unexcused consecutive meetings of the Steering Committee and Planning Council, they must step down as an officer and an election will be held to fill the position. . (Example: an Officer must step down if he/she does not contact the Office of Support and request an excused absence and if they miss the October Steering Committee, October Planning Council and the November Steering Committee meetings.) Motion carried unanimously. Staff was asked to remind

nominees for officer positions of this new requirement. And, when presenting their qualifications to the Council before an election, nominees must state that, to the best of their knowledge, they will not have difficulty meeting this additional attendance requirement.

Update on 2020 Membership: Williams reported that the Houston Planning Council is no longer in compliance with HRSA's requirement that members of the Planning Council and the non-aligned consumer members must be reflective of the local epidemic. The Council needs to have more males, White and Hispanic members. The Council also needs to have members below the age of 30. There are a number of current Council applicants who will help address some of these issues, if the Judge agrees to appoint them as members. But, there is only one applicant who is below the age of 30.

Update on Ryan White Youth Committee Activities: Murray, Galley, Williams and Avila met with the Youth Group at AIDS Foundation Houston to gather information about their educational needs. The information that the youth shared was very helpful and the youth seemed to appreciate the interaction, see the attached document. A result of the meeting was that staff at AIDS Foundation Houston have invited representatives of the Council and Council staff to meet with the Youth Group on a monthly basis and provide qualified speakers with information about HIV prevention, care and treatment.

Motion #5: *it was moved and seconded (Hawkins, Galley) to table agenda items III.D and IV. A, B and F until the next meeting.* **Motion carried unanimously.**

New Business

2020 Mentor Luncheon: Williams reported that the 2020 Mentor Luncheon will be on Thursday, January 16th.

2020 Council Orientation: Williams reported that the all-day 2020 Council Orientation will be at Third Coast Restaurant on Thursday, January 23rd.

Quarterly Committee Report: Murray filled out the report.

Announcements: None

Adjournment: **Motion 6#:** *it was moved and seconded (Hawkins, Galley) to adjourn the meeting at 1:25 p.m.* **Motion carried unanimously.**

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Williams, Victoria (County Judge's Office)

From: Angela Hawkins <afhawkins1964@gmail.com>
Sent: Tuesday, September 17, 2019 1:33 PM
To: Williams, Victoria (County Judge's Office)
Subject: Alternative Names for External Committee

Auxiliary Committee Representatives or Members
Fellow Members
Assistant Committee Members
Affiliate Committee Members

Memorandum of Understanding

(Approved by the Council on 12-08-11)

Parties to the Memorandum of Understanding:

1. Harris County Judge – The “Chief Elected Official” (CEO)
2. Houston Eligible Metropolitan Area (EMA) Ryan White CARE Act (as amended) Part A Planning Council – The “Planning Council” (RWPC)
3. Houston EMA Ryan White CARE Act Part A Planning Council Office of Support – The “Office of Support” (RWPC/OS)
4. Harris County Public Health Services Department, Ryan White Grant Administration Section – The “Administrative Agency” (HCPHS/RWGA)

PURPOSE

This Memorandum of Understanding is created to facilitate cooperative and collaborative working relationships between and among the Houston Ryan White Planning Council, the Council’s Office of Support and the Houston Administrative Agency. The Health Resources and Services Administration (HRSA), the federal agency that administers the Ryan White program, encourages stakeholders to draft a Memorandum of Understanding (MOU) to better define responsibilities. This document is not intended to restate all HRSA rules but to clarify entity roles and outline procedures that will foster productive interaction and efficient communication between and among the three stakeholders.

This MOU is a dynamic tool to help the aforementioned stakeholders avert misunderstanding. The underlying foundation of the memorandum is the principle of mutual respect. Mutual respect is created through open communication, active listening, seeking understanding, and acknowledging our mutual goals. This document is built upon the understanding that the three entities are equal stakeholders in the Ryan White process with the mutual goal of helping eligible individuals and families living with HIV/AIDS obtain the highest quality and most appropriate Ryan White Program services.

HRSA DEFINED ROLES AND DUTIES

The following is taken from the 2002 HRSA Title I/Part A manual and the Title I/Part A Planning Council Primer and describes the role and duties of the:

Chief Elected Official (CEO or grantee): Harris County Judge

The CEO is the person who officially receives the Ryan White Part A funds. In Houston the CEO is the County Judge making the Judge ultimately responsible for administering all aspects of the Part A program funds (Part A includes Minority AIDS Initiative, or “MAI” funds). Duties include: ensuring that all legal requirements are met, appointing members of the Planning Council and selecting the Harris County Public Health and Environmental Services Department to be the Administrative Agency for the Part A grant.

Planning Council: Houston Area HIV Services Ryan White Planning Council

The Houston Ryan White Planning Council is a group of volunteers appointed by the CEO whose purpose is to plan for and oversee the delivery of services to persons living with HIV in the Houston EMA. Duties include: setting up planning body operations; setting service priorities; allocating resources to those priorities; and assessing the administrative mechanism which means reviewing how long the grantee takes to pay providers, reviewing whether the funds are used to pay only for services that were identified as priorities by the planning council and whether all the funds are spent”. The Council also works with the Administrative Agency to assess

need, develop a comprehensive plan, coordinate with other Ryan White programs and services, and reallocate funds. The Council reports to the CEO.

Planning Council Support: Office of Support

This entity provides administrative support to the Council. Duties include: coordinating and staffing all Council processes; interfacing with HRSA, the CEO's Office and other County Offices regarding Council business; and assisting Council members to stay in compliance with federal and county rules and regulations as well as Council bylaws, policies & procedures. The Manager of the Office of Support reports to the Planning Council and the CEO.

Administrative Agency (the CEO's Agent, also called the grantee): Harris County PHS/Ryan White Grant Administration

This entity carries out the day-to-day administrative activities required to implement and administer services in the Houston EMA according to the plan set forth by the Planning Council. Duties include: procuring services for PLWH/A consistent with Planning Council priorities and allocations, including all aspects of the RFP, review, award and contracting process with service providers; establishing intergovernmental agreements; ensuring services to women, infants, children and youth with HIV disease; ensuring that Ryan White Part A funds are used to fill gaps; ensuring delivery of quality services; preparing and submitting Part A applications; assuring all services are in compliance with the HRSA Ryan White National Part A and Universal Monitoring Standards; limiting grantee administrative costs; limiting contractor administrative costs; monitoring contracts; implementing Quality Management activities, advising the Council on HRSA mandates; and working with the Council to assess need, develop a Comprehensive Plan, coordinate with other Ryan White programs and services, and reallocate funds. According to HRSA, an employee of the grantee may serve as a co-chair to the Planning Council, provided the bylaws of the planning council permit or specify that arrangement. The Manager of RWGA reports to the Executive Director of the Harris County Public Health Services Department (HCPHS) or his/her designee.

LOCALLY DEFINED RESPONSIBILITIES

HRSA clearly assigns responsibility for certain work products to specific entities. For example: the Planning Council is the only entity allowed to set service priorities and determine annual allocations. Similarly, the Administrative Agency is the only entity allowed to monitor contracts and collect agency-specific information. In areas where there is shared responsibility, it is agreed that, in the Houston EMA, the entity named below will have primary responsibility for initiating and completing the following:

Planning Council:

- Through the Needs Assessment process, determine the size and demographics of the population of individuals with HIV disease (Section VI, page 2).
- Determine the needs of such population.
- Adapt the HRSA defined service definitions to meet the local needs.
- Indicate to the grantee, through the service definitions and standards of care, how the services are to be purchased.
- Determine the annual Part A service priorities.
- Determine the annual Part A allocations.
- Collaborate with the Administrative Agency in determining the Part A Standards of Care.
- Collaborate with the Administrative Agency in determining the Part A Outcome Measures.

- Reallocate unspent or carryover funds in a timely manner (see below under Administrative Agency for an explanation of the 10% rule).
- Through Council membership and joint activities, such as the Needs Assessment process, coordinate with other Ryan White programs and services.
- According to HRSA mandates, produce the Comprehensive Needs Assessment that is currently required at least every three (3) years.
- According to HRSA mandates, produce and update the Comprehensive Plan that is currently required at least every three (3) years.
- Produce the Blue Book so long as it is a Council-approved priority. Work with the Harris County Purchasing Department to procure a printer for the final product.
- Procure vendors for specific work products where the contract is under \$25,000 and no formal RFP process is needed. Provide system-wide guidance regarding the Continuum of Care, client eligibility and preferred treatment strategies, at a minimum meeting HHS treatment guidelines, in order that HCPHS/RWGA can implement the Centralized Patient Care Data Management System (CPCDMS) in a manner supportive of the Council's annual implementation plan and approved Comprehensive Plan. Examples of such guidance include the Council's approved stance on de-identified client-level data collection (i.e., no names or other identifying information stored in the CPCDMS) and applicable goals and objectives listed in the Comprehensive Plan.

RWPC Office of Support Staff:

- Provide guidance to the Council on HRSA and County policy that relates to Council processes and work products.
- Provide guidance and leadership to the Council in order to ensure the Council accomplishes all required and necessary goals and objectives.
- At the beginning of each grant year (i.e., January and February) meet with all stakeholders in the Ryan White Part A process to provide guidance and leadership in the Council's development and implementation of a timeline for all required Council work products that is consistent with published deadlines. Inform and advise the Council on multi-year and/or recurring processes such as needs assessment and comprehensive planning in order that the Council is appropriately informed of its deadlines and expected work products.
- Coordinate and staff all Council processes except the workgroups for Standards of Care and Outcome Measures.
- If an outside vendor is utilized, supervise the vendor contract for the Comprehensive Needs Assessment.
- If an outside vendor is utilized, supervise the vendor contract for the Comprehensive Plan.
- Work with the Council to develop the Blue Book. The Office of Support will work with the Purchasing Department to secure and supervise the printer and other vendors needed to produce the document.
- Provide RWPC-related information required for the submission of the annual HRSA grant application in a timely manner in order that HCPHS/RWGA can prepare the annual grant application for review and submission by the CEO.

Administrative Agency:

- Provide the Council with accurate, timely, aggregate service category and other information needed for the different Council processes such as the *How to Best Meet the Need*, priority setting, annual allocations and other processes.
- Collaborate with the Planning Council in determining the Part A Standards of Care.

- Collaborate with the Planning Council in determining the Part A Outcome Measures.
- Coordinate and staff the Part A Standard of Care and Outcome Measures workgroups in order to ensure appropriate interface with the Quality Management Program and because Standards of Care must also reflect the HRSA Ryan White Part A National Programmatic, Fiscal and Universal Monitoring Standards, the current Part A grant guidance, conditions of award and more.
- Reallocate funds per Council-approved decisions. Inform the Council no later than the next scheduled Planning Council Steering Committee meeting of any allocation changes made under the Houston RWPC-approved "10% rule". The 10% rule allows the administrative agency to shift funds between Service Categories without prior Council approval so long as the funds shifted are no more than 10% of the current approved Council allocation for either service category affected by the change.
- Prepare the Houston EMA HRSA grant application for review and submission to HRSA by the CEO.
- Implement and maintain the de-identified client-level data system used in the Houston EMA. The data system used by HCPHS/RWGA is the Centralized Patient Care Data Management System (CPCDMS). The CPCDMS is the property of HCPHS/RWGA and is used to securely collect and store HRSA- and RWPC- required data on client utilization, client demographics, medical and co-morbidity information, health outcomes and to enable the grantee to implement the HRSA-mandated Quality Management program.
- Inform the Council in an ongoing and timely manner of issues surrounding automated client-level data collection, changing data requirements from HRSA and other stakeholders, future technology changes and potential future issues of concern to Houston EMA stakeholders (e.g. interface with the State's ARIES data system for RW Part B data collection by TDSHS).

PROCEDURES

Meetings: Please refer to Council bylaws, policies and procedures for details regarding protocol for Council members. This section is devoted to outlining staff functions in relationship to Council protocol. Regarding the Administrative Agent and Office of Support:

- Staff representation from the Office of Support will be provided at all regular Council meetings including standing committees, ad-hoc and workgroup meetings. Staff representation from RWGA will be provided as appropriate.
- In an effort to help chairs and other attendees delineate between members of the voting body, staff and the general public, neither staff nor members of the general public will sit at the table with Council or committee members while business is being conducted. Because of the more informal nature of workgroups, the chair of the workgroup may choose to make an exception to this rule.
- Staff will provide data and give periodic reports to the Planning Council during time allotted on the meeting agenda.
- Additional insights and suggestions from staff will be given to the Planning Council during meetings in the following manner:
 - Staff and Planning Council members will request permission from the Chairperson before providing input or requesting information from other members of the group.

Requesting Information: Council committees and workgroups will follow Council-approved policy and procedures to request information from the Office of Support or RWGA. This may be done via a standardized form or, in more informal situations, by request of the Council Chair or Vice Chair, Committee Chair or Co-Chair, or workgroup Chair as applicable. Individual Council members should make requests for information through the Committee or workgroup chair as described above.

Distributing Information to the Council, its Committees and Work Groups: Information will be delivered to the Manager of the Office of Support for distribution to the Council, its Committees and workgroups. The Manager will determine the appropriate process to be used to disseminate the information. When providing information, please keep the following in mind:

- 1.) Requests requiring Council or committee approval must be submitted in writing eight days before the date of the meeting.
- 2.) If the information does not require approval, submission of the information eight days before the date of the meeting is preferred.
- 3.) Once a workgroup or committee has created a recommendation in response to the request, the chair of the Committee, workgroup or designee will be responsible for moving the request forward and speaking on behalf of the request.

Verifying Information. Any member of this MOU can question accuracy and request sources to support or verify reports and other information. When accuracy is questioned within the context of a Council or Committee meeting, the chair can ask the entity that submitted the document or report to verify the information at the next meeting. It is incumbent on the one who submitted the document or report to verify the source and attest to its accuracy. While the information is being verified, it is important that decision-making continue and that the information be treated as valid to the extent possible.

However, it is the responsibility of HCPHS/RWGA and RWPC Office of Support staff to provide guidance to the Council regarding HRSA policy, County rules and procedures and other relevant information necessary for the Council to perform its responsibilities in an appropriate and timely manner. Therefore, information provided to the Council or its committees by staff is expected to be accurate and relevant to the issue or question being discussed and Stakeholders should respect such information. When necessary, more detail regarding the accuracy or applicability of such information may be requested, however such requests must not infringe upon established roles and responsibilities under the Ryan White Program (e.g., Council members may not, in their role as Council members, request agency or contract-specific information). Office of Support and HCPHS/RWGA staff are responsible for ensuring the overall Ryan White Part A grant process complies with all applicable HRSA guidelines and other Federal, State and local laws, rules and guidelines.

Proof Reading the Annual Ryan White Part A Grant Application: The Administrative Agency will provide the Office of Support with a draft copy of the application for review by the Council. Notwithstanding HRSA giving grantees less than the customary 60 days to prepare and submit the annual Part A grant application, the Council will nominally have one week (7 calendar days) to review the application and suggest corrections, edits or improvements. The Office of Support will be responsible for collecting and collating the comments and sending these to the Administrative Agency in a timely manner.

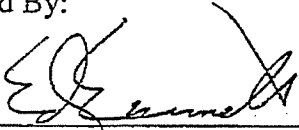
Contracting with outside vendors: Any contracting process that requires issuing an RFP or Interlocal Agreement shall be the responsibility of the Administrative Agency.

Reviewing and Updating the MOU: Annually in October of each year the Operations Committee of the Ryan White Planning Council will contact the principal Stakeholders (i.e., RWPC, RWPC Office of Support, CEO and Administrative Agency) in this MOU to see if any of the Stakeholders wish to review and/or revise the document. This annual process will provide an opportunity for Stakeholders to ensure the MOU will continue to be responsive to the needs and responsibilities of all concerned.

THE DO'S AND DON'TS OF COUNCIL PARTICIPATION: As members of a planning body, there are a number of areas where HRSA and/or county legislation mandates Council participation. The following is not a complete list, but strives to address areas where there are more likely to be questions.

DO's	DON'T's
✓ Do use Robert's Rules of Order in Meetings.	✓ Don't ignore the Chairperson and interrupt others who have been called upon to speak.
✓ When giving reports, do present key information your committee used to make a decision.	✓ Don't offer your personal opinion.
✓ Do ask for questions and think beyond your own situation.	✓ Don't force your point of view on others.
✓ Do make a motion for action.	✓ Don't repeat what everyone else has just stated.
✓ Do attend meetings in order to listen and learn.	✓ Don't feel intimidated and stop participating.
✓ Do share your concerns and ask questions.	✓ Don't vote for something you don't understand.
✓ Do come to meetings prepared.	✓ Don't ignore your meeting packets.
✓ Do work with other committee members to determine the information needs of the committee and have the committee chair ask the staff to prepare the information.	✓ As a Council member, don't ask the staff to prepare reports for your agency or personal use.
✓ Do assess how well services that are funded by the grantee address the planning council's priorities, allocations and instructions for addressing these priorities.	✓ Don't evaluate how well services are being delivered and the cost effectiveness of such services which are to be undertaken separately under the leadership of the grantee.
✓ Do assess the administrative mechanism in the following ways: 1.) evaluate how well the grantee manages to get funds to providers by reviewing how quickly contracts with service providers are signed and how long the grantee takes to pay providers. 2.) Review whether the funds are used to pay only for services that were identified as priorities by the planning council and whether all the funds were spent. 3.) Evaluate how well services funded by Ryan White Part A are meeting community needs.	✓ Don't evaluate the grantee or individual service providers, which is a grantee responsibility.
✓ Do review and discuss aggregate data about service categories.	✓ Don't get directly involved in the administration of the grant or be involved in the selection of particular entities as recipients of Part A funds.

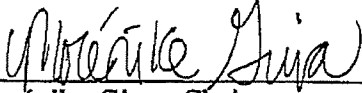
Signed By:



County Judge Ed Emmett

2/2/12

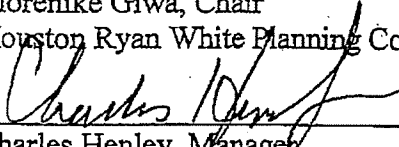
Date



Morénike Giwa, Chair
Houston Ryan White Planning Council

3/1/12

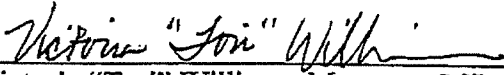
Date



Charles Henley, Manager
HCPHS/Ryan White Grant Administration

3/1/12

Date



Victoria "Tori" Williams, Manager, Office of Support,
Houston Ryan White Planning Council

3/1/12

Date

DRAFT
REVISED 11/01/18

Houston Area HIV Services Ryan White Planning Council
2223 West Loop South, Suite 240, Houston, Texas 77027
713 572-3724 telephone; 713 572-3740 fax

LETTER OF AGREEMENT

Parties to the Letter of Agreement:

1. Harris County Judge – The “Chief Elected Official” (CEO)
2. Houston Eligible Metropolitan Area (EMA) Ryan White Part A Planning Council – The “Planning Council” (RWPC)
3. Houston EMA Office of Support for the Ryan White Part A Planning Council – The “Office of Support” (OoS)
4. Texas Department of State Health Services (TDSHS) - Part B and State Services funding Recipient (Part B/SS Recipient)
5. Houston Regional HIV/AIDS Resource Group, Inc. - Houston HIV Service Delivery Area (HSDA) Part B and State Services funding Administrative Agency
6. Harris County Public Health, Ryan White Grant Administration Section (HCPH/RWGA) - Houston EMA Part A Administrative Agency

PURPOSE

This Letter of Agreement is created to facilitate cooperative and collaborative working relationships between and among the Ryan White Part B Administrative Agency (AA) and the Ryan White Part A Planning Council, its affiliated AA and the Planning Council staff. The Health Resources and Services Administration (HRSA), a division of the United States Department of Health and Human Services, encourages stakeholders to draft a Letter of Agreement (LOA) to better define responsibilities for the Houston Eligible Metropolitan Area (EMA) and the Houston Health Services Delivery Area (HSDA) designated by the Texas Department of State Health Services (TDSHS). The Houston EMA is designated by HRSA to receive Ryan White Program Part A funds to provide services to People Living with HIV (PLWH). The Houston EMA is a six-county area in southeast Texas that consists of Chambers, Fort Bend, Harris, Liberty, Montgomery and Waller counties. The Houston HSDA consists of these same six counties and four others – Austin, Colorado, Walker and Wharton.

This document is not intended to restate all HRSA and TDSHS rules, but rather to clarify entity roles and outline procedures that will foster productive interaction and efficient communication between and among the six stakeholders.

This LOA is a dynamic tool to help the principle stakeholders avert conflict and foster collaborative relationships and decision-making processes. The underlying foundation of the agreement is the principle of mutual respect. Mutual respect is created through open communication, active listening, seeking understanding, and acknowledging our mutual goals. This document is built upon the understanding that the six entities are equal stakeholders in the

Ryan White process with the mutual goal of helping individuals and families living with HIV/AIDS obtain the highest quality and most appropriate Ryan White Program eligible services.

HRSA DEFINED ROLES AND DUTIES

The following is taken from the 2013 HRSA Part A manual and the Part A Planning Council Primer and describes the role and duties of the:

Chief Elected Official (CEO or Grantee for Part A):

The CEO is the person who officially receives the Part A Ryan White Program funds. In the Houston Eligible Metropolitan Area (EMA), the CEO is the County Judge, making the Judge ultimately responsible for administering all aspects of the Part A funds. Duties include: ensuring that all legal requirements are met, appointing all members of the Planning Council and selecting Harris County Public Health (HCPH) to be the Administrative Agency (or recipient) for the Part A funding.

Houston Ryan White Part A Planning Council

This entity is a group of volunteers appointed by the CEO whose purpose is to plan for and oversee the delivery of services to persons with HIV in the defined EMA/HSDA. Duties include: setting up planning body operations; setting priorities; allocating resources to those priorities; and assessing the administrative mechanism which means reviewing how long the grantee takes to pay providers, reviewing whether the funds are used to pay only for services that were identified as priorities by the planning council and whether all the funds are spent. The Council also works with the Administrative Agencies to assess need, develop a comprehensive plan, coordinate with other Ryan White Program programs and services, and reallocate funds. The Council reports to the CEO.

Planning Council Office of Support:

This entity provides administrative support to the Council. Duties include: coordinating and staffing all Council processes; interfacing with HRSA, the CEO's Office and other County Offices regarding Council business; and assisting Council members to stay in compliance with federal and county rules and regulations as well as Council bylaws, policies and procedures. The Manager of the Office of Support reports to the Planning Council and the CEO.

Ryan White Part A Administrative Agency (CEO's Agent, also called the Part A recipient):

This entity carries out the day-to-day administrative activities required to implement and administer services in the defined EMA according to the plan set forth by the Planning Council. Duties include: procuring services for people living with HIV (PLWH) consistent with Planning Council priorities and allocations, including all aspects of the RFP, review, award and contracting process with service providers: establishing intergovernmental agreements; ensuring services to women, infants, children, and youth with HIV disease; ensuring that Ryan White Program Part A funds are used to fill gaps; ensuring delivery of quality services; preparing and submitting Part A applications; assuring all services are in compliance with HRSA rules and regulations; limiting recipient administrative costs; limiting contractor administrative costs; monitoring contracts; advising the Council on HRSA mandates; and working with the Council to assess need, develop a comprehensive plan, coordinate with other Ryan White Program grantees and service providers programs and services, and reallocate funds.

Texas Department of State Health Services (TDSHS)

This entity is the Ryan White Program Part B and State Services (SS) Recipient for the state of Texas. The Part B recipient is the entity that officially receives the Part B funds. In Texas, TDSHS is ultimately responsible for administering all aspects of Part B and SS funds. Duties include: ensuring that all legal requirements are met, selecting and contracting with Part B/SS AAs, providing oversight, monitoring and technical assistance to AAs in the planning and implementation of Part B and SS funds.

Houston Regional HIV/AIDS Resource Group, Inc.

This entity is contracted by TDSHS to carry out the day-to-day administrative activities required to implement and administer services in the Part B and State Services HIV Administrative Service Area (HASA) according to the comprehensive plan. Duties include: procuring services for PLWH consistent with the local priorities and allocation as approved by TDSHS, including all aspects of the RFP, review, award and contracting process with service providers: establishing intergovernmental agreements; ensuring services to women, infants, children, and youth with HIV/AIDS disease; ensuring services to rural residents with HIV disease residing in the HSDA; ensuring that Ryan White Program funds are used to fill gaps; ensuring delivery of quality services; preparing and submitting Part B applications to the State; assuring all services are in compliance with HRSA rules and regulations; limiting AA administrative costs; limiting contractor administrative costs; monitoring contracts; and assessing need, developing a comprehensive plan, coordinating with other Ryan White Program recipients and services, and reallocating funds.

DEFINED RESPONSIBILITIES IN THE HOUSTON EMA/HSDA

In areas where there is shared responsibility between the Part A Planning Council, Part A & B/SS AAs, and the Office of Council Support, it is agreed that, in the Houston EMA/HSDA, the entities named above will have primary responsibility for initiating and completing the following:

Houston Ryan White Planning Council and Part A and B/SS Administrative Agents agree to:

- Collaborate in developing the Part A and B/SS Standards of Care.
- Collaborate in determining the Part A and Part B/SS Outcome Measures.
- The Part B/SS AA, TDSHS, and Part A AA will develop procedures to ensure that Part A, Part B & State Services client level data is entered into the ARIES system whether through direct input or import.

Houston Ryan White Planning Council and Part B/SS Administrative Agency (The Resource Group) agree to:

- Collaborate to provide guidance and leadership in the development and implementation of a timeline for all required Part B/SS AA and Council work products that is consistent with published deadlines.
- Collaborate on planning and completion of multi-year and/or recurring processes such as needs assessment and comprehensive planning in order that the Council (**ADD: and Part B/SS are**) appropriately informed of its deadlines and expected work products.
- Collaborate on a Needs Assessment process to determine the size and demographics of the population of individuals with HIV disease in the Houston EMA/HSDA, and through this process jointly determine the needs of such populations in the defined geographic area.
- Collaborate on the production of, and updates to, the Comprehensive Needs Assessment for the defined EMA/HSDA.

- The Part B/SS AA and the Part A Planning Council will collaborate to develop a single list of service priorities for the Houston HSDA.

Houston Ryan White Planning Council agrees to:

- Indicate to the Part A and Part B/SS AAs, through the service definitions and the standards of care, how the services are to be configured.
- Develop recommendations for Part B and State Services allocations for the EMA/HSDA.
- Develop recommendations for the reallocation of Part B and State Services funds.
- Assess the Part B/SS AA administrative mechanism, which means reviewing how long the AA takes to pay providers, reviewing whether the funds are used to pay only for services that were identified as priorities by the planning council and whether all the funds are spent. Distribute copies of the final assessment to TDSHS, the Part B/SS AA and the Chair of the Board of Directors for the Houston AA for RW Part B and State Services. Data will be requested from the Part B/SS AA in November for an assessment that will be published annually the following January.
- Solicit input from the Part B/SS AA in the development of the Houston EMA/HSDA HIV/AIDS Resource Guide, commonly known as The Blue Book.
- Annually in September of each year, contact the principal Stakeholders (i.e., RWPC, RWPC Office of Support, CEO, Administrative Agency and TDSHS) in this LOA to see if any of the Stakeholders wish to review and/or revise the document. This annual process will provide an opportunity for Stakeholders to ensure the LOA will continue to be responsive to the needs and responsibilities of all concerned.

Part B/State Services Administrative Agency agrees to:

- Provide accurate, timely, aggregate service category and other information needed or requested for the different Council processes such as the *How to Best Meet the Need*, priority setting, annual allocations, reallocations and other processes.
- Coordinate and appropriately staff the Part B/SS Standard of Care and Outcome Measures Work Groups in order to ensure appropriate interface with the Quality Management Program and because Standards of Care must also reflect all HRSA Ryan White and TDSHS programmatic and fiscal guidelines and more.
- Within thirty days of receiving a notice of grant award for Part B or State Services funding, inform the Office of Support in writing of the date of the notice of grant award, award amount and dates of the grant cycle.
- At a minimum, inform the Office of Support after the initial grant awards are distributed and within 45 days after the end of the second quarter of any unobligated funds available for reallocation.
- Forty-five days before the Priority and Allocations Committee is to meet to allocate funds, notify the appropriate agencies that the Priority and Allocations Committee is preparing to allocate or reallocate funds. When funds are available for reallocation, provide agencies with the appropriate, Council approved forms. Ten days before the Priority and Allocations Committee is to meet to reallocate funds, provide the Office of Support with de-identified copies of the completed forms so that the Committee can review and make recommendations for reallocating the funds.
- When the Council recommends priorities, allocations and reallocations for the EMA/HSDA, the recommendations may not be changed by the Part B/SS Administrative Agency before being presented to TDSHS for approval.

- Inform the Office of Support within thirty days of any allocation changes made under the Houston RWPC-approved “10% rule”. The 10% rule allows the administrative agency to shift funds between Service Categories without prior Council recommendation so long as the funds shifted are no more than 10% of the current approved TDSHS allocation for either service category affected by the change.
- In the final quarter of the Ryan White Part B and State Services grant years, after implementing the year end Council-approved reallocation of unspent funds and utilizing the existing 10% reallocation rule to the extent feasible, the Part B/SS AA may reallocate any remaining unspent funds as necessary to ensure no funds are returned to the Texas Department of State Health Services (TDSHS). If funds are to be moved from the Houston HSDA, the Part B/SS AA will notify the Office of Support no later than when the information is submitted to the TDSHS. The Office of Support will notify the members of the Priority and Allocations Committee upon receipt and the Steering Committee and Council at their next scheduled meetings.

Distributing Information to the Council, its Committees and Work Groups: Information will be delivered to the Manager of the Office of Support for distribution to the Council, its Committees and workgroups. The Manager will determine the appropriate process to be used to disseminate the information. When providing information, please keep the following in mind:

- 1.) Requests requiring Council or committee approval must be submitted in writing ten days before the date of the meeting.
- 2.) If the information does not require approval, submission of the information eight days before the date of the meeting is preferred.
- 3.) Once a workgroup or committee has created a recommendation in response to the request, the chair of the Committee, workgroup or designee will be responsible for moving the request forward and speaking on behalf of the request.

Signed By:

Harris County Judge Ed Emmett

Date

Chair, Houston Ryan White Part A Planning Council

Date

Office of Support for the Houston Ryan White Planning Council

Date

(CONTINUED ON NEXT PAGE)

TDSHS, Texas Part B and State Services Grantee

Date

Houston Regional HIV/AIDS Resource Group, Inc.

Date

Harris County PHS RWGA Section

Date



**Ryan White Planning Council
Mentor / Mentee Luncheon**

12 noon, Thursday, January 17, 2018

AGENDA

- | | |
|---------------------------------------|--|
| I. Welcome | Bruce Turner,
Chair, Ryan White
Planning Council |
| II. Roles of the Mentor
and Mentee | Bruce Turner |
| III. Expectations | New Members |
| IV. Experiences | Current Members |
| V. Attendance & Paperwork | Tori Williams |
| VI. Closing Remarks | Bruce Turner |

JOB DESCRIPTIONS

MENTOR

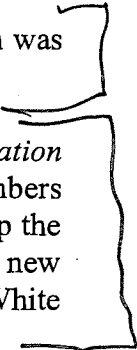
- ⌘** Attend the Mentor/Mentee Luncheon.
 - ⌘** Help Mentee fill out paperwork at the Luncheon.
 - ⌘** At the first committee meeting of the year, determine if the committee mentors are going to make themselves available before or after committee meetings.
 - ⌘** Be available to meet with new committee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

MENTEE

- ⌘** Attend the Mentor/Mentee Luncheon.
- ⌘** Work with Mentor to fill out paperwork at the Luncheon.
- ⌘** 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.

* **Critique the 2019 Mentor Luncheon:** Overall, the Committee felt that the Mentor Luncheon was useful and well attended.

* **Critique the 2019 Council Orientation:** Harbolt presented the attached *2019 Council Orientation Evaluation Results*. Members were in agreement with the results. Next year, committee members would like to do the following: 1. Invite the County Judge to address the council. 2. Tighten up the morning portion of the agenda. 3. Provide more opportunities for open discussions related to new ideas. And, 4. Provide information about Ryan White, the young man, and how the Ryan White legislation came to be.



Statement of Confidentiality: Each member signed a *Statement of Confidentiality* form.

Elect a Committee Vice Chair: *Motion #4: It was moved and seconded (Pradia, Hawkins) to nominate Bobby Cruz as the Committee Vice Chair. After Cruz accepted the nomination, and since he was the only nominee, Cruz was elected by acclamation to be the committee Vice Chair.*

Old Business

2019 Council Training: See attached draft of the 2019 Council Training Schedule.

Interview one council applicant: Williams stated that there is a Council applicant whose forms arrived after the committee completed its interview process in the fall of 2018. The committee decided that the best way to handle it would be to have Williams to contact the one applicant and inform them that they will be interviewed at the end of the summer/early fall 2019.

Announcements: None

Adjournment: *Motion 5#: it was moved and seconded (Cruz, Hawkins) to adjourn the meeting at 12:52 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

12:00 pm, Tuesday, February 19, 2019

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

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Ronnie Galley, Co-Chair	Allen Murray, excused	Staff
Bobby Cruz	Veronica Ardoin, excused	Tori Williams, Director
Angela F. Hawkins	Johnny Deal, excused	Rod Avila, Assistant Coordinator
Tana Pradia		

Call to Order: Ronnie Galley, Co-Chair, called the meeting to order at 12:10 p.m. and asked for a moment of reflection.

Adoption of the Agenda: **Motion #1:** *it was moved and seconded (Cruz, Pradia) to adopt the agenda. Motion carried unanimously.*

Approval of the Minutes: Before voting on this next motion, Galley asked Committee member Pradia to chair the meeting. Pradia agreed. **Motion #2:** *it was moved and seconded (Cruz, Galley) to approve the January 17, 2019 minutes. Motion carried unanimously.*

Galley resumed his role as Chair of the meeting.

Williams reviewed the Nuts and Bolts, Petty Cash Deadlines, and Open Meetings Act training requirements.

Public Comment: After the committee reviewed and discussed a public comment related to Council elections, which was submitted by John Poole, **Motion #3:** *it was moved and seconded (Cruz, Pradia) to table the public comment and review it again before the Council election in December 2019. Motion carried unanimously*

Galley encouraged committee members to read the Purpose of the Committee, which was included in their meeting packets.

2019 Committee Goals: After the committee reviewed the 2019 Committee Goals **Motion #4:** *it was moved and seconded (Cruz, Hawkins) to approve the 2019 Committee Goals with one change, which is to add "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." Motion carried unanimously.*

2019 Committee Meeting Dates & Critical Timeline of Council Activities: Williams walked members through the 2019 Committee Meeting Dates & Critical Timeline of Council Activities.

2019 Council Orientation Evaluation Results

Introduction

The 2018 Operations Committee hosted the 2019 Houston Area Ryan White Planning Council Orientation on January 24, 2019 at Third Coast Restaurant and Conference Center. Staff asked members who attended Orientation to complete evaluation forms. Twenty-nine attendees completed an evaluation form, **41%** of whom were new members.

Members were asked to:

- Describe their favorite part of Orientation
- Rate the quality of logistic features of the event
- Rate the helpfulness of each session for preparing the members to serve on Council
- Rate their confidence in their ability to successfully participate in Council following Orientation
- Suggest any topics they thought would be useful to include in the 2020 Council Orientation

Successes

1. In descending order, the favorite parts of Orientation were:
 - a. BeeBusy presentation on Test and Treat
 - b. Dance the Hokey Pokey
 - c. Food, getting to know new members, and learning about Council structure
2. All meeting logistic features had mean quality ratings of **4.36** or higher. This means that, on average, the location, meeting space, food and drink provided, materials, overall agenda, facilitators, and staff communication were rated as **"Very Good"** or **"Excellent"**.
3. All Orientation sessions had a mean helpfulness rating of **4.24** or higher. This means that, on average, attendees rated all sessions as **"Very Helpful"**, or **"Extremely Helpful"**. The BeeBusy Test and Treat presentation received the highest mean helpfulness rating (**4.83**), followed by the Committee Orientation (**4.65**), and the Timeline of Critical Council Activities (**4.63**).
4. All new member sessions received helpfulness ratings of **4.83**, meaning that, on average, attendees rated all new member sessions as **"Extremely Helpful"**.
5. The mean confidence rating was **4.71**. This means, on average, members reported being **"Very Confident"** to **"Completely Confident"** following the 2019 Orientation.

Challenges

1. Though the overall agenda received a **"Very Good"** average rating (**4.36**), this logistic feature had the lowest mean quality rating compared to the other logistic features.
2. Though much enjoyed, Dance the Hokey Pokey received the lowest mean helpfulness rating (**4.24** – **"Very Helpful"**). One attendee suggested doing a different dance in 2020.

Opportunities

The following are direct quotes from members who attended Orientation on what topics they would like to see included in the 2020 Council Orientation:

- "It would have been nice to hear from the new judge."
- "More open table discussion of new ideas and practices which are in the city, tangible, or near for education and assisting as a volunteer or advocate."
- "Overview and presentation on who Ryan White is and how the Council came to be"

7:45 a.m. NEW COUNCIL MEMBERS CHECK-IN

- Photographs
- Optional breakfast

8:00 a.m. WELCOMING REMARKS

- Opening Remarks, Housekeeping & Review Agenda
Bruce Turner, Chair, Ryan White Planning Council
- Introductions

8:20 a.m. GENERAL OVERVIEW OF HIV FUNDING

Tori Williams, Director, Office of Support

8:25 a.m. COUNCIL BYLAWS, POLICIES & PROCEDURES

- Committee Structure
Tori Williams, Director, Office of Support
- How to Use the Notebooks
Ella Collins-Nelson, Member, Operations Committee
- Meeting Packets & Agendas
Ronnie Galley, Member, Operations Committee
- Bylaws & Policies
Alternating Members, Operations Committee
- Attendance
Bruce Turner, Chair, Ryan White Planning Council

9:25 a.m. FORMAL RELATIONSHIPS

- *Bruce Turner, Facilitator*
- *Tori Williams, Liaison for the County Judge*
(Chief Elected Official of the Houston RW Program)
- *Bruce Turner, Chair*
Ryan White Planning Council
- *Tori Williams, Director, Office of Support*
for the Ryan White Planning Council
- *Carin Martin, Manager*
Ryan White Grant Administration
Harris County Public Health
- *Sha Terra Johnson-Fairley, Health Planner*
Houston Regional HIV/AIDS Resource Group

9:50 a.m. ROBERT'S RULES OF ORDER

Tori Williams, Director, Office of Support

9:45 a.m. RETURNING COUNCIL MEMBERS ARRIVE

- Photographs

10:00 a.m. INTRODUCTION OF OFFICERS & COMMITTEE CO-CHAIRS

Bruce Turner, Chair, Ryan White Planning Council

10:05 a.m. RECOGNIZE THE MENTORS

Bruce Turner, Chair, Ryan White Planning Council

10:10 a.m. COMMITTEE ORIENTATION

11:00 a.m. BREAK

11:20 a.m. TIMELINE OF CRITICAL COUNCIL ACTIVITIES

Tori Williams, Director, Office of Support

11:45 a.m. HONOR THOSE WHO HAVE GONE BEFORE US

Bruce Turner, Chair, Ryan White Planning Council

12:00 p.m. LUNCH

Introductions
Allen Murray, Facilitator and Skeet Boyle, Timekeeper

1:45 p.m. CONFIDENTIALITY

Bob Hergenroeder, Operations and Prevention Director, Montrose Center

2:15 p.m. DANCE THE HOKEY POKEY

Denis Kelly, Facilitator

2:20 p.m. BREAK

2:30 p.m. HIV TEST AND TREAT PROGRAM

Norman Mitchell, CEO & Co-Founder and
Debrisha Johnson, Director of Clinical Services,
Bee Busy Wellness Center

3:30 p.m. CLOSING REMARKS

Bruce Turner, Chair, Ryan White Planning Council

Draft



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

2019 Project LEAP Final Report

Approved: Pending

Prepared by:
Amber Harbolt
Office of Support
(832) 927-7926 telephone
www.rwpchouston.org



**Houston Area HIV Services Ryan White Planning Council
Office of Support
2019 Project LEAP Final Report**

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- FY19 Project LEAP Service Definition (approved 02-14-19)
- 2019 Project LEAP Course Overview
- 2019 Pre/Post-Training Evaluation Forms

Introduction

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

Project LEAP is currently designed as a weekly class spanning 16 weeks including classroom training, out-of-class time observation, and experiential community-based learning. On the 17th week, students are recognized through a graduation ceremony and encouraged to apply to RWP and CPG. Annually, the RWPC reviews and makes recommendations for the Project LEAP Service Definition based on program results and student needs. An External Advisory Panel consisting of representatives from the RWPC, CPG, and Project LEAP alumni also advises Project LEAP.

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

This report summarizes results from the 2019 Project LEAP cohort, including the ways in which the 2019 syllabus met the objectives outlined in the RWPC-approved Service Definition, the extent of the program’s achievement in increasing the knowledge and skills of PLWH and affected individuals, and lessons learned for future program implementation.

Obj. 1: Contact Hours Requirements

From the FY19 Project LEAP Service Definition:

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

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

From the 2019 Project LEAP Syllabus:

- Two classes were held each week from April 3 – July 17, 2019 (**Figure 1**), including:
 1. 50 hours of classroom training;
 2. 12 hours of participation in RWPC or CPG meetings or activities; and participation in HIV-related community activities;
- For a total of 60 hours of instruction. This is 3 hours *more per class* than the Service Definition requirement.
- A graduation dinner and ceremony was held on July 24, 2019.

Figure 1: Project LEAP Contact Hours, 2019

Requirement	FY19 Service Definition (approved 02-14-19)	2019 Project LEAP Syllabus (conducted 4-3-19 through 7-17-19)	
	Number of Hours	Number of Hours	Method
Graduation	n/a	n/a	Graduation ceremony held 7-24-19
Classroom training	44	50	11 weekly classroom sessions conducted at 4 hours/session; 6 hours of classroom sessions before RWPC, CPG, and Steering Committee mtgs
PC/Community participation	12	12	Student attendance at 1 RWPC mtg (2 hrs), 1 CPG mtg (2 hrs), 1 Steering Committee mtg (2 hrs), 1 community mtg (2 hrs), and participation in 1 volunteer shift collecting Needs Assessment surveys (4 hrs)
Total per class	56	62	
<i>Number of classes</i>	≤2	2	
Total contact hours	56-112	124	

Obj. 1: Curriculum Requirements

FY19 Project LEAP Service Definition curriculum requirements met through curriculum:

1. Information on PrEP; & sources & purposes of HIV service funds in Houston EMA/HSDA
 - Week #2 (4/10/19): Panel – Barriers to Reaching, Linking, & Retention in Care with Epidemiology Overview & Special Populations (*Meyer, Watley-Calloway, Martin, Sierra, Koroma, & Johnson*)
 - Week #2 (4/10/19): Overview of HIV Care Funds & RW Program: HRSA to Council and Designing HIV Care Services: HTBMN (*Williams*)
 - Week #3 (4/17/19): HIV Prevention Program: CDC to CPG Panel (*Campbell, Townsend & Vargas*)
 - Week #4 (4/24/19): END HIV Houston (*Townsend*)
 - Week #10 (6/5/19): Overview of Housing Opportunities for People with HIV/AIDS (*Barr*)
 - Week #13 (6/26/19): PrEP (*Gibson*)
 - Week #14 (7/3/19): Attendance at Steering Committee meeting (*Williams*)
2. Structure, functions, & procedures of the RWPC/CPG
 - Week #1 (4/3/19): History of HIV in the Houston Area Interactive Exercise (*Vargas & Williams*)
 - Week #2 (4/10/19): Overview of HIV Care Funds & RW Program: HRSA to Council and Designing HIV Care Services: HTBMN (*Williams*)
 - Week #3 (4/17/19): PB & Jelly Exercise (Function of Policies & Procedures) (*Harbolt*)
 - Week #7 (5/15/19): Conflict of Interest (*Williams*)
 - Week #8 (5/23/19): Attendance at a CPG meeting
 - Week #11 (6/13/19): Attendance at Ryan White Planning Council (RWPC) meeting
 - Week #12 (6/19/19): Training and Exercise on the P&A Process (*Williams*)
 - Week #12 (6/19/19): Organizing Graduation/Robert's Rules of Order Practice (*Williams*)
 - Week #14 (7/3/19): RWPC and CPG Application Process (*Williams*)
 - Week #16 (7/18/18): Project LEAP to Planning Body (*Oshingbade, Cruz, Pradia, & Fergus*)
3. Needs assessments; parliamentary procedures & meeting mgmt; presentation skills; RFP; accessing & utilizing resources/role models; organizational participation & conduct
 - Week #1 (4/3/19): Introduction to Robert's Rules of Order (*Williams*)
 - Week #3 (4/17/19): Community Needs Assessment (*Harbolt*)
 - Week #3 (4/17/19): LEAP Project – Needs Assessment Survey Training (*Harbolt*)
 - Week #4 (4/24/19): Robert's Rules of Order Exercise (*Williams*)
 - Week #4 (4/24/19): Advocacy 101 (*Ray*)
 - Week #5 (5/1/19): Leadership Skills and Team Building (*Alexander*)
 - Week #7 (5/15/19): Epidemiology Profile and EIIHA Strategy (*Harbolt*)
 - Week #7 (5/15/19): The RFP Process (*Williams*)
 - Week #9 (5/29/19): LEAP Special Study Project – Organize Class Presentation (*Harbolt*)
 - Week #10 (6/5/19): Training on HIV Resources/Blue Book Treasure Hunt (*Beck & Williams*)
 - Week #11 (6/13/19): LEAP Project –Presentation Practice (*Harbolt*)
 - Week #11 (6/13/19): Presentation of LEAP Project to RWPC
 - Week #13 (6/26/19): Community Meeting Report-Backs (*Williams*)

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. HIV-related Standards of Care, quality assurance methods, & HRSA service category definitions
 - Week #2 (4/10/19): Designing HIV Care Services: HTBMN (*Williams*)
 - Week #3 (4/17/19): HIV Care Continuum (*Harbolt*)
 - Week #14 (7/3/19): Comprehensive HIV Planning (*Harbolt*)
 - Week #14 (7/3/19): Training on Standards of Care and Performance Measures (*Harbolt*)

Obj. 2: Class Composition vs. Current HIV Prevalence

From the FY19 Project LEAP Service Definition:

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

From the 2019 Project LEAP Cohort (**Figure 2**):

- 1 PLWH (19 of whom were Ryan White consumers) and 7 affected others were enrolled at the beginning of the 2019 Project LEAP program. No young adults (age 18-24) enrolled.
- Of graduating students, 15 were PLWH (75%), and five were affected (25%).
- Compared to HIV prevalence proportions for the Houston EMA, greater proportions of black, non-Hispanic (63% vs. 48%) and female students (41% vs. 25%) enrolled in the program.
- Two transgender students enrolled in the program and one graduated.

Figure 2: Project LEAP Class Composition, 2019

Race/Ethnicity	EMA HIV Prevalence (as of 12/31/18)		2019 Project LEAP Enrollees (as of 4/4/19)		2019 Project LEAP PLWH Enrollees (as of 4/4/19)		2019 Project LEAP Graduates (as of 7/24/19)	
	#	%	#	%	#	%	#	%
White, not Hispanic	5,109	18	5	19	4	22	5	25
Black, not Hispanic	14,044	48	17	63	14	78	11	55
Hispanic	8,493	29	4	15	*	*	3	15
Multiracial	1,025	4	1	4	*	*	1	5
Other/Unknown	407	1	0	0	0	0	0	0
Total	29,078	100	27	100	18	100	20	100
Sex at Birth	#	%	#	%	#	%	#	%
Male	21,829	75	14	52	12	63	12	60
Female	7,249	25	11	41	7	34	7	35
Transgender	n/a	n/a	2	7	*	*	1	5
Total	29,078	100	27	100	19	100	20	100
Age	#	%	#	%	#	%	#	%
13 – 24 years**	1,170	4	0	0	0	0	0	0
Total	1,170	4	0	0	0	0	0	0

*Data suppressed to maintain confidentiality

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

Obj. 2: Course Completion

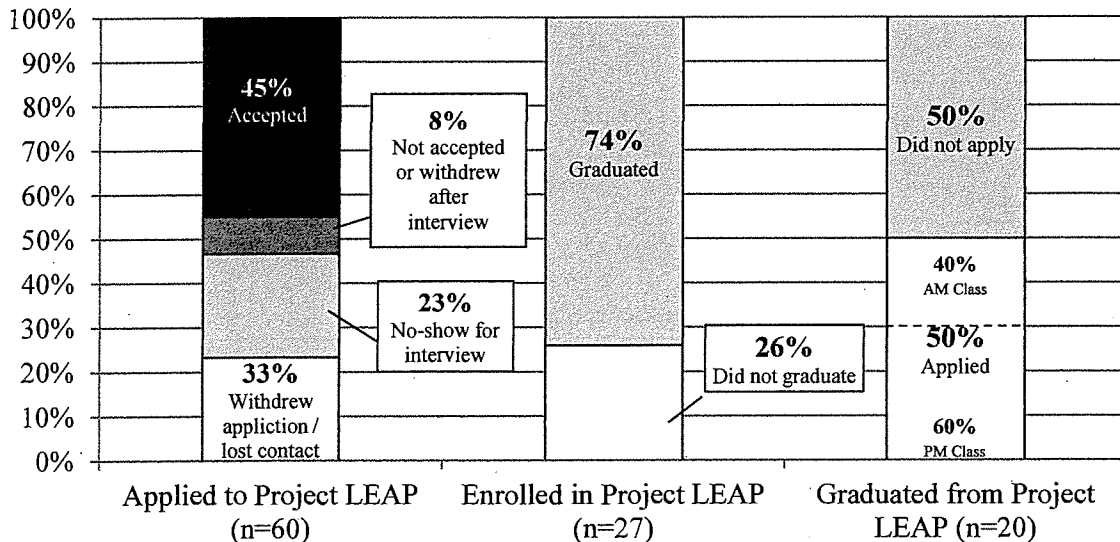
From the FY19 Project LEAP Service Definition:

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

From the 2019 Project LEAP Cohort (Figures 3):

- Sixty individuals applied for 2019 Project LEAP, and 14 applicants withdrew from the interview process or could not be contacted after they applied. The remaining 46 applicants had interviews scheduled. Fourteen applicants did not show up for their interviews, five applicants were interviewed but withdrew or were not accepted into the program, and 27 applicants were enrolled.
- Out of the 27 students enrolled, 20 graduated from the program, for a graduation rate of 74%, down from 86% in 2018. Reasons for attrition were changes in work schedule, needing to care for a family member, and conflicts with other priorities. Three students enrolled, but never attended class. Four students attended classes, but did not complete the course.
- Average weekly class size was 12 students for the morning class, and eight students for the evening class. Weeks involving off-site locations or alternate days/times correlated with higher absences. Eight students had perfect attendance.
- When asked about next steps after Project LEAP, 53% of graduates planned to apply to RWPC or an External Committee; 47% planned to apply to CPG, 16% planned to join a Community Advisory Board (CAB), 42% planned to join a Task Force, and 21% planned to sign up for PLWH advocacy training like the Positive Organizing Project.
- Ten students (or 50% of the graduating class) submitted applications to RWPC for PC (5) and/or External Committee (10) membership. One LEAP student was already serving on PC. As of October 2019, nine students applied to CPG.

Figure 3: Project LEAP Application, Enrollment, and Course Completion, 2019



Obj. 2: Pre/Post-Training Evaluation

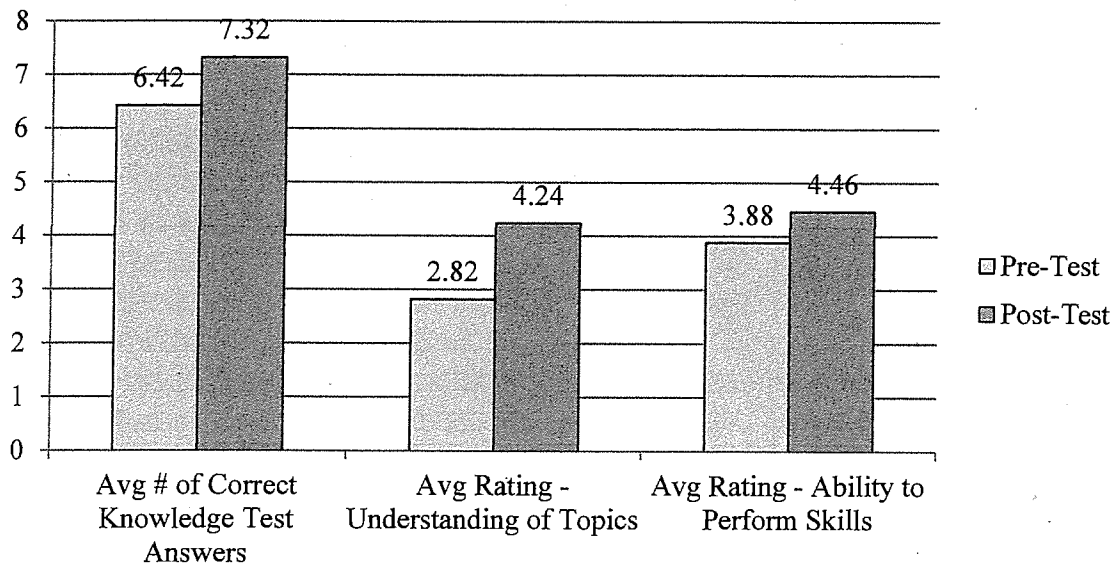
From the FY19 Project LEAP Service Definition:

- 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 2019 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.
- Nineteen students were evaluated at both pre and post with the following results (**Figure 4**):
 1. The average number of correct answers to the multiple choice knowledge assessment questions increased from 6.42 to 7.32, or a 14% increase in average knowledge scores.
 2. The average self-assessment rating of understanding increased from 2.82 to 4.24 (out of 5), or a 50% increase in self-assessed understanding.
 3. The average self-assessment rating of ability to perform skills or activities increased from 3.88 to 4.46 (out of 5), or a 15% increase in self-assessed skills.
 4. The greatest improvements occurred in: knowledge of the purpose of Standards of Care; understanding of structure and functions of the RWPC; and ability to access community resources.

Figure 4: Project LEAP Pre/Post-Training Evaluation Results, 2019



Obj. 2: Process Evaluation and Lessons Learned

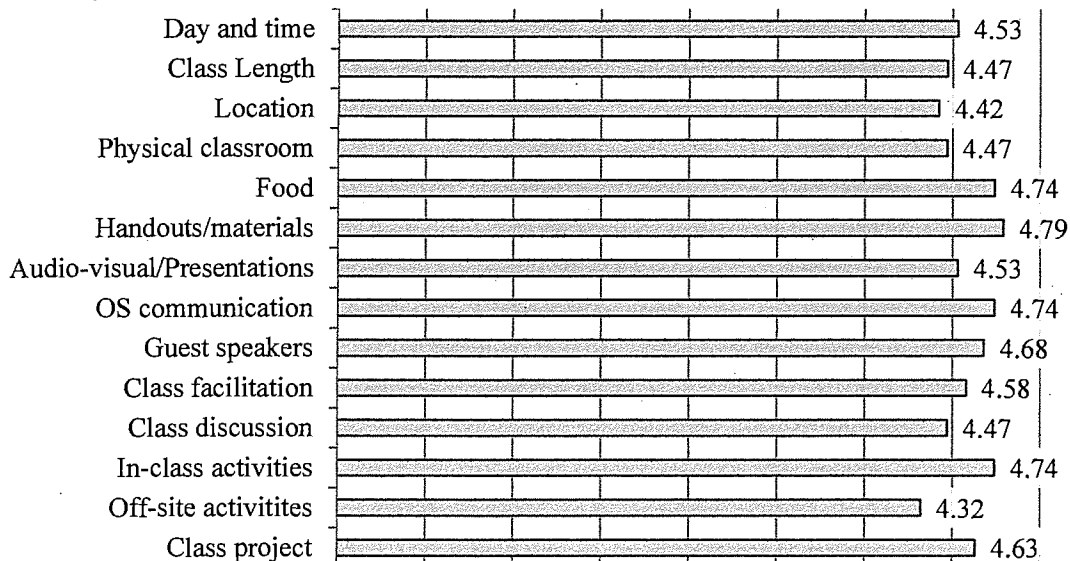
From the FY19 Project LEAP Service Definition:

- Enhance the participation of PLWH 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 2019 Project LEAP Syllabus and Cohort:

- A variety of teaching methods was employed to meet the Service Definition:
 1. *Lectures*: included 24 guest speakers (in addition to three Office of Support staff/facilitators)
 2. *Hands-on activities*: 100% of classroom sessions included an interactive activity (e.g., Robert’s Rules practice, Needs Assessment project development, team-building activities, group discussion, and report-back)
 3. *Experiential activities*: Graduation requirements included a class project, attendance at a community meeting, and a volunteer shift surveying for the Needs Assessment. Three weeks of class occurred at a RWPC, Committee, or CPG meeting.
- Staff assessed course instruction quality in each class.
 1. Students named their favorite part of class, and anything that could have been added, changed, or done differently. Staff reviewed this feedback and made adjustment as necessary.
 2. Students were also asked to rate the general quality of each class on a 5-point scale, with a rating of 1 indicating poor quality, and 5 indicating excellent quality. Overall, classes received an average rating of 4.77/5 - Excellent. The final class received an average rating of 4.93/5 - Excellent.
- Staff assessed course logistics quality at the end of the course. **(Figure 5)**
- Average ratings were highly favorable, with all course logistics elements rated “Very Good” (14%) or “Excellent” 86%). The highest rated logistics element handouts and materials provided with an average score of 4.79. Though still rated “Very Good”, the logistics element with the lowest rating was off-site activities with an average score of 4.22

Figure 5: Project LEAP Logistics, Evaluation Ratings (1=Very Poor, 5=Excellent), 2019



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

- Staff measured general impressions of course quality at the end-point. As of the final Project LEAP 2019 class:
 1. 89% of students felt better able to be productive planning body members following Project LEAP.
 2. 100% of students were pleased with their decision to participate in Project LEAP and would recommend Project LEAP to someone else.
 3. 100% of students agreed or strongly agreed that Project LEAP made them more knowledgeable about HIV prevention and care services planning.

- Staff collected qualitative data at the end-point with an open-ended question inviting students to suggest ways of making Project LEAP even better in the future:
 1. Allow more time for questions and answers
 2. Recruit younger students (suggested ages 18-35); suggested offering a small incentive for attending the evening class or a ½ day class on Saturdays
 3. Add a session on HIV treatment regimens (different medication combinations, medication adherence, pricing, ADAP, potential new treatments in the pipeline like injectable or implant)
 4. Allow for class to attend more RWPC meetings

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

“It Has Given Me a Voice to Be Heard.”: The Life-Changing Impact of Project LEAP

Near the end of the course, the 2019 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:

- As a long-term 30+ year survivor, Project L.E.A.P. has introduced me to the current face of PLHIV. I have gained invaluable insight, education and the necessary skills to help empower these faces to live the best of all possible lives.
- I have learned a lot about HIV, how to avoid HIV, how to take care of yourself and be careful.
- It has given me more understanding of the epidemic. It has made me appreciate science and research. It has made me appreciate humanity. It has made me want to give more to the society. It has given me a voice to be heard.
- Tikkun Olam (Hebrew) = Repairing a Broken World
- Project LEAP has been a wonderful prism to explore the complicated issues surrounding HIV and care in the Greater Houston area. It has been a blessed 17 weeks of building community with other passionate advocates and challenging ourselves to see the complexities of addressing the epidemic.
- LEAP gave me a lot of valuable information that I will take with me, but most of all it gave me a group of remarkable new friends that I will always be forever grateful for meeting.
- Project LEAP has been a combination of motivation, inspiration, education, exposure, gratitude, community and foundation. It has been a thought provoking program that makes me want to know more and do more for the HIV community. I am a proud leader!
- Project LEAP: Brought me knowledge and new friends.
- KNOWLEDGE - What can be done to help create change how change takes place at the RWPC; EMPOWERED - How to do things when to do things (proper way); DESIRE - Willingness to do something about the disease; STRENGTH - To stand up and say “I do matter, I am not just a number or statistic”.
- I am grateful for the vast amount of HIV education and information. As a graduate of Project LEAP I will continue to be a positive role model who has lived with HIV for over 30 years.
- Knowledge from Project LEAP has been empowering making me realize that my voice counts.
- I am a voice for the voiceless.
- Project LEAP has empowered me to become an HIV activist in the community by using my voice to end new HIV transmission and linked PLHIV into care.
- An opportunity to learn what Ryan White does for the Houston area.
- I want to thank Ryan White, visiting agencies and all the presenters for sharing. The more knowledge we acquire the greater outcomes in the future.
- I am so glad that I made a decision to become part of Project LEAP class. The knowledge I have gained is incredible. Project LEAP has granted me the chance to stop being apart on the sideline of the HIV field, I am ready to be an actual and formal advocate
- Being a Long Term survivor: I know how hard it is to get and stay connected. My goal is to “Help others” with the connection process. Project LEAP has given me the tools to do Just That. Thanks Project LEAP!

“It Has Given Me a Voice to Be Heard.”: The Life-Changing Impact of Project LEAP

Continued

- I'm learning more about health and things that I was confused with. I'm not anymore and I learn a lot with Ms. Tori and Ms. Amber and the speakers!
- The Project LEAP program has been informative. All the way from where it started and where we are now and the challenges that have been overcome by people who were passionate, dedicated advocates to the cause.

Budget Information and Comparison

Original Cost of the Program: \$ 52,000

2019 Cost of the Program: \$ 14,407

Total Savings: \$ 37,593

2019 Expenses:

Supplies	\$ 635
Facilities Rental	399
Speaker Fees	300
Student Reimbursement	4,293
Mileage	3,873
Dependent care	420
Meals and Snacks	8,133
Staff Mileage	0
Miscellaneous	647
(graduation shirts)	
TOTAL	\$14,407

See next page for Project LEAP Budget Comparison, 2012 – 2019

Project LEAP Budget Comparison, 2012 – 2019

Item	2012 Expenses	2013 Expenses	2014 Expenses	2015 Expenses	2016 Expenses	2017 Expenses	2018 Expenses	2019 Expenses
Supplies	\$ 1,182	\$ 1,159	\$ 523	\$ 638	\$ 493	\$ 466	\$ 873	\$ 635
Facilities Rental	268	875	318	274	1,158	724	364	399
Speaker Fees	0	0	0	0	100	100	100	300
Student Reimbursement Transportation Dependent Care	3,294 560	3,178 705	4,878 0	1,031 0	1,242 0	4,525* 0	3,488 0	3,873 420
Food	7,844	5,897	7,553	4091	3,734	6,989	7,295	8,133
Staff Mileage	200	25	20	20	20	0	0	0
Miscellaneous	630	858	809	301	494	1,020	1,144	420
TOTAL	\$13,978	\$12,697	\$14,100	\$6,355**	\$7,241**	\$13,824	\$13,264	\$14,407

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

Acknowledgments

Project LEAP 2019 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 2019 was made possible by the following individuals:

Project LEAP Advisory Committee

Rosalind Belcher, Co-Chair

Crystal Starr, Co-Chair

Mona Cartwright-Biggs

Bobby Cruz

Johnny Deal

Ronnie Galley

Eddie Givens

Kelvin Harris

Tiffany Jones

Denis Kelly

Rodney Mills

John Poole

Tana Pradia

Isis Torrente

Guest Speakers

Mike Alexander

MLA Consulting

Melody Barr

Houston Department of Housing & Community Development

Samantha Bowen

Ryan White Grant Administration

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

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Legacy Community Health

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Baylor Teen Health Clinic

Sha'Terra Johnson-Fairley, LMSW

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Kathryn Ferguson

*Member, Community Planning Group;
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Katine & Nechman L.L.P.

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Founder, Living Without Limits Living Large

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Member, Community Planning Group*

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Legacy Community Health

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

Steven Vargas

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

Desmond Watley-Calloway

AIDS Foundation Houston

Lou Weaver

Equality Texas

HHD Staff

Marlene McNeese, Assistant Director

Cathy Wiley, Training Administrator

Attachments

- FY19 Project LEAP Service Definition (approved 02-14-19)
- 2019 Project LEAP Course Overview
- 2019 Pre/Post-Training Evaluation Forms

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.

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).

Each class provided during the term of this agreement will include graduation and at least:

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

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

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

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

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

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

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

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

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

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

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

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

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

EXAMPLE

Recommended Project LEAP Class of 2018

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 12/31/10*		PC Members as of 09/01/11		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%
Total*	20,875	100%	36	100%	16	100%
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%
Total*	20,875	100%	36	100%	16	100%

*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.



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










Project L.E.A.P. 2019 Course Overview

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

Course Key: Classroom Guest Speaker In-Class Activity Off-Site Class
 Group Project Deadline Graduation

Week	Date	Topics	Key
1	April 3 Room 416	<ul style="list-style-type: none"> • Overview of Project LEAP • Housekeeping, Logistics, and Ground Rules • Student Introductions and Expectations • HIV, TB and Hepatitis • Introduction to Robert's Rules of Order • The History of HIV in the Houston Area 	
2	April 10 Room 416	<ul style="list-style-type: none"> • Epidemiology Overview • Panel: Barriers to Reaching, Linking & Retention in Care, focusing on African Americans, Hispanics, MSM and Youth • Overview of HIV Care Funds • From HRSA to Council: Overview of the Ryan White Program • Designing HIV Care Services: How to Best Meet the Need 	
3	April 17 Room 416	<ul style="list-style-type: none"> • HIV Prevention Programs: CDC to CPG • Needs Assessment and the Continuum of Care • LEAP Special Study Project –Survey skills training • Policies and Procedures: the PB&J Exercise 	
4	April 24 Room 416	<ul style="list-style-type: none"> • Robert's Rules of Order Exercise • END HIV Houston Plan • Advocacy 101 	
5	May 1 Room 416	<ul style="list-style-type: none"> • Leadership and Presentation Skills Building 	
6	May 8	Participate in Data Collection at a Survey Site – no class	
7	May 15 Room 416	<ul style="list-style-type: none"> • Health Literacy • Introduction to Transgender Topics • General Overview: Epi Report and EIIHA Strategy • Conflict of Interest and the RFP Process • Prepare for CPG Meeting 	

Course Key:  Classroom  Guest Speaker  In-Class Activity  Off-Site Class
 Group Project  Deadline  Graduation

Week	Date	Topics	Key
8	May 22 (Keep Room 416)	Attend the HIV Prevention Community Planning Group (CPG) Meeting <ul style="list-style-type: none"> • LEAP Special Study Surveys Due 	
9	May 29 Room 416	<ul style="list-style-type: none"> • LEAP Special Study Project – analyze data, prepare class presentation • The Criminalization of HIV 	
10	June 5 Room 416	<ul style="list-style-type: none"> • Homelessness and HIV • Housing Opportunities for Persons with AIDS (HOPWA) • Blue Book Treasure Hunt • LEAP Special Study Project –practice presentation 	
11	THURSDAY June 13 Room 532	Attend the RWPC Meeting and Present the Class Special Study Project	
12	June 19 Room 416	<ul style="list-style-type: none"> • Plan for LEAP Graduation – Student photos • Priority and Allocations Exercise 	
13	June 26 Room 416	<ul style="list-style-type: none"> • Intimate Partner Violence & HIV • Plan for LEAP Graduation – Order shirts • Community Meeting Report-Backs • Student Choice: PrEP 	
14	BOTH CLASSES 10am July 3 Room 416	<ul style="list-style-type: none"> • Ryan White Standards of Care & Performance Measures • Council and CPG Application Process/Forms • Community Meeting Report-Backs • Steering Committee Meeting 	
15	July 10	Attend a Community Meeting – no class	
16	July 17 Room 416	<ul style="list-style-type: none"> • From Project LEAP to Planning Body: Panel of Planning Body and C.A.B. Members • Word Cloud Review • Mock Interviews • Course Wrap-Up 	
17	July 24	Graduation Dinner and Ceremony	



Houston Area HIV Services Ryan White Planning Council
Office of Support
 Project L.E.A.P. 2019

Knowledge Assessment

The purpose of this questionnaire is to measure your understanding of core Project L.E.A.P. topics and skills *before* the course begins. You will complete the same questionnaire at the end of the course. We will then compare both questionnaires. This comparison helps us know how well we did in reaching our goal to help your Project L.E.A.P. class improve its HIV Community Planning knowledge, skills, and abilities.

Today's Date: 04/03/2019

First Name: _____ Last Name: _____

***Please know that the only reason we need your name on this form is to match it to the questionnaire you will complete at the end of the course. Your name will not be used for any other reason.*

Please rate how well you **currently** understand each of the following topics:

<i>I understand...</i>	Very Well	Quite Well	Fairly Well	A Little	Not at All
The sources and purposes of HIV care, treatment, and support services funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The structure and function of the Houston Ryan White Planning Council (RWPC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The structure and function of the Houston HIV Prevention Community Planning Group (CPG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRSA service category definitions for HIV care, treatment, and support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HIV-related Standards of Care and quality assurance methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rate how well you can **currently** perform each of the following skills or activities:

<i>I can...</i>	Very Well	Quite Well	Fairly Well	A Little	Not at All
Read and understand needs assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Robert's Rules of Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engage in public speaking and give presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access community resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve as a role model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in a group setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. **What is the purpose of the Ryan White HIV Program?** *Select one:*
 - (A) To provide routine HIV testing in all health care settings
 - (B) To provide emergency and/or transitional housing for People Living with HIV
 - (C) To provide HIV-related care, treatment, and support services for those who may not have sufficient resources to manage their HIV
 - (D) To lobby for new state and local legislation regarding HIV
2. **What federal agency funds the Ryan White HIV Program?** *Select one:*
 - (A) Centers for Disease Control and Prevention (CDC)
 - (B) Health Resources and Services Administration (HRSA)
 - (C) U.S. Department of Housing and Urban Development (HUD)
 - (D) Office of National HIV/AIDS Policy (ONAP)
3. **What federal agency funds HIV prevention activities in states and cities?** *Select one:*
 - (A) Centers for Disease Control and Prevention (CDC)
 - (B) Health Resources and Services Administration (HRSA)
 - (C) U.S. Department of Housing and Urban Development (HUD)
 - (D) Office of National HIV/AIDS Policy (ONAP)
4. **Which Houston Ryan White Planning Council document contains data on consumer-reported HIV care needs?** *Select one:*
 - (A) Assessment of the Administrative Mechanism
 - (B) Epidemiologic Profile
 - (C) "Blue Book" Resource Guide
 - (D) Community Needs Assessment
5. **What is the main responsibility of the Houston Ryan White Planning Council?** *Select one:*
 - (A) To manage Ryan White A, B, and State Services contracts
 - (B) To give feedback and recommendations on HIV testing and prevention activities
 - (C) To design and attach Ryan White A, B, and State Services funding to HIV care and treatment services
 - (D) To raise community awareness of HIV
6. **Which of the following is a Conflict of Interest?** *Select one:*
 - (A) A Council member votes on a motion for a service that they could potentially gain from personally, professionally, or financially
 - (B) A Council member votes on a motion for a service that they use
 - (C) A Council member serves on an HIV Task Force
 - (D) A Council member used to work for a funded agency several years ago
7. **In the Houston Area, what do the Administrative Agents do?** *Select one:*
 - (A) Provide direct services to Ryan White consumers
 - (B) Distribute HIV care funds by contracting with agencies that provide direct services to Ryan White consumers
 - (C) Bring tasty snacks to all the meetings
 - (D) Provide support to the Planning Council
8. **Which of the following is an activity of the Houston Ryan White Planning Council (RWPC)?** *Select one:*
 - (A) Assessing the needs of People Living with HIV
 - (B) Allocating Ryan White HIV Program dollars
 - (C) Maintaining a Comprehensive Plan
 - (D) All of the above
9. **Which organization provides HIV/STD prevention education and testing, and supports to the Houston HIV Prevention Community Planning Group (CPG)?** *Select one:*
 - (A) Ryan White Grants Administration (RWGA)
 - (B) Houston Health Department (HHD)
 - (C) Houston Regional HIV/AIDS Resource Group (TRG)
 - (D) Texas Department of Health and Human Services (DSHS)
10. **What is the purpose of a Standard of Care, as it relates to HIV services?** *Select one:*
 - (A) To determine whether an agency gets funding from Ryan White
 - (B) To set the minimum level of quality for HIV services
 - (C) To measure client satisfaction with HIV services
 - (D) To evaluate agencies funded through Ryan White
11. **Take a deep breath, and give yourself a pat on the back! You did marvelously. 😊**



Houston Area HIV Services Ryan White Planning Council
Office of Support
 Project L.E.A.P. 2019

Knowledge Assessment

The purpose of this questionnaire is to measure your understanding of core Project L.E.A.P. topics and skills *after* you have completed the course. You may remember completing the same questionnaire on the first day of the course. We will be comparing both questionnaires. This comparison helps us know how well we did in reaching our goal to help your Project L.E.A.P. class improve its HIV Community Planning knowledge, skills, and abilities.

Today's Date: 07/17/2019

First Name: _____ **Last Name:** _____

***Please know that the only reason we need your name on this form is to match it to the questionnaire you will complete at the end of the course. Your name will not be used for any other reason.*

Please rate how well you currently understand each of the following topics:

<i>I understand...</i>	Very Well	Quite Well	Fairly Well	A Little	Not at All
The sources and purposes of HIV care, treatment, and support services funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The structure and function of the Houston Ryan White Planning Council (RWPC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The structure and function of the Houston HIV Prevention Community Planning Group (CPG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRSA service category definitions for HIV care, treatment, and support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HIV-related Standards of Care and quality assurance methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rate how well you can currently perform each of the following skills or activities:

<i>I can...</i>	Very Well	Quite Well	Fairly Well	A Little	Not at All
Read and understand needs assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Robert's Rules of Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engage in public speaking and give presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access community resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve as a role model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in a group setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. **What is the purpose of the Ryan White HIV Program?** *Select one:*
 - (A) To provide routine HIV testing in all health care settings
 - (B) To provide emergency and/or transitional housing for People Living with HIV
 - (C) To provide HIV-related care, treatment, and support services for those who may not have sufficient resources to manage their HIV
 - (D) To lobby for new state and local legislation regarding HIV
2. **What federal agency funds the Ryan White HIV Program?** *Select one:*
 - (A) Centers for Disease Control and Prevention (CDC)
 - (B) Health Resources and Services Administration (HRSA)
 - (C) U.S. Department of Housing and Urban Development (HUD)
 - (D) Office of National HIV/AIDS Policy (ONAP)
3. **What federal agency funds HIV prevention activities in states and cities?** *Select one:*
 - (A) Centers for Disease Control and Prevention (CDC)
 - (B) Health Resources and Services Administration (HRSA)
 - (C) U.S. Department of Housing and Urban Development (HUD)
 - (D) Office of National HIV/AIDS Policy (ONAP)
4. **Which Houston Ryan White Planning Council document contains data on consumer-reported HIV care needs?** *Select one:*
 - (A) Assessment of the Administrative Mechanism
 - (B) Epidemiologic Profile
 - (C) "Blue Book" Resource Guide
 - (D) Community Needs Assessment
5. **What is the main responsibility of the Houston Ryan White Planning Council?** *Select one:*
 - (A) To manage Ryan White A, B, and State Services contracts
 - (B) To give feedback and recommendations on HIV testing and prevention activities
 - (C) To design and attach Ryan White A, B, and State Services funding to HIV care and treatment services
 - (D) To raise community awareness of HIV
6. **Which of the following is a Conflict of Interest?** *Select one:*
 - (A) A Council member votes on a motion for a service that they could potentially gain from personally, professionally, or financially
 - (B) A Council member votes on a motion for a service that they use
 - (C) A Council member serves on an HIV Task Force
 - (D) A Council member used to work for a funded agency several years ago
7. **In the Houston Area, what do the Administrative Agents do?** *Select one:*
 - (A) Provide direct services to Ryan White consumers
 - (B) Distribute HIV care funds by contracting with agencies that provide direct services to Ryan White consumers
 - (C) Bring tasty snacks to all the meetings
 - (D) Provide support to the Planning Council
8. **Which of the following is an activity of the Houston Ryan White Planning Council (RWPC)?** *Select one:*
 - (A) Assessing the needs of People Living with HIV
 - (B) Allocating Ryan White HIV Program dollars
 - (C) Maintaining a Comprehensive Plan
 - (D) All of the above
9. **Which organization provides HIV/STD prevention education and testing, and supports to the Houston HIV Prevention Community Planning Group (CPG)?** *Select one:*
 - (A) Ryan White Grants Administration (RWGA)
 - (B) Houston Health Department (HHD)
 - (C) Houston Regional HIV Resource Group (TRG)
 - (D) Texas Department of Health and Human Services (DSHS)
10. **What is the purpose of a Standard of Care, as it relates to HIV services?** *Select one:*
 - (A) To determine whether an agency gets funding from Ryan White
 - (B) To set the minimum level of quality for HIV services
 - (C) To measure client satisfaction with HIV services
 - (D) To evaluate agencies funded through Ryan White
11. **Take a deep breath, and give yourself a pat on the back! You did marvelously. 😊**

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.

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).

Each class provided during the term of this agreement will include graduation and at least:

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

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

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

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

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

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

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

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

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

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

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

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

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

EXAMPLE

Recommended Project LEAP Class of 2018

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 12/31/10*		PC Members as of 09/01/11		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%
Total*	20,875	100%	36	100%	16	100%
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%
Total*	20,875	100%	36	100%	16	100%

*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.

DRAFT

2020 Project LEAP Student Selection Guidelines

The following guidelines will be used by the Office of Support to select students for the 2020 Project LEAP cohort. They are presented in order of priority:

1. As outlined in the 2020 Service Definition for Project LEAP:
 - a. The Office of Support shall enroll 20 to 30 persons who are living with HIV prior to the commencement of the training program. No more than 10 affected individuals are to be included in the training program. Preference will be given to non-aligned (non-conflicted) consumers of Ryan White HIV Program services in the Houston EMA and high risk applicants.
 - b. Selected students shall be representative of the demographics of current HIV prevalence in the Houston EMA, with particular attention to sex, race/ethnicity, and the special populations of young adults (age 18 - 24) and people who are transgender and/or gender non-conforming.
- ~~2. Not a prior Project LEAP applicant.~~
2. If the applicant is a prior LEAP graduate, they may be selected for the 2020 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 2020 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.

Schedule Speakers at AFH Youth Group – Updated 10-29-19

MONTH	TOPIC	SPEAKER	NOTES
2019			
Oct. 2	Introductions	Allen, Ronnie, Tori & Rod	See summary
Nov. 21	Medication Side Effects	Kevin Aloysius, Pharmacist, Legacy	
Dec.	Blue Book Treasure Hunt	Diane Beck	Use UBER gift cards
2020			
Jan.	TITLE???	Samantha Bowen & Cecilia Oshingbade	
Feb.	PrEP	Donte Smith, Lead Patient Educator, Legacy	
2021			