

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

<http://rwpchouston.org>

MEMORANDUM

To: Steering Committee Members:
Crystal R. Starr, Chair
Skeet Boyle, Vice Chair
Josh Mica, Secretary
Rodney Mills, Co-Chair, Affected Community Committee
Diana Morgan, Co-Chair, Affected Community Committee
Allen Murray, Co-Chair, Comprehensive HIV Planning Committee
Steven Vargas, Co-Chair, Comprehensive HIV Planning Committee
Ronnie Galley, Co-Chair, Operations Committee
Cecilia Ligons, Co-Chair, Operations Committee
Bobby Cruz, Co-Chair, Priority and Allocations Committee
Peta-gay Ledbetter, Co-Chair, Priority and Allocations Committee
Tana Pradia, Co-Chair, Quality Improvement Committee
Pete Rodriguez, Co-Chair, Quality Improvement Committee

Copy: Glenn Urbach
Mauricia Chatman
Tiffany Shepherd
Patrick Martin
Mackenzie A. Hudson

Diane Beck
EMAIL ONLY:
Ann Robison
David Williams
Sha'Terra Johnson

From: Tori Williams

Date: Tuesday, January 24, 2023

Re: Meeting Announcement

We look forward to seeing you for your first Ryan White Steering Committee meeting in 2023.

Ryan White Steering Committee Meeting

12 noon, Thursday, February 2, 2023

Join the Zoom meeting by clicking on:

<https://us02web.zoom.us/j/85782189192?pwd=YmtrckTWcHY5SIV2RE50ZzYraEErQT09>

Meeting ID: 857 8218 9192 Passcode: 885832

Or, use your phone to dial in by calling 346 248-7799

Please contact Rod to RSVP, even if you cannot attend, and let her know if you prefer to meet at the Office of Support. There is room for up to 5 people who are socially distancing in our conference room. Rod can be reached by telephone at: 832 927-7926 or by email at: Rodriga.Avila@cjo.hctx.net. Thank you!

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL

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STEERING COMMITTEE

AGENDA

12 noon, Thursday, February 2, 2023

Join Zoom Meeting by clicking onto:

<https://us02web.zoom.us/j/85782189192?pwd=YmtrektWcHY5SIV2RE50ZzYraEErQT09>

Meeting ID: 857 8218 9192 Passcode: 885832

Or, dial in by calling 346 248-7799

- I. Call to Order
- A. Welcoming Remarks
- B. Moment of Reflection
- C. Select the Committee Co-Chair who will be voting today
- D. Adoption of the Agenda
- E. Adoption of the Minutes
- Crystal R. Starr, Chair
RW Planning Council
- II. Public Comment 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. Reports from Committees
- A. Comprehensive HIV Planning Committee
- No report
- Allen Murray and
Steven Vargas, Co-Chairs
- B. Affected Community Committee
- No report
- Rodney Mills and
Diana Morgan, Co-Chairs
- C. Quality Improvement Committee
- No report
- Tana Pradia and
Pete Rodriguez, Co-Chairs
- D. Priority and Allocations Committee
- No report
- Peta-gay Ledbetter and
Bobby Cruz, Co-Chairs

- E. Operations Committee Ronnie Galley and
Cecilia Ligons, Co-Chairs
Item: 2023 New Member Orientation & Mentor/Mentee Meeting
*Recommended Action: FYI: Verbal update on the January 19, 2023
New Member Orientation and the Mentor/Mentee Meeting.*

Item: 2023 Council Orientation
*Recommended Action: FYI: Verbal update on the 2023 Council
Orientation, hosted by the 2022 Operations Committee.*

Item: HRSA Letter re: Consumer Incentives
*Recommended Action: FYI: See the attached letter from HRSA dated
December 6, 2022, which relates to two options for reimbursing
consumers for attending meetings: Option 1: provide a gift card to
consumers who attend Ryan White meetings. Option 2: reimburse
consumers for transportation, childcare services and meals (only if
needed for health reasons). Please submit thoughts and comments
to the Office of Support for consideration at the February 14, 2023
Operations Committee meeting.*

Item: Survey on Format for 2023 Ryan White Meetings
*Recommended Action: FYI: See the results of the survey of all
2022 Council members regarding the preferred format for Council
and committee meetings. Please submit thoughts and comments to
the Office of Support for consideration at the February 14, 2023
Operations Committee meeting.*

- | | | |
|-------|---|--|
| IV. | 2023 Council Activities | Tori Williams |
| | A. Petty Cash Memorandum | |
| | B. Open Meetings Act Training Memorandum | |
| | C. 2023 Timeline of Council Critical Activities | |
| V. | Report from the Office of Support | Tori Williams, Director |
| VI. | Report from Ryan White Grant Administration | Glenn Urbach, Manager |
| VII. | Report from The Resource Group | Sha'Terra Johnson,
Health Planner |
| VIII. | Training: Managing Meetings | Cecilia Ligons, Former
Chair, RW Planning Council |
| IX. | Announcements | |
| X. | Adjournment | |

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL

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STEERING COMMITTEE

MINUTES

12 noon, Thursday, December 1, 2022
Meeting Location: Zoom teleconference

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Crystal Starr, Chair	Kevin Aloysius	<i>Ryan White Grant Administration</i>
Skeet Boyle, Vice Chair	Tony Crawford	Mauricia Chatman
Josh Mica	Daphne L. Jones	Sarah Ross
Steven Vargas	Rodney Mills, excused	
Ronnie Galley	Matilda Padilla	<i>Office of Support</i>
Bobby Cruz		Tori Williams
Peta-gay Ledbetter		Mackenzie Hudson
Denis Kelly		Diane Beck

Call to Order: Crystal Starr, Chair, called the meeting to order at 12:18 p.m.

During the opening remarks, Starr said that today is World AIDS Day, a day to acknowledge and support the millions globally and thousands locally who live with HIV. She thanked Ronnie and Johanna for joining her at Commissioners Court on Tuesday to receive the World AIDS Day Resolution; she thanked all members of the Court, especially the Judge, for supporting the Houston Ryan White Program. Both Republican and Democratic members of the Court thanked us for the work that we do. Today is the last Steering Committee meeting of 2022. She thanked committee members for being a great team; their dedication has not gone unnoticed. The Council has had a lot of change this year, and a lot of work. But, as usual, the Council and staff have worked together to make this a productive year. Starr then called for a Moment of Reflection.

The Chair invited committee co-chairs to select the co-chair who would be voting on behalf of their committee. Those selected to vote for their committee at today's meeting are: Vargas for Comprehensive HIV Planning, Galley for Operations, Ledbetter for Priority and Allocations, and Jones for Quality Improvement.

Adoption of the Agenda: **Motion #1:** *it was moved and seconded (Boyle, Kelly) to adopt the agenda with the correction of the Comprehensive HIV Planning Committee co-chairs.* **Motion carried.**

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Boyle, Galley) to approve the November 3, 2022 minutes.* **Motion carried.** Abstentions: Boyle, Galley.

Public Comment and Announcements: None.

Reports from Committees

Comprehensive HIV Planning Committee: Josh Mica, Co-Chair, reported on the following:
No report since the 2022 Integrated HIV Prevention and Care Plan is about to be submitted.

Affected Community Committee: Ardry Boyle, reported on the following:
No report since committee members attended the Reunion Project and will be representing the Planning Council at World AIDS Day events throughout the day today.

Priority and Allocations Committee: Bobby Cruz, Co-Chair, reported on the following:
No report since the Committee completed its work for the 2022 planning year in October. See the attached Quarterly Committee Report.

Quality Improvement Committee: Denis Kelly, Co-Chair, reported on the following:
Reports from the Administrative Agent – Part A/MAI*: See the attached reports:

- FY22 Procurement Report Part A/MAI, 10/14/22
- FY22 Service Utilization Report Part A/MAI, 10/14/22
- CQM Committee Quarterly Report (2 parts), 8/01/22

Reports from the Administrative Agent – Part B/SS**: See the attached reports:

- FY22 Procurement Report Part B, 11/02/22
- FY22 Service Utilization Report Part B, 11/02/22
- FY22 Procurement Report DSHS SS**, 11/02/22
- FY21 Health Insurance Assistance Report, 09/28/22

FY22 Standards of Care - Part A/MAI: **Motion #3:** *Endorse all changes to the FY23 Part A/MAI Standards of Care as presented on the attached summary sheet.* **Motion carried.**

FY22 Standards of Care - Part B and State Services: **Motion #4:** *Endorse all changes to the FY23 Part B/SS Standards of Care as discussed in the presentation from The Resource Group, see attached.* **Motion carried.**

Operations Committee: Ronnie Galley, Co-Chair, reported on the following:
Memorandum of Understanding, Part A Stakeholders: **Motion #5:** *Approve the revised, attached Memorandum of Understanding among Part A stakeholders.* **Motion carried.**

2023 Slate of Nominees for 2023 Council Officers: See the attached slate of nominees for Officers of the 2023 Ryan White Planning Council

2023 Important Meeting Dates: Please note the following in-person meetings:

- Mentor/Mentee Luncheon – Thursday, January 19
- 2023 All-day Council Orientation at III by Wolfgang Puck – Thursday, January 26

Report from Ryan White Office of Support: Tori Williams, Director, summarized the attached report.

Report from Ryan White Grant Administration: Heather Keizman, Interim Manager, summarized the attached report. Today is her last day. Glenn Urbach has been hired to be the new manager.

* MAI = Minority AIDS Initiative Funding

** SS = State Services Funding

Report from Ryan White Grant Administration: Heather Keizman, Interim Manager, summarized the attached report. Today is her last day. Glenn Urbach has been hired to be the new manager.

Report from The Resource Group: No report.

Announcements: None.

Adjournment: **Motion:** *it was moved and seconded (Galley, Boyle) to adjourn the meeting at 12:57 p.m. Motion Carried.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

2022 Steering Committee Voting Record for Meeting Date 12/01/22

C = Chaired the meeting, ja = Just arrived, lm = Left the meeting

Aff-Affected Community Committee, Comp-Comprehensive HIV Planning Committee, Op-Operations Committee,
PA-Priority and Allocations Committee, QI-Quality Improvement Committee

MEMBERS	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 2023 Part A SOC/PM Carried				Motion #4 2023 Part B/SS SOC Carried				Motion #5 Part A MOU Carried			
	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain
Crystal Starr, Chair				C				C				C				C				C
Skeet Boyle, Vice Chair		X						X		X				X				X		
Steven Vargas, Comp		X				X				X				X				X		
Ronnie Galley, Op		X						X		X				X				X		
Peta-gay Ledbetter, PA		X				X				X				X				X		
Denis Kelly, QI		X				X				X				X				X		
<i>Non-voting members at the meeting:</i>																				
Josh Mica, Comp																				
Bobby Cruz, PA																				
Absent members:																				
Kevin Aloysius, Secretary																				
Tony Crawford, Aff																				
Daphne L. Jones, QI																				
Matilda Padilla, Op																				
Rodney Mills, Aff																				

PUBLIC COMMENT – 01-25-23

To: Ryan White Planning Council

Re: Public Comment-- Virtual Attendance

From: Oscar Perez, RWPC Member, CBO Representative- Avenue 360 Health & Wellness

Good afternoon council,

On December 6, 2022, I reached out to Ryan White Planning Council's Office of Support to share my concern about the possible change of moving all future Ryan White meetings in person, as I expect my absences to increase due to my inability to attend in person and as a result, may affect my membership/participation. On December 16, 2022, a survey was sent by Ryan White Planning Council's Office of Support to obtain feedback on meeting preferences (whether virtual vs in person) for 2023. The survey was completed according to my preference of having hybrid meetings, where council members have the option to join virtually. While I do not know the results of the survey, I would like to urge the council to allow members to participate virtually when in-person attendance is not feasible. My current role is very community driven, often having to visit community partners, our health centers throughout the city, and out-of-town business travel. The option to join virtually has allowed me to attend scheduled meetings while off-site, out of the city, or even out the state, and moving to a mandatory face-to-face format may affect my attendance thus membership. Thank you for considering this option.



-Oscar Perez

PUBLIC COMMENT

For the Ryan White Operations Committee

Received via email on Wednesday, December 28, 2022

From Bobby Cruz, 2022 Ryan White Planning Council Member

I would like to offer for consideration that it will be difficult to get the greatest number of people participating in our meetings if we eliminate hybrid Zoom meetings.

I was only able to attend all 9 council meetings and all P & A meetings last year because I was able to attend some of them virtually. I attended a funeral out of town on one of those council meeting dates and suggest that this may also be a possibility for other council members in the future. Thus, we would lose out on a council member's participation completely if the possibility of hybrid meetings were eliminated.

Some of the department heads of the Health departments and agencies, and other health professionals, including medical doctors, may not be able to be present in person because of their schedules. If we eliminate the possibility of virtual meeting attendance, we may alienate some important members of our council.

I plan on attending all our meetings in person. I also agree that it is best to encourage in-person attendance as a matter of council policy. However, every other volunteer board I serve on has allowed attendance by virtual/hybrid meetings, if the need arises.

Houston Ryan White Planning Council

Ryan White New Member Orientation

AGENDA

10:00 a.m., Thursday, January 19, 2023

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

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

Meeting ID: 819 2392 0030

Passcode: 270610

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

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



Ryan White Mentor / Mentee Meeting

12 noon, Thursday, January 19, 2023

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

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

Meeting ID: 819 2392 0030

Passcode: 270610

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

AGENDA

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

JOB DESCRIPTIONS

MENTOR

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

MENTEE

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

2023 Ryan White Planning Council

OFFICERS

Crystal R. Starr, Chair

Ardry "Skeet" Boyle, Jr., Vice Chair

Josh Mica, Secretary

MEMBER LISTING

**New Members*

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

Membership list as of 01/18/23

OFFICE OF SUPPORT STAFF

Tori Williams, Director

Mackenzie Hudson, Health Planner

Diane Beck, Council Coordinator

Rod Avila, Assistant Coordinator

2023 Ryan White Planning Council Orientation

January 26, 2023

9:00 a.m. WELCOMING REMARKS

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

9:05 a.m. ALL MEMBER INTRODUCTIONS

Crystal R. Starr, Facilitator

- Officers
- Committee Chairs
- New Members
- Continuing Members

9:45 a.m. FORMAL RELATIONSHIPS

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

10:30 a.m. BREAK

10:40 a.m. COMMITTEE BREAKOUT ROOMS

- Determine monthly meeting day and time

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

*Diane Beck, Council Coordinator
Office of Support*

- Interactive Game: go to www.menti.com and enter code 7862 5219

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

Tori Williams, Director, Office of Support

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

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

12:25 p.m. CLOSING REMARKS

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



December 6, 2022

Dear Ryan White HIV/AIDS Program Part A Colleagues:

The community input process is a requirement in the Ryan White HIV/AIDS Program legislation and is implemented in the Ryan White HIV/AIDS Program (RWHAP) Part A as Planning Councils (PC) or Planning Bodies (PB). The Health Resources and Services Administration's HIV/AIDS Bureau (HRSA HAB) recognizes and understands the value of clients who receive RWHAP Part A services actively participating and being involved in the planning process for HIV service delivery, as this drives services that are tailored to the needs of clients in the jurisdiction.

Nonetheless, the RWHAP statute prohibits RWHAP Part A recipients from making cash payments to intended recipients (i.e., clients) of RWHAP Part A services. See Public Health Service Act (PHS Act) § 2604(i); see also [HAB Policy Clarification Notice \(PCN\) 16-02](#). This prohibition is not limited to service-related costs, and thus applies to administrative costs like PC and PB expenses as well. Therefore, RWHAP Part A recipients may not reimburse PC or PB members who are clients via a cash payment with RWHAP funds.

However, per HAB PCN 16-02, RWHAP Part A recipients can support the participation and meaningful engagement of people with lived experience in PC or PB meetings by providing gift cards, vouchers, coupons, or tickets that can be exchanged for a specific service or commodity. RWHAP recipients are advised to administer voucher and store gift card programs in a manner that assures vouchers and store gift cards cannot be exchanged for cash or used for anything other than the allowable goods or services, and that systems are in place to account for disbursed vouchers and store gift cards.

Alternatively, RWHAP Part A PCs or PBs may provide clients with meals during in-person meetings scheduled around meal times (only if needed for health reasons), transportation to and from meetings, and/or child care services for the children of clients who participate in meetings.

Additional considerations can include adjusting PC or PB meeting times to occur after business hours or on weekends to reduce conflict with client work schedules. Lastly, non-RWHAP funding sources (e.g., general revenue funds) are not similarly restricted, and thus can be utilized for a variety of purposes, including to compensate clients for attending PC or PB meetings.

Thank you for your commitment to ensuring that clients are meaningfully involved in the planning process for service delivery in RWHAP Part A jurisdictions.

Sincerely,
/s/ Chrissy Abrahms Woodland, MBA

Chrissy Abrahms Woodland, MBA
Director
Division of Metropolitan HIV/AIDS Programs

1. Do meetings work better for you virtual, hybrid, or in-person only?

- ☐ Virtual
- ☐ Hybrid
- ☐ In-person

2. What is the minimum number of meetings that you could attend in person within the 12 month calendar year?

3. Does your work inhibit you from attending in-person?

- ☐ Yes
- ☐ No

4. What are the reasons your work won't let you attend in-person?

LIVING WITHOUT LIMITS LIVING LARGE INC.

*"A Place where Heterosexual People Living with HIV can Thrive"
Other Supporters Welcome*

Introducing:

**THE COME BACK
OF
“LIVING LARGE”**

Come join us as we celebrate the reopening of the support group with music, food, fun and fellowship

JANUARY 27, 2023

6:30 p.m. - 8:30 p.m.

**You must call and RSVP
for the location and address**

**For more information or to RSVP, contact
Cecilia @ 832-545-5689 or cysmith2003@livinglarge.co**

Visit our website www.livinglarge.co