

Houston Area HIV Services Ryan White Planning Council

Office of Support

1440 Harold St., Houston, Texas 77006

832 927-7926 telephone; <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
Francisco Ruiz
Tiffany Shepherd
Patrick Martin
Jason Black

Diane Beck
Mackenzie A. Hudson
EMAIL ONLY:
Ann Robison
David Williams
Sha'Terra Johnson

From: Tori Williams

Date: Tuesday, September 26, 2023

Re: Meeting Announcement

We look forward to seeing you for the following meeting:

Ryan White Steering Committee Meeting

12 noon, Thursday, October 5, 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

In-Person: Please join us at Bering Church, 1440 Harold St., Houston, Texas 77006

Please park and enter from behind the building on Hawthorne Street.

Please contact Rod to RSVP, even if you cannot attend, and let her know if you prefer to participate virtually or in person. Rod can be reached by telephone at: 832 927-7926 or by email at: Rodriga.Avila@harriscountytexas.gov. Thank you!

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL



STEERING COMMITTEE

AGENDA

12 noon, Thursday, October 5, 2023

Join Zoom Meeting by clicking onto:

<https://us02web.zoom.us/j/85782189192?pwd=YmtrcktWcHY5SIV2RE50ZzYraEErQT09>

Meeting ID: 857 8218 9192

Passcode: 885832

Or, dial in by calling 346 248-7799

**In-Person: Please join us at Bering Church, 1440 Harold St., Houston, Texas 77006
Park and enter from behind the building on Hawthorne Street.**

- I. Call to Order Crystal R. Starr, Chair
RW Planning Council
 - 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

- 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 Allen Murray and
Steven Vargas, Co-Chairs

Item: 2023 Houston Area HIV Needs Assessment
Recommended Action: FYI: As soon as The Resource Group provides the incentives, data collection for the 2023 Houston Area HIV Needs Assessment will begin. We appreciate The Resource Group providing this valuable part of the project.

 - B. Affected Community Committee Rodney Mills and

Item: 2023 Road 2 Success
FYI: The Committee is going to host 5 Road 2 Success classes At 5 different Ryan White funded clinics before the end of FY 2023. The theme for all of the classes will be reviewing a complete menu of services available at each agency. There will be special emphasis on Emergency Financial Assistance – Pharmacy.

- C. Quality Improvement Committee
Item: Reports from the Administrative Agent – Part B/SS**
Recommended Action: FYI: See the attached reports from the Part B/State Services Administrative Agent:
- FY 23/24 Part B Procurement, dated 09/11/23
 - FY 22/23 DSHS SS** Procurement, dated 09/06/23
 - FY 22/23 SS Service Utilization, dated 09/06/23
- D. Priority and Allocations Committee
The Committee does not typically meet in September
- E. Operations Committee
Item: 2023 Attendance for Council and Affiliate Members
Recommended Action: FYI: The Committee reviewed 2023 attendance records for Council and Affiliate members and made contact with all members who have missed 4 or more Council or Committee meetings.
- Item:* Elections for 2024 Council Officers
Recommended Action: FYI: Please contact the Chairs of the Operations Committee, or the Director of the Office of Support, if you wish to nominate someone, or run, for Chair, Vice Chair or Secretary of the 2024 Planning Council. Nominations close at the end of the November Steering Committee meeting and do not open again until the day of the election.
- V. Report from the Office of Support
- VI. Report from Ryan White Grant Administration
- VII. Report from The Resource Group
- IX. Announcements
- X. Adjournment
- Tana Pradia and
Pete Rodriguez, Co-Chairs
- Peta-gay Ledbetter and
Bobby Cruz, Co-Chairs
- Ronnie Galley and
Cecilia Lignons, Co-Chairs
- Tori Williams, Director
- Glenn Urbach, Manager
- Sha’Terra Johnson,
Health Planner

* MAI = Minority AIDS Initiative Funding

** SS = State Services Funding

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL
 <<>>
 STEERING COMMITTEE

MINUTES

12 noon, Thursday, September 7, 2023

Meeting Location: Bering Church 1440 Harold Street; Houston, TX and Zoom teleconference

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Crystal Starr, Chair	Cecilia Ligons, excused	Ashley Barnes, AHF
Skeet Boyle, Vice Chair	Rodney Mills, excused	
Josh Mica, Secretary	Diana Morgan	
Allen Murray	Tana Pradia, excused	STAFF PRESENT
Ronnie Galley	Steven Vargas, excused	<i>The Resource Group</i>
Bobby Cruz		Sha'Terra Johnson
Peta-gay Ledbetter		
Pete Rodriguez		<i>Office of Support</i>
		Tori Williams
		Mackenzie Hudson
		Diane Beck

Call to Order: Crystal Starr, Chair, called the meeting to order at 12:17 p.m. During the opening remarks, Starr thanked members who attended the Office Open House Event last Thursday in spite of the heat. Half of the staff was unable to make it because they had COVID or other significant issues. For that reason, Starr gave special thanks to Ronnie, Diana, Skeet, Ryan, Allen, Rod and Mackenzie for making guests feel welcome and appreciated. There will be a very interesting presentation scheduled at the beginning of the September Council meeting from Commander Rivera and Lt. Commander Chavez who represent “Prevention through Active Community Engagement” – or the “PACE” program. Starr then called for a Moment of Reflection.

Those selected to represent their committee at today’s meeting include: Boyle for Affected Community, Murray for Comprehensive HIV Planning, Galley for Operations, Ledbetter for Priority and Allocations and Rodriguez for Quality Improvement.

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

Approval of the Minutes: ***Motion #2:** it was moved and seconded (Boyle, Galley) to approve the August 3, 2023 minutes. Motion carried.*

Public Comment and Announcements: None.

Reports from Committees

Comprehensive HIV Planning Committee: Allen Murray, Co-Chair, reported on the following: 2023 Houston Area HIV Needs Assessment: The Committee approved the final version of the survey for the 2023 Houston Area HIV Needs Assessment.

Affected Community Committees: Skeet Boyle, Committee Vice Chair, reported on the following: The Committee met in August to sign up for the different workgroups under the Houston Area HIV Education Coalition, which is part of the 2022-26 Houston Area HIV Prevention and Care Integrated Plan. Committee members also signed up to be greeters at Council meetings. See the attached charts and legend.

Quality Improvement Committee: Pete Rodriguez, Co-Chair, shared the following:

Reports from the Administrative Agent – Part A/MAI*:

- FY22 Part A & MAI Procurement, dated 08/14/23

Reports from the Administrative Agent – Part B/ State Services:

- FY 23/24 Part B Procurement, dated 08/03/23
- FY 22/23 DSHS SS** Procurement, dated 08/03/23
- FY23/24 Part B Service Utilization, 1st Quarter, dated 07/31/23
- FY22/23 DSHS SS Procurement, dated 06/27/23
- FY22/23 Health Insurance Assistance Program, dated 07/05/23

2023 Assessment of the Administrative Mechanism: **Motion #3:** *Accept the 2023 Assessment of the Administrative Mechanism and, based upon the excellent results cited in the report, no corrective action is required.* **Motion Carried.**

Mental Health Service Category Targeting Special Populations: Starr expressed concern that the wording of the special populations could be misunderstood. Johnson will change ‘including’ to ‘emphasizing’ and also under Staff Recommendations add a comma between LPC and PhD. **Motion #4:** *Approve the attached Mental Health Service Category Definition Targeting Special Populations with one addition: add that translation services are to be available at the site when appropriate.* **Motion Carried.**

Priority and Allocations Committee: Bobby Cruz, Co-Chair, reported on the following:

Ryan White Part B State-Rebate Funds Update: See the attached memo regarding the consolidation of State-Rebate funds with DSHS* State Services funds

FY 2022 Revised Carryover Allocations: See FY 2022 Carryover Reallocations based upon final numbers submitted to HRSA. These numbers reflect an additional \$12,744 in RW Part A funds and a decrease of \$1,342 in MAI funds.

Operations Committee: Ronnie Galley, Co-Chair, reported on the following:

Project L.E.A.P. for Youth Pilot Project: **Motion #5:** *In FY 2023 conduct a Project L.E.A.P. (Learning, Empowerment, Advocacy, Participation) Program for Youth between the ages of 18 and 24 years of age with the goal of inviting graduates to initiate the 2024 Ryan White Youth Council. See attached details.* **Motion Carried.**

Request for Food Forms: Please submit this form to Rod asap.

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

Report from Ryan White Grant Administration: See the attached report.

Report from The Resource Group: Sha'Terra Johnson, Health Planner, summarized the attached report.

Announcements: None.

Adjournment: Motion: *it was moved and seconded (Boyle, Murray) to adjourn the meeting at 1:14 p.m. Motion Carried.*

Submitted by:

Approved by:

Tori Williams, Director Date

Committee Chair Date

* MAI – Minority AIDS Initiative

** SS – State Services Funding

2023 Steering Committee Voting Record for Meeting Date 09/07/23

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 Assessment of the admin mech Carried				Motion #4 Mental Health svc definition Carried				Motion #5 LEAP for Youth pilot project 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			
Josh Mica, Secretary	X				X				X				X				X			
Allen Murray, Comp	X				X				X				X				X			
Ronnie Galley, Op	X				X				X				X				X			
Peta-gay Ledbetter, PA	X				X				X				X				X			
<i>Non-voting members at the meeting:</i>																				
Bobby Cruz, PA																				
Pete Rodriguez, QI																				
<i>Absent members:</i>																				
Rodney Mills, Aff																				
Diana Morgan, Aff																				
Steven Vargas, Comp																				
Cecilia Ligons, Op																				
Tana Pradia, QI																				

The Houston Regional HIV/AIDS Resource Group, Inc.
FY 2324 Ryan White Part B
Procurement Report
April 1, 2023 - March 31, 2024



Reflects spending through July 2023

Spending Target: 33%

Revised

Priority	Service Category	Original Allocation per	% of Grant	Amendment*	Contractual Amount	Amendment	Contractual Amount	Date of Original	Expended YTD	Percent YTD
4	Oral Health Service-General	\$1,833,318	53%	\$0	\$1,833,318	\$0	\$1,833,318	4/1/2023	\$525,846	29%
4	Oral Health Service -Prosthodontics	\$576,750	17%	\$0	\$576,750	\$0	\$576,750	4/1/2023	\$215,043	37%
5	Health Insurance Premiums and Cost Sharing (1)	\$1,028,433	30%	\$0	\$1,028,433	\$0	\$1,028,433	4/1/2023	\$505,615	49%
		\$0	0%	\$0	\$0					
Total Houston HSDA		3,438,501	100%	0	3,438,501	\$0	\$3,438,501		1,246,504	36%

Note: Spending variances of 10% of target will be addressed:

(1) HIP- Funded by Part A, B and State Services. Provider spends grant funds by ending dates Part A -2/28; B-3/31;SS-8/31.

The Houston Regional HIV/AIDS Resource Group, Inc.
FY 2223 DSHS State Services
Procurement Report
September 1, 2022 - August 31, 2023



Chart reflects spending through July 2023

Spending Target: 92%

Revised 9/6/2023

Priority	Service Category	Original Allocation per	% of Grant	Amendments per RWPC	Contractual Amount	Amendment	Contractual Amount	Date of Original	Expended YTD	Percent YTD
5	Health Insurance Premiums and Cost Sharing (1)	\$864,506	47%	\$0	\$864,506	\$58,000	\$922,506	9/1/2022	\$1,047,774	114%
6	Mental Health Services (2)	\$300,000	16%	\$0	\$300,000	-\$45,000	\$255,000	9/1/2022	\$109,861	43%
11	Hospice (2)	\$259,832	14%	\$0	\$259,832	\$77,000	\$336,832	9/1/2022	\$302,280	90%
13	Non Medical Case Management (3)	\$350,000	19%	\$0	\$350,000	-\$130,000	\$220,000	9/1/2022	\$170,579	78%
16	Linguistic Services (4)	\$68,000	4%	\$0	\$68,000	\$0	\$68,000	9/1/2022	\$48,564	71%
Total Houston HSDA		1,842,338	100%	\$0	\$1,842,338	-\$40,000	\$1,802,338		1,679,058	93%

Note

- (1) TRG will reallocate funds to avoid lapse in funds
- (2) TRG did complete a fee schedule change which will increase expenditures
- (3) Staff vacancy has resulted in underspending
- (4) Slight decrease in utilization

2022 - 2023 DSHS State Services Service Utilization Report
9/1/2022 thru 08/31/2023 Houston HSDA
4th Quarter

Revised 9/6/2023

Funded Service	UDC		Gender				Race				Age Group							
	Goal	YTD	Male	Female	FTM	MTF	AA	White	Hisp	Other	0-12	13-19	20-24	25-34	35-44	45-49	50-64	65+
Health Insurance Premiums	925	1,534	80.40%	19.04%	0.16%	0.40%	35.00%	25.00%	30.00%	10.00%	0.00%	0.00%	1.30%	13.20%	20.40%	28.10%	29.00%	11.00%
Mental Health Services	192	104	96.30%	2.80%	0.00%	0.90%	29.80%	38.40%	31.80%	0.00%	0.00%	0.00%	1.90%	15.30%	26.26%	16.34%	32.60%	7.60%
Hospice	35	13	84.40%	15.40%	0.00%	0.00%	38.40%	38.40%	15.30%	7.90%	0.00%	0.00%	0.00%	0.00%	7.70%	30.80%	61.50%	0.00%
Non-Medical Case Management	315	24	74.84%	21.00%	0.00%	4.16%	50.00%	45.80%	0.00%	4.20%	0.00%	0.00%	4.22%	25.00%	16.66%	20.80%	29.10%	4.22%
Linguistic services	50	52	49.81%	49.81%	0.00%	0.38%	50.00%	7.60%	5.90%	36.50%	0.00%	0.00%	1.90%	5.70%	25.00%	40.40%	19.40%	7.60%
Unduplicated Clients Served By State Services Funds:	NA	1,727	77.15%	21.63%	0.04%	1.18%	40.64%	31.04%	16.60%	11.72%	0.00%	0.00%	1.86%	11.25%	19.20%	27.29%	34.32%	6.08%

Completed By: L.Ledezma