

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

AGENDA

12 noon, Thursday, February 6, 2025

In Person Meeting Location: 1440 Harold Street, Houston, Texas 77006

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

- I. Call to Order Josh Mica, He/Him/El, 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 Robert Sliepka and
Steven Vargas, Co-Chairs
Item: 2025 Houston Area HIV Needs Assessment
*Recommended Action: FYI: The completion of *The 2025 Houston Area HIV Needs Assessment* was put on hold due to County funding rules, but it should be ready for use during the 2025 How To Best Meet the Need process.*
 - B. Affected Community Committee Skeet Boyle and
Carol Suazo, Co-Chairs
No report
 - C. Quality Improvement Committee Yvonne Arizpe and
Tana Pradia, Co-Chairs
No report

- | | | |
|-------|---|---|
| D. | Priority and Allocations Committee
No report | Peta-gay Ledbetter and
Jay Bhowmick, Co-Chairs |
| E. | Operations Committee
<i>Item: 2025 New Member Orientation & Mentor Meeting</i>
<i>Recommended Action: FYI: Verbal update on the Jan. 16, 2025 New Member Orientation and the Mentor/Mentee Meeting.</i>

<i>Item: 2025 Council Orientation</i>
<i>Recommended Action: FYI: Verbal update on the Jan. 23, 2025 All-Member Council Orientation. The main presentation was an update on the Texas HIV Medication Program.</i> | Caleb Brown and
Cecilia Ligons, Co-Chairs |
| IV. | 2025 Council Activities
A. Petty Cash Memorandum
B. Open Meetings Act Training Memorandum
C. 2025 Committee Meeting Schedule | Tori Williams |
| 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: <i>The Path Forward: Ryan White 2030 and the Planning Council</i> | Richon Ohafia,
Ryan White Grant Admin. |
| IX. | Announcements | |
| X. | Adjournment | |

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL



STEERING COMMITTEE

MINUTES

12 noon, Thursday, December 5, 2024

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

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Josh Mica, he/him/él, Chair	Kenia Gallardo	<i>Ryan White Grant Administration</i>
Skeet Boyle, Vice Chair	Peta-gay Ledbetter, excused	Glenn Urbach
Ryan Rose, Secretary		James Supak
Johnny Deal		Mauricia Chatman
Carol Suazo	OTHERS PRESENT	Eric James
Robert Sliepka	Roxanne Palmer	Jason Black
Cecilia Ligons	Tori Williams	
Crystal R. Starr		<i>The Resource Group</i>
Rodney Mills		Sha'Terra Johnson
Tana Pradia		
Pete Rodriguez		<i>Office of Support</i>
		Diane Beck

Call to Order: Josh Mica, he/him/él, Chair, called the meeting to order at 12:02 p.m. During opening remarks he thanked those who joined him at Commissioners Court to receive the World AIDS Day Resolution, which included: Cecilia, Birdy and Yvonne. He also thanked everyone who attended World AIDS Day events, including the Poz Impact event that he hosted in Acres Home. Today is the last Steering Committee meeting of 2024. He thanked committee members for being a great team and stated that member dedication has not gone unnoticed.

Mica continued by stating that it has been a good year for the Council. There was a robust How To Best Meet the Need process which resulted in opening three new service categories, some of which are especially for those who are aging with HIV. Five geriatric case managers are in the pipeline to support those who need specific support because they are aging with HIV. Staff produced an Epidemiological Supplement and has almost completed a Needs Assessment. Project LEAP and Proyecto VIDA classes were especially robust and will graduate 33 students next week. AND, there is a list of 27 individuals who are qualified to be appointed to serve on the Planning Council next year. The Council still has challenges ahead, but members continue to work collaboratively to adjust services to meet changing needs in an effort to end the epidemic. Mica thanked the members for their role making it a productive year. He then asked Williams to explain her new role and provide an update on the petty cash account.

Mica then called for a Moment of Reflection.

Those selected to represent their committee at the meeting were: Deal for Affected, Sliepka for Comprehensive HIV Planning, Starr for Operations, Mills for Priority and Allocations, and Rodriguez for Quality Improvement.

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Rose, Suazo) to approve the November 7, 2024 minutes.* **Motion carried.** Abstentions: Boyle, Pradia, Starr.

Public Comment and Announcements: None.

Reports from Committees

Comprehensive HIV Planning Committee: Robert Sliepka, Co-Chair, reported on the following:
2024 HIV Prevention & Care Needs Assessment: Beth Allen, the Interim Health Planner, met with the Committee on Tuesday afternoon, December 3rd to review the data from the 2024 HIV Prevention and Care Needs Assessment. It is taking longer than expected to complete the report, hence it will be presented to the Committee in January or February and the Council will see it well before it is needed for the April How To Best Meet the Need process.

Affected Community Committee: Carol Suazo, Co-Chair, reported on the following:
2024 Project LEAP/Proyecto VIDA Graduation: Please join members of the Affected Community Committee in hosting the 2024 Project LEAP/Proyecto VIDA Graduation on Thursday, December 12th. See Tori or Rod to sign up.

Quarterly Committee Report: See the attached Quarterly Committee Report.

Quality Improvement Committee: Tana Pradia, Co-Chair, reported on the following:
See the attached reports from the Part A/Minority AIDS Initiative (MAI) Administrative Agent:

- FY24 Procurement Report – Part A/MAI*, dated 11/12/24
- FY24 Service Utilization – Part A/MAI*, dated 11/12/24

See the attached reports from the Part B/State Services Administrative Agent:

- FY24-25 Procurement Report – Part B, dated 11/04/24
- FY23-24 Procurement Report – State Services, dated 11/04/24
- FY23-24 Service Utilization – Part B, dated 11/04/24
- FY23-24 Health Insurance Assistance Service Utilization, dated 11/04/24

New FY 2025 Service Definitions: **Motion #3:** *Approve the proposed financial eligibility for Home Delivered Meals (400% FPL**), Housing–Temporary Assisted Living (500% FPL**), and Legal Assistance–Expungement of Criminal Records (500% FPL**).* **Motion Carried.** Abstention: Starr.

Update on Spanish Translation at RW funded clinics: See the attached PowerPoint slides from Mauricia Chatman, RWGA. She will present the information to the Planning Council next week.

Ryan White Part A/MAI Standards of Care & Performance Measures: RWGA staff needs more time to compile the information from the workgroup meetings and staff observations. **Motion #4:** *it was moved and seconded (Boyle, Starr) to table this item until February.* **Motion Carried.**

Ryan White Part B/SS Standards of Care & Performance Measures: See attached PowerPoint slides.

Texas Department of State Health Services (TDSHS) Proposed FY 2025 Standards of Care: TDSHS*** welcomes input into the FY 2025 proposed changes to Part B funded standards of care. See the attached standards for Substance Abuse Outpatient and Substance Abuse Residential. Please submit all comments to Sha’Terra Johnson, The Resource Group, at: sjohnson@hivtrg.org.

Priority and Allocations Committee: Rodney Mills, Co-Chair, reported on the following:
Per usual, the Committee did not need to meet in November.

Operations Committee: Cecilia Ligons, Co-Chair, reported on the following:

Personnel Subcommittee: Ligons said that they have been meeting almost weekly and have not received as many applications as expected; there have been 33 applicants so far.

Part A Memorandum of Understanding (MOU) and Part B Letter of Agreement: **Motion #5:** *Since the Houston Ryan White Part A Memorandum of Understanding was signed by the County Judge in 2024, and since the Part B Letter of Agreement is currently being reviewed by the Texas Department of State Services, it is recommended that no changes be made to either document at this time.* **Motion Carried.**

Ryan White Planning Council (RWPC) Website: **Motion #6:** *List educational meetings (like Project LEAP, Proyecto VIDA and Council Orientation) and Personnel Subcommittee meetings on the Ryan White Planning Council, but do not include the meeting location, agenda or other meeting details.* **Motion Carried.**

Election of 2025 Council Officers: See the attached list of nominations for the election of the 2025 Council Officers.

Report from Ryan White Grant Administration: Glenn Urbach, Manager, summarized 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 (Sliepka, Suazo) to adjourn the meeting at 12:47 p.m.* **Motion Carried.**

Submitted by:

Approved by:

Diane Beck, Council Coordinator Date

Committee Chair Date

**MAI = Minority AIDS Initiative funding*

***FPL = Federal Poverty Level*

****TDSHS = Texas Department of State Health Services*

2024 Steering Committee Voting Record for Meeting Date 12/05/24

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 Fin Elig for New Service Definitions Carried				Motion #4 Table Part A SOC/PM Carried				Motion #5 Pt A MOU and Pt B LOA Carried				Motion #6 RWPC Web Calendar Carried			
	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain
Josh Mica, he/him/él, Chair				C				C				C				C				C				C
Skeet Boyle, Vice Chair		X						X		X				X				X				X		
Ryan Rose, Secretary		X				X				X				X				X				X		
Johnny Deal, Aff		X				X				X				X				X				X		
Robert Sliepka, Comp		X				X				X				X				X				X		
Crystal Starr, Op		X						X				X		X				X				X		
Rodney Mills, PA		X				X				X				X				X				X		
Pete Rodriguez, QI		X				X				X				X				X				X		
Non-voting members at the meeting:																								
Carol Suazo, Aff																								
Cecilia Ligons, Op																								
Tana Pradia, QI																								
Absent members:																								
Kenia Gallardo, Comp																								
Peta-gay Ledbetter, PA																								

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

Memorandum

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

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

Date: January 23, 2025

Re: Open Meetings Act Training

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

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

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

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

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



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

MEMORANDUM

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

Copy: Glenn Urban, Manager, Ryan White Grant Administration

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

Date: January 23, 2025

Re: End of Year Petty Cash Procedures

The fiscal year for Ryan White Part A funding ends on February 28, 2025. Due to procedures in the Harris County Auditor's Office, it is important that all volunteers are aware of the following end-of-year procedures:

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

We apologize for what could be an inconvenience. Please call Tori Williams at the number listed above if you have questions or concerns about how these procedures will affect you personally.

(OVER FOR TIMELINE)

March 1

2025.....

Beginning of
fiscal year 2025

Feb 22

2025.....

Turn in all
receipts

Feb 28

2025.....

End of fiscal
year 2024.

March 31

2025

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

2025 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/23/25)

AFFECTED COMMUNITY

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

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

COMPREHENSIVE HIV PLANNING

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

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

OPERATIONS

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

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

PLANNING COUNCIL

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

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

PRIORITY & ALLOCATIONS

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

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

QUALITY IMPROVEMENT

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

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

STEERING

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

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

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

BOLD = Special meeting date, time or place

Calendar for Year 2025 (United States)



January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

November

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Jan 1** • New Year's Day
- Jan 9** • National Day of Mourning for Jimmy Carter
- Jan 20** • Inauguration Day (DC, MD (partly), VA (partly))
- Jan 20** • Martin Luther King Jr. Day
- Feb 14** • Valentine's Day
- Feb 17** • Presidents' Day

- Mar 17** • St. Patrick's Day
- Apr 15** • Tax Day
- Apr 20** • Easter Sunday
- Apr 21** • Easter Monday
- May 5** • Cinco de Mayo
- May 11** • Mother's Day
- May 26** • Memorial Day
- Jun 14** • Flag Day

- Jun 15** • Father's Day
- Jun 19** • Juneteenth
- Jul 4** • Independence Day
- Sep 1** • Labor Day
- Oct 13** • Columbus Day
- Oct 31** • Halloween
- Nov 4** • Election Day
- Nov 11** • Veterans Day

- Nov 27** • Thanksgiving Day
- Nov 28** • Black Friday
- Dec 24** • Christmas Eve
- Dec 25** • Christmas Day
- Dec 31** • New Year's Eve