

**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](http://www.rwpchouston.org)

**MEMORANDUM**

To: Members, Houston Ryan White Planning Council

Copy: Jonathan Fenner, HRSA - email  
Shelley Lucas, Texas Department of State Health Services (DSHS) - email  
Carin Martin, Ryan White Grant Administration  
Heather Keizman, Ryan White Grant Administration  
Yvette Garvin, The Resource Group  
Sha'Terra Johnson-Fairley, The Resource Group  
Amber Harbolt, Ryan White Office of Support  
Diane Beck, Ryan White Office of Support  
Ann Robison, the Montrose Center - email

From: Tori Williams, Director, Office of Support

Date: Tuesday, February 4, 2020

Re: Meeting Announcement

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Please note the following meeting information:

**Ryan White Planning Council Meeting**  
12 noon, Thursday, February 13, 2020  
2223 W. Loop South, Room 532  
Houston, Texas 77027

Please contact Rod Avila to RSVP, even if you cannot attend. She can be reached at 832 927-7926. Or, by responding to one of her email reminders.

**IMPORTANT:** Representatives from the Houston Health Department will meet with members of the Comprehensive HIV Planning Committee at 2 pm on Thursday, February 13, 2020 (after the Council meeting adjourns) to seek input on the structure and development of the 2021 Greater Houston Area End the HIV Epidemic Plan. **All Council members are encouraged to attend this meeting if possible.** The Committee will be developing recommendations regarding the Plan, which the Council will be asked to approve at the March 12, 2020 Council meeting. **Please rsvp if you will be attending** so that Rod can include you in the lunch order.

# DRAFT – REVISED 02/04/2020

## HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL



*We envision an educated community where the needs of all persons living with and/or affected by HIV are met by accessible, effective, and culturally sensitive health and psychosocial services that are part of a fully coordinated system.*

*The community will continue to intervene responsibly until the end of the epidemic.*

*The Houston Eligible Metropolitan Area (EMA) Ryan White Planning Council will improve the quality of life and advocate for those living with and/or affected by HIV by taking a leadership role in the planning and assessment of HIV resources.*

## AGENDA

12 noon, February 13, 2020

Meeting Location: 2223 W. Loop South, Room 532

Houston, Texas 77027

- I. Call to Order
- A. Welcome and Moment of Reflection
  - B. Adoption of the Agenda
  - C. Approval of the Minutes
  - D. Meet Commander Luz Rivera and Lt. Commander Rodrigo Chavez, Representatives of the US Department of Health and Human Services
  - E. Special Request re: Priority and Allocations Co-Chair
  - F. Training: People First Language
- Tana Pradia, Chair,  
Ryan White Planning Council
- All
- Tana Pradia &  
Angela F. Hawkins,  
Positive Women’s Network
- 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 the Council Secretary who would be happy to read the comments on behalf of the individual at this point in the meeting. The Chair of the Council has the authority to limit public comment to 1 minute per person. All information from the public must be provided in this portion of the meeting. Council members please remember that this is a time to hear from the community. It is not a time for dialogue. Council members and staff are asked to refrain from asking questions of the person giving public comment.)
- III. Reports from Committees
- A. Comprehensive HIV Planning Committee
- Daphne L. Jones and  
Steven Vargas, Co-Chairs
- Item:* End the HIV Epidemic: 2021 Community Plan  
*Recommended Action:* FYI: The Houston Health Department will be meeting with the members of the Comprehensive HIV Planning Committee at 2 pm on Thursday, February 13, 2020 to seek input on the structure and development of the 2021 Greater Houston Area End the HIV Epidemic Plan. All Council members are welcome to attend this meeting. The Committee will be developing recommendations regarding

the Plan, which the Council will be asked to approve at the March 12, 2020 Council meeting.

- |       |   |  |
|-------|---|--|
| B.    | Affected Community Committee<br>No report   | Veronica Ardoin and<br>Rodney Mills, Co-Chairs |
| C.    | Quality Improvement Committee<br><i>Item:</i> Reports from the Administrative Agent – Part B & SS*<br><i>Recommended Action:</i> FYI: See attached January 2020 reports.  | Denis Kelly and<br>Pete Rodriguez, Co-Chairs   |
| D.    | Priority and Allocations Committee<br>No report   | Bobby Cruz, Co-Chair                           |
| E.    | Operations Committee<br><i>Item:</i> 2020 Mentor/Mentee Luncheon<br><i>Recommended Action:</i> FYI: Verbal update on the January 16, 2020 Mentor/Mentee Luncheon.<br><br><i>Item:</i> 2020 Council Orientation<br><i>Recommended Action:</i> FYI: Verbal update on the 2020 Council Orientation, which was hosted by the 2019 Operations Committee. | Ronnie Galley and<br>Carol Suazo, Co-Chairs    |
| IV.   | 2020 Council Activities   | Tori Williams                                  |
|       | A. Petty Cash Memorandum  |  |
|       | B. Open Meetings Act Training Memorandum  |  |
|       | C. August Council Meeting/HRSA Conference   |  |
|       | D. 2020 Timeline of Critical Activities   |  |
| V.    | Report from the Office of Support   | Tori Williams, Director                        |
| VI.   | Report from Ryan White Grant Administration   | Carin Martin, Manager                          |
| VII.  | Report from The Resource Group  | S. Johnson-Fairley<br>Health Planner           |
| VIII. | Medical Updates   | Shital Patel, MD<br>Baylor College of Medicine |
| IX.   | New Business (30 seconds/report)  |  |
|       | A. Ryan White Part C Urban and Part D   | Dawn Jenkins                                   |
|       | B. HOPWA  | Niquita Moret                                  |
|       | C. Community Prevention Group (CPG)   | Tana Pradia                                    |
|       | D. Update from Task Forces:   |  |
|       | • Sexually Transmitted Infections (STI)   | John Poole                                     |
|       | • African American  | S. Johnson-Fairley                             |
|       | • Latino  | Gloria Sierra                                  |

\* SS = State Services funding

- Youth Gloria Sierra
- MSM John Poole
- Hepatitis C
- Project PATHH (Protecting our Angels Through Healing Hearts) Johnny Deal  
formerly Urban AIDS Ministry

E. HIV and Aging Coalition

F. Texas HIV Medication Advisory Committee

G. Positive Women's Network

H. Texas Black Women's Initiative

I. Texas HIV Syndicate

J. END HIV Houston

K. Texans Living with HIV Network

Nancy Miertschin

Tana Pradia

Sha'Terra Johnson-Fairly

Amber Harbolt

Crystal Townsend

Tana Pradia

IX. Announcements

X. Adjournment

## HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL



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*The Houston Eligible Metropolitan Area (EMA) Ryan White Planning Council will improve the quality of life and advocate for those living with and/or affected by HIV by taking a leadership role in the planning and assessment of HIV resources.*

### MINUTES

12 noon, Thursday, December 12, 2019

Meeting Location: Ryan White Offices, 2223 W. Loop South, Rm 532; Houston, Texas 77027

MEMBERS PRESENT	MEMBERS PRESENT	OTHERS PRESENT
Bruce Turner, Chair	Allen Murray	Lionel Pennamon, Greeter
Tana Pradia, Secretary	Matilda Padilla	
Veronica Ardoin	Shital Patel	<b>STAFF PRESENT</b>
Rosalind Belcher	Faye Robinson	<i>Ryan White Grant Administration</i>
Tony Crawford	Pete Rodriguez	Carin Martin
Bobby Cruz	Imran Shaikh	Samantha Bowen
Ronnie Galley	Crystal Starr	
Ahmier Gibson	Carol Suazo	<i>The Resource Group</i>
Gregory Hamilton		Sha'Terra Johnson-Fairley
Angela F. Hawkins	<b>MEMBERS ABSENT</b>	Crystal Townsend
Allison Hesterman	Ted Artiaga, excused	
Dawn Jenkins	Johnny Deal, excused	<i>Office of Support</i>
Daphne L. Jones	Arlene Johnson	Tori Williams
J. Hoxi Jones	Mel Joseph, excused	Amber Harbolt
Denis Kelly	Niquita Moret, excused	Diane Beck
Peta-gay Ledbetter	John Poole	
Tom Lindstrom	Gloria Sierra, excused	
Holly McLean	Isis Torrente, excused	
Rodney Mills		

**Call to Order:** C. Bruce Turner, Chair, called the meeting to order at 12:09 p.m.

During the opening remarks, Turner welcomed everyone to the last Council meeting of 2019. He thanked Pradia and Cruz for attending the November 12th Commissioners Court meeting with him to receive the World AIDS Day resolution. The resolution and photo of them with the Judge and the Commissioners are on the sign in table. Turner thanked all the members of the Council for serving this year. Turner called for a Moment of Reflection.

**Adoption of the Agenda: Motion #1: it was moved and seconded (Kelly, Galley) to adopt the agenda. Motion Carried.** Abstention: Gibson.

**Approval of the Minutes: Motion #2: it was moved and seconded (Shaikh, Galley) to approve the November 14, 2019 minutes. Motion Carried.** Abstentions: Ardoin, Gibson, Hamilton, Ledbetter, Lindstrom, McLean, and Mills.

**Public Comment and Announcements:** A gentleman living with HIV spoke about a problem he is having with a Ryan White funded agency. Last year the agency paid his health insurance premiums. Earlier this year, they missed three payments and he didn't find out until mid-March. No one returned his calls or texts so he had to go into the clinic. They tried to put him on the Ryan White Program and ADAP instead of correcting the mistake. He has been going to the agency for health care since he has no insurance coverage. He reported the problem to a staff person in the grant administration office and the primary care agency said they would correct the problem but he still had to pay out of pocket for surgery expenses that would have been covered by his insurance if they hadn't let it lapse.

### **Reports from Committees**

**Comprehensive HIV Planning Committee:** Daphne L. Jones, Chair, reported on the following:  
Epidemiological Profile: Motion #3: Approve the 2019 Houston Area Integrated Epidemiologic Profile for HIV Prevention and Care Services Planning. **Motion Carried.**

Needs Assessment Progress: As of 11/26/19, 578 surveys have been collected. This is 98% of the minimum target sample size. Harbolt gave an update, stating that we have met the minimum number of surveys but wasn't sure of the exact number collected. Date entry is almost complete.

Quarterly Committee Report: Please see the attached quarterly committee report.

**Affected Community Committee:** Rodney Mills, Chair reported on the following:  
Training: Building Healthy Numeracy Skills: Samantha Bowen from Ryan White Grant Administration and Cecilia Ross-Oshingbade from Living Without Limits Living Large gave an excellent presentation on numeracy skills.

HIV and Aging Coalition Holiday Party: The HIV and Aging Holiday party for Long-term HIV survivors will be at the Montrose Center at 7 pm on Saturday, December 14, 2019.

Quarterly Committee Report: Please see the attached quarterly committee report.

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

- FY19 Procurement Report – Part A & MAI, dated 11/11/19
- FY19 Service Utilization Report – Part A & MAI, as of 11/04/19

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

- FY 2019/20 Procurement Report Part B – dated 11/20/19
- FY 2018/19 Procurement Report DSHS\*\* SS – dated 11/20/19
- FY 2019/20 RW Part B Service Utilization – 2nd Quarter dated 10/25/19
- Health Insurance Program Report 09/01/19-09/30/19 – dated 11/07/19
- Health Insurance Program Report 09/01/19-10/31/19 – dated 11/07/19

\* MAI = Minority AIDS Initiative

\*\* SS = State Services funding

Telehealth and Telemedicine: See the attached definitions and power point presentation from Brian Rosemond, BSN, RN, Nurse Consultant for the Texas Department of State Health Services.

Telehealth and Telemedicine: ***Motion #4:*** *The Houston Planning Council supports the idea of telehealth and telemedicine and would like to start implementing the model.* **Motion Carried.**

**Priority and Allocations Committee:** No report.

**Operations Committee:** Allen Murray, Co-Chair, reported on the following:

Alternate Name for External Committee Members: See the attached definition of affiliate and external. Kelly stated that he preferred the term advisory. ***Motion #5:*** *In 2020, replace the term “External Committee members” with “Affiliate Committee members”.* **Motion Carried.** Abstention: Hamilton, H. Jones, Kelly, Starr.

2020 Project LEAP Service Definition: ***Motion #6:*** *Approve the attached Evaluation of 2019 Project LEAP and use the 2019 Project LEAP service definition for the 2020 program.* **Motion Carried.** Abstention: Gibson.

2020 Project LEAP Student Selection Guidelines: ***Motion #7:*** *Approve the attached 2020 Project LEAP Student Selection Guidelines.* **Motion Carried.**

Youth Committee/Council: See the attached CHATT webinar on engaging youth and young adults. See page 19 regarding Youth Councils.

Attendance Requirements for 2020 Council Officers: ***Motion #8:*** *If an officer of the Houston Ryan White Planning Council misses four (4) consecutive Steering and/or Council meetings, 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 misses the October Steering Committee, October Planning Council, November Steering Committee and November Council meetings.) Staff is 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.* **Motion Carried.**

Election of Officers for the 2020 Planning Council: See the attached list of nominees. Galley opened the floor for additional nominations; Murray was nominated for Vice Chair and Suazo and Starr were nominated for Secretary. Each candidate on the ballot stated their qualifications for their respective positions.

Ballots were distributed. Williams reminded members that, per the election policy, voters must write their name on each ballot. Ballots without the voter’s name cannot be counted in the election results.

While ballots were being tallied, Turner presented the following certificates:

- Leadership – members of the 2019 Steering Committee
- Appreciation – members who are retiring
- Perfect Attendance – for Council and/or standing committees

The following individuals were elected by ballot: Chair – Tana Pradia, Vice Chair – Allen Murray, and Secretary – Crystal Starr.

Important Dates in 2020: Please note the following important meeting dates in 2020:

- Mentor Luncheon – Thursday, January 16, 2020
- All-day Council Orientation – Thursday, January 23, 2020

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

**Report from Ryan White Grant Administration:** Carin Martin, Manager, summarized the attached report.

**Report from The Resource Group:** No report.

**Medical Updates:** Patel presented the attached information about HIV entry Inhibitors.

**Ryan White Part C Urban and Part D:** Jenkins said there is supplemental funding available to increase access to care; the deadline for submission is February 2<sup>nd</sup>.

**HOPWA:** Suazo said that funding would be released this month.

**Updates from Task Forces**

**African American:** Johnson-Fairley thanked all who attended the Masquerade Gala for World AIDS Day. The last meeting of the year will be tomorrow to plan for National Black HIV Awareness Day on February 7<sup>th</sup>.

**Latino:** Suazo said they will meet tomorrow.

**Project PATHH:** Galley said that the World AIDS Day brunch was a success. Saturday’s meeting has been cancelled.

**HIV and Aging Coalition:** Turner said the Christmas party will be this Saturday at 7pm at the Montrose Center. Leadership for next year will include Skeet Boyle and two others.

**Positive Women’s Network (PWN):** Pradia said they are providing education about the importance of voting.

**Texas Black Women’s Initiative:** Johnson-Fairley said the last meeting of the year will be next Thursday.

**Texas HIV Syndicate:** Harbolt said that she received a request for an application and encouraged those interested to get involved in this state level planning body.

**END HIV Houston:** Townsend said they are working with the city and county health departments on planning for the End the Epidemic funding.

**Texans Living with HIV Network:** Pradia said they are regrouping and she will provide an update at the next meeting.

**Announcements:** Starr said that she is a deputy voter registrar and can register voters and update registration information. Kelly said he attends a monthly meeting about homeless youth; the population has more than doubled since last year. Murray said that Pradia and Townsend are very much appreciated for their hard work on the Biomedical Conference. Turner encouraged everyone to attend a task force meeting if they have the time.

**Adjournment:** The meeting adjourned at 1:50 p.m.

Respectfully submitted,

\_\_\_\_\_  
Victoria Williams, Director

Date \_\_\_\_\_

Draft Certified by  
Council Chair: \_\_\_\_\_

Date \_\_\_\_\_

Final Approval by  
Council Chair: \_\_\_\_\_

Date \_\_\_\_\_



## Council Voting Records for December 12, 2019

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 2019 Epi Report Carried				MEMBERS	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 2019 Epi Report Carried			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO
				C				C				C	Allen Murray		X				X				X		
	X				X				X				Rodney Mills	X						X					X
	X							X		X			Matilda Padilla ja 12:12	X				X				X			
	X				X				X				Shital Patel ja 12:17	X				X					X		
	X			X				X					Faye Robinson		X					X					X
		X			X				X				Pete Rodriguez		X				X				X		
		X			X				X				Imran Shaikh		X				X				X		
		X			X				X				Crystal Starr	X				X				X			
				X				X		X			Carol Suazo		X				X				X		
		X						X		X															
	X			X				X					<b>MEMBERS ABSENT</b>												
		X			X				X				Ted Artiaga												
	X			X					X				Johnny Deal												
		X			X				X				Arlene Johnson												
		X			X				X				Mel Joseph												
		X			X				X				Niquita Moret												
		X						X		X			John Poole												
		X						X		X			Gloria Sierra												
		X						X		X			Isis Torrente												

## Council Voting Records for December 12, 2019 – continued

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room	Motion #4 Support the idea of Telehealth and Telemedicine Carried				Motion #5 Change External Member to Affiliate Member Carried				Motion #6 2019 LEAP Evaluation and 2020 Svc Def Carried					Motion #4 Support the idea of Telehealth and Telemedicine Carried				Motion #5 Change External Member to Affiliate Member Carried				Motion #6 2019 LEAP Evaluation and 2020 Svc Def Carried			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO
				C				C				C	Allen Murray		X				X				X		
Tana Pradia, Secretary		X				X				X			Rodney Mills		X				X				X		
Veronica Ardoin		X				X				X			Matilda Padilla		X				X				X		
Rosalind Belcher		X				X				X			Shital Patel		X				X				X		
Tony Crawford	X				X				X				Faye Robinson		X				X				X		
Bobby Cruz		X				X				X			Pete Rodriguez		X				X				X		
Johnny Deal		X				X				X			Imran Shaikh		X				X				X		
Ronnie Galley		X				X				X			Crystal Starr ja 12:32	X				X				X			
Ahmier Gibson		X				X						X	Carol Suazo		X						X		X		
Gregory Hamilton		X					X			X															
Angela F. Hawkins ja 12:30	X					X				X			<b>MEMBERS ABSENT</b>												
Allison Hesterman		X				X				X			Ted Artiaga												
Dawn Jenkins		X				X				X			Johnny Deal												
Daphne L. Jones		X				X				X			Arlene Johnson												
J. Hoxi Jones		X					X			X			Mel Joseph												
Denis Kelly		X					X			X			Niquita Moret												
Peta-gay Ledbetter		X				X				X			John Poole												
Tom Lindstrom		X				X				X			Gloria Sierra												
Holly McLean		X				X				X			Isis Torrente												

## Council Voting Records for December 12, 2019 – continued

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room	Motion #7 2020 LEAP Student Selection Guidelines Carried				Motion #8 Attendance Reqs for PC Officers Carried					Motion #7 2020 LEAP Student Selection Guidelines Carried				Motion #8 Attendance Reqs for PC Officers Carried			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO
				<b>C</b>				<b>C</b>	Allen Murray		<b>X</b>				<b>X</b>		
		<b>X</b>				<b>X</b>			Rodney Mills		<b>X</b>				<b>X</b>		
		<b>X</b>				<b>X</b>			Matilda Padilla		<b>X</b>				<b>X</b>		
		<b>X</b>				<b>X</b>			Shital Patel		<b>X</b>				<b>X</b>		
	<b>X</b>				<b>X</b>				Faye Robinson		<b>X</b>				<b>X</b>		
		<b>X</b>				<b>X</b>			Pete Rodriguez		<b>X</b>				<b>X</b>		
		<b>X</b>				<b>X</b>			Imran Shaikh		<b>X</b>				<b>X</b>		
		<b>X</b>				<b>X</b>			Crystal Starr ja 12:32	<b>X</b>					<b>X</b>		
		<b>X</b>				<b>X</b>			Carol Suazo		<b>X</b>				<b>X</b>		
		<b>X</b>				<b>X</b>											
		<b>X</b>				<b>X</b>			<b>MEMBERS ABSENT</b>								
		<b>X</b>				<b>X</b>			Ted Artiaga								
		<b>X</b>				<b>X</b>			Johnny Deal								
		<b>X</b>				<b>X</b>			Arlene Johnson								
		<b>X</b>				<b>X</b>			Mel Joseph								
		<b>X</b>				<b>X</b>			Niquita Moret								
		<b>X</b>				<b>X</b>			John Poole								
		<b>X</b>				<b>X</b>			Gloria Sierra								
		<b>X</b>				<b>X</b>			Isis Torrente								

## National Minority Health Month Blog

US Dept. of Health and Human Services, Office of Minority Health.

The following text was shortened. The complete text can be found at:

<https://minorityhealth.hhs.gov/nmhm14/blog/BlogPost.aspx?BlogID=2252>

Posted on 7/9/2019 by Brett P. Giroir, M.D., ADM, U.S. Public Health Service, Assistant Secretary for Health, Senior Adviser, Immediate Office of the Secretary, U.S. Department of Health & Human Services

I was excited to announce at today's Presidential Advisory Council on HIV/AIDS meeting in Jackson, Miss., that my office – the Office of the Assistant Secretary for Health (OASH) – is standing up a new team of highly qualified U.S. Public Health Service Commissioned Corps (USPHS) officers to support our regional “Ending the HIV Epidemic” initiatives in Atlanta, Dallas and Los Angeles.

This team – three officers in each region – is part of our Corps' “Prevention through Active Community Engagement” – or “PACE” program. These officers will work collaboratively with the HHS interagency leadership spearheading the “Ending the HIV Epidemic” effort, as well as with other federal and non-federal partners, to develop targeted, public health interventions specifically geared toward the communities they are trying to reach. Advancements in science and treatment have provided significant improvements in prevention, care and treatment, but we need to make sure all impacted communities have access to those resources. So our PACE teams will be leading this effort for us in these regions. They will also be assisted by other PACE volunteers in their efforts.

This PACE effort is part of a much larger effort that we are calling “Operation Change the Map”. “Operation Change the Map” more globally refers to our office's plan to target zip codes inordinately impacted by certain health conditions (including HIV, hepatitis C, HPV, hypertension, diabetes and other issues), to transform their health outcomes by increasing access, diagnosis, treatment and awareness in these vulnerable areas.

### Meet the New PACE Directors

**Commander Luz Rivera, who will be the PACE director in Dallas**, is a scientist and clinical psychologist with specialized training in working with victims of psychological trauma. She has served in a number of national and international positions developing programs responding to community urgent needs and serving vulnerable populations. In the late 1980s, CDR Rivera served as an adviser for a telephone hotline providing confidential support to patients and families living with HIV/AIDS. She also assisted Hispanic families in creating panels to be sent for the AIDS Memorial Quilt Project and developed creative training tools to educate adolescents on facts about HIV. Most recently, CDR Rivera has been working at the U.S. Food and Drug Administration's Center for Drug Evaluation and Research, managing product quality for new drug applications under PEPFAR. In addition, she serves as a clinical provider at Walter Reed National Military Medical Center caring for sexual abuse survivors. CDR Rivera is a member of the USPHS Commissioned Corps Music Ensemble and member of Mental Health Team-2. She has served in multiple national and international deployments as a mental health provider.

**Lt. Commander Rodrigo Chavez, who will be the PACE Deputy Director in Dallas**, has extensive experience in HIV, having worked at the CDC for more than a decade in the areas of infectious disease and epidemiology. Later in his career, he was the administrator of an HIV clinic, where he instituted innovative disease-intervention models under the Ryan White HIV Program – Special Projects of National Significance. At the same time, he served as a regional administrator of federal, state, and local funding in Texas, representing the needs and advocating for healthcare centers in the region. He was also Health Services Administrator for more than 2,000 inmates for the Federal Bureau of Prisons. In his last Centers for Medicare & Medicaid Services' assignment, he was a health insurance analyst responsible for monitoring \$1.8 billion for New Mexico Medicaid and overseeing Medicaid Waiver expenditures for five states in the region.



**POSITIVE WOMEN'S NETWORK**  
**USA - TEXAS, GREATER HOUSTON AREA**

pwn-usa.org

## Eliminating Stigmatizing Language



Presenters:  
Tana Pradia and Angela F. Hawkins



## Purpose

We will explore how the historical use of stigmatizing language to discuss HIV has a negative impact on people living with HIV/AIDS and on HIV prevention and treatment.

We will offer ways to reduce stigma with alternative commonly used terms and people first language.



## Training Objectives

This presentation is about Hurtful Language and how it impacts People Living with HIV and the Epidemic.

Understanding how Language shapes our World and why this is important when talking with People Living with HIV.

We will show you the difference in how Language can be used to Lift you UP or Tear you DOWN

We will explore ways to use empowering language when talking with People Living With HIV and to use People FIRST Language



## Two Kinds of Stigma

### External stigma

- Hear from family, friends, healthcare providers, etc. comes from what we:
- Read or hear in the media



NOW

Georgia lawmaker: Can people with HIV be 'legally' quarantined?



By Ben Titus, CNN  
© 10/26/14 12:37 PM ET, Sun October 22, 2017



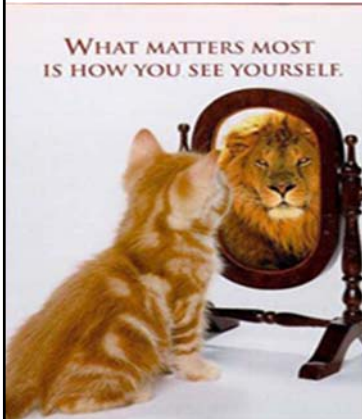
### Internal stigma:

- Comes from self-judgment and **negative self-talk** we hear in our heads
- Is developed by our life experiences -- with stigma, discrimination, shame, guilt



## Examining and Changing Our Self-Talk

- Write down thoughts, messages you tell yourself (**negative self-talk**)
  - E.g., “I am infected with a horrible disease; no one will love me”
- Review messages by yourself or with friends
- Examine specific language you choose to describe yourself and current situation; ask yourself:
  - Are these thoughts **true**?
  - Are these thoughts **helpful**?
  - Do they tear me down or empower and **lift me up**?
- Try replacing old image with a new, more accurate image of yourself (**positive self-talk**)
  - E.g., “I am living with HIV and I am lovable”



## How does stigma feel?

- Isolated
- Shamed
- Misunderstood
- Criticized as a person and demeaned.
- Many PLHIV feel stigma is worse than the illness itself!



## THE FEAR of STIGMA



## Why Language Matters?

The words people use to talk about HIV affect the way people living with HIV feel about **themselves**.

These words also have an impact on how others **perceive** people living with HIV

- Language that reinforces stigma and discrimination, repeated over years, affects health and well-being of PLHIV

- Stigma and stress have negative effect on women's quality of life
- Can affect family, children, job
- Stress of stigma can affect immune system

- HIV-related stigma affects prevention, deters people from being tested for HIV, makes disclosure harder

- **Rare to find a person living with HIV who has not felt stigmatized in some way**



## Denver Principles

*"We condemn attempts to label us as 'victims,' a term which implies defeat, and we are only occasionally 'patients,' a term which implies passivity, helplessness, and dependence upon the care of others. **We are 'People With AIDS.'**"*

- Describes people living with HIV as human, valuable: shows respect, compassion



**HIV Empowerment** Know the Denver Principles.

When a group of people with AIDS met at a hotel room in Denver in 1983 and wrote a manifesto outlining the rights and responsibilities of people with AIDS,

**the Denver Principles,**

it was the first time in the history of humanity that people who shared a disease organized to assert a collective political voice.

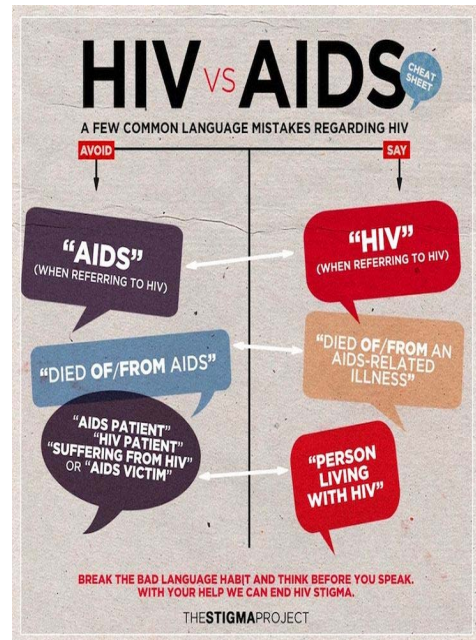
Michael Callen,  
1955 - 1993  
AIDS Activist & Co-Author  
of the Principles.

⇒ WORLD AIDS DAY: DEC. 1  **SEANSTRUB.COM**



## What is People-First Language?

- Puts person before illness or label
- Describes and respects who they are, not what they have been diagnosed with
- Helps eliminate prejudice; removes value judgments
- Describing people by labels or medical diagnoses devalues and disrespects them as individuals
  - You never hear “cancerous people” or “I am cancer positive”
  - But you often hear “HIV-infected woman”
  - Preferred phrase is “woman living with HIV;” refers to person first, before mentioning their health condition



Using Preferred Language

# Let's Practice!!



## STIGMATIZING VS. PREFERRED???



1. Girl, look how skinny he is now. I heard he got that **package**.  
*“Package” is stigmatizing. There is no “look” to HIV*
2. “HIV carriers who do not know they have the virus...”  
*“Carriers” insinuates negative connotations.*
3. Just because I’m positive doesn’t mean I’m promiscuous.  
*Promiscuousness doesn’t control the transmission of HIV.*

## PREFERRED LANGUAGE



1. I was **infected** with HIV when I was a teenager.  
 Preferred: Contracted/Acquired/Diagnosed
2. Women are most likely to be **infected** with HIV through heterosexual contact.  
 Preferred: Women are most likely to contract with HIV through heterosexual contact.
3. Two of my clients are **HIV infected**.  
 Preferred: Two of my clients are living with HIV.

# Empowerment

## **Important to note:**

- Terms and phrases like "living with AIDS" and "I am HIV-positive" have been empowering to many people living with HIV
  - For others, these terms may not describe their experience; may feel stigmatizing
  - Words and language mean different things to different people, at different times in their lives
- Allow others to define themselves as they wish; always **start from a place of respect**



## Empowering Images



## What Can You Do?

Make the pledge to:

- Watch your language
  - Use preferred language
  - Use empowering terminology
  - Avoid using non-stigmatizing language and images
  - Portray people with HIV living positively, not depressed or ostracized
  - Empower yourself and others
  - Become an ambassador and sign-on to stop stigma
- @ <https://www.hiveonline.org/language-matters/>

Pledge to  
stop stigma.



## 2020 Ryan White Planning Council

### WORKING STANDING COMMITTEE LIST

(Updated 01-27-20)

**Red Text = Committee Mentor   Green = Vice Chair**

STEERING	
Tana Pradia, RWPC Chair	Ronnie Galley, Co-Chair, Operations
Allen Murray, Vice Chair	Carol Suazo, Co-Chair, Operations
Crystal Starr, Secretary	Bobby Cruz, Co-Chair, Priority and Allocations
Veronica Ardoin, Co-Chair, Affected Community	TBD, Co-Chair, Priority and Allocations
Rodney Mills, Co-Chair, Affected Community	Denis Kelly, Co-Chair, Quality Improvement
Daphne L. Jones, Co-Chair, Comprehensive HIV Planning	Pete Rodriguez, Co-Chair, Quality Improvement
Steven Vargas, Co-Chair, Comprehensive HIV Planning	

AFFECTED COMMUNITY			
1. Veronica Ardoin, Co-Chair	8. Gregory Hamilton	<i>Affiliate Members:</i>	
2. Rodney Mills, Co-Chair	9. Arlene Johnson	1. Ashley Barnes	7. Edward Tate
3. Rosalind Belcher	10. Mel Joseph	2. Ardry "Skeet" Boyle Jr.	8. Kent Tillison
4. Enrique Chavez	11. Holly McLean	3. Herman Finley	
5. Tony Crawford	12. Allen Murray	4. Darryl McNeil	
6. Johnny Deal	13. John Poole	5. Lionel Pennamon	
7. Ronnie Galley		6. Josefina Rodriguez Jimenez	

COMPREHENSIVE HIV PLANNING			
1. Daphne L. Jones, Chair	8. Shital Patel	<i>Affiliate Members:</i>	
2. Steven Vargas, Chair	9. Faye Robinson	1. Bianca Burley	
3. Dawn Jenkins	10. Imran Shaikh	2. Dominique Brewster	
4. Denis Kelly		3. Datonye Charles	
5. <b>Rodney Mills</b>		4. Ryan Clark	
6. Deondre Moore		5. Ester Ogunjimi	
7. Matilda Padilla		6. Tony Williams	

OPERATIONS			
1. Ronnie Galley, Co-Chair	4. <b>Johnny Deal</b>	7. Allen Murray	
2. Carol Suazo, Co-Chair	5. Angela F. Hawkins		
3. Bobby Cruz	6. Crystal Starr		

PRIORITY AND ALLOCATIONS			
1. Bobby Cruz, Co-Chair	4. Hoxi Jones	7. Niquita Moret	<i>Affiliate Members:</i>
2. <b>Allen Murray, Co-Chair</b>	5. Melvin Joseph	8. Carol Suazo	1. Peta-Gay Ledbetter
3. Mauricia L. Chatman	6. Josh Mica	9. Bruce Turner	

QUALITY IMPROVEMENT			
1. Denis Kelly, Co-Chair	8. <b>Crystal Starr</b>	<i>Affiliate Members:</i>	
2. Pete Rodriguez, Co-Chair	9. Andrew Wilson	1. Daniel Impastato	
3. Kevin Aloysius		2. Marcelly Macias	
4. Ahmier Gibson		3. Karla Mills	
5. Gregory Hamilton		4. Angela Rubio	
6. Tom Lindstrom		5. Deborah Somoye	
7. Gloria Sierra			

# HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

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EST. JUL 15, 1998

REV JANUARY 1, 2018

POLICY No. 500.01

---

## ELECTION OF OFFICERS, ELECTION OF COMMITTEE CHAIRS, DUTIES OF OFFICERS & CHAIRS

### 1 PURPOSE

2  
3 This policy establishes the guidelines by which the officers of the Houston Area HIV Health  
4 Services Ryan White Planning Council will be elected. In addition, this outlines and defines the  
5 duties of RWPC Officers and duties of the Chairs of each of the Standing Committees. (See RWPC  
6 Policy No.400.01)  
7

### 8 AUTHORITY

9  
10 Bylaws (01/18) Article V, Sec5.01 - Sec5.06 ensures that the nomination and selection of officers  
11 and committee chairs will be in accordance with those principles.  
12

### 13 DEFINITIONS

14  
15 Ryan White Planning Council Officers refers to the positions of Chair, Vice Chair, and Secretary.  
16

### 17 PROCESS

18  
19 Nominations for officers may be submitted to the Planning Council Support Staff up until the end  
20 of the November Steering Committee meeting. After this time, nominations are added from the  
21 floor the day of the election. Nominations for officers will be announced at least one month prior  
22 to the December Houston Area HIV Health Ryan White Planning Council meeting. Any member  
23 may submit a nomination for himself/herself or another member for a specific office. Before the  
24 December Steering Committee meeting, each candidate must submit to the Office of Support a  
25 brief written description of their qualifications for the office they are seeking and prepare a short  
26 presentation describing their qualifications. The annual election will be held at the December  
27 RWPC meeting. Before the election takes place, members will be reminded that any member can  
28 ask for a call vote if that is their preference. If paper ballots are used, voters must print their name  
29 on their ballot before submitting. If voter does not print their name on the ballot, the ballot will be  
30 disqualified and not included in the election results. Paper ballots are to be stored in a fire proof  
31 safe in the Office of Support for twelve months after the election so that they can be accessed by  
32 anyone who wishes to review them. During the election, the Operations Committee will announce  
33 the slate of nominees, which will include but not be limited to, each candidate verbally expressing  
34 his or her interest in and qualifications for the office they are seeking. Typically, election to office  
35 will be by written ballot unless there is only one candidate running for a specific office. A simple  
36 majority vote will be required for election. (Per letter from Judge Eckels dated 12-13-00: "As in  
37 any political election, the number of candidates is not regulated. Following the first vote in the  
38 race, if one candidate has not received the majority, a run-off election is held between the two  
39 candidates receiving the most votes. The Council may accept nominations for the slate of officers  
40 that exceeds two candidates and may receive nominations from the floor regardless of the number

41 of candidates already nominated.”) Each member of the Council shall be entitled to one vote on  
42 any regular business matter coming before the Council. A simple majority of members present  
43 and voting is required to pass any matter coming before the Council except for that of proposed  
44 Bylaw changes, which shall be submitted (in written form) for review to the full Council at least  
45 fifteen (15) days prior to voting and will require a two-thirds (2/3) majority for passage. The Chair  
46 of the Council shall not vote except in the event of a tie. The election of the officers will be done  
47 one at a time in the following order: Chair, Vice-Chair, and Secretary.

48

49 **QUALIFICATIONS FOR RWPC OFFICERS:**

50 Ryan White Part A or B or State Services funded providers/employees/subcontractors/Board  
51 Members and or employees/subcontractors of the Grantee(s) shall not be eligible to run for office  
52 of Chair of the Ryan White Planning Council. Except as otherwise required by the Ryan White  
53 Program, staff representing the Office of Support and Part A and B administrative agencies cannot  
54 serve as members of the Ryan White Planning Council. Staff representing these entities is  
55 requested to attend Council, committee and other meetings when work products are being  
56 developed and approved.

57

58 Candidates will have served as an appointed member of the RWPC for the preceding twelve (12)  
59 months and, if needed, have been reappointed by the CEO. If subsequent to the election the Chair  
60 of the RWPC becomes a provider/employee of a subcontractor/Board member of a  
61 subcontractor/of the Grantee he/she shall be immediately removed from office. A new election  
62 will be held to fill any open positions. In the event of a mid-year election, once an officer has  
63 vacated a position, a call to accept nominations will be announced at the Steering Committee  
64 meeting immediately following the resignation. Nominations for the vacated position may be  
65 submitted to the Planning Council Support Staff up until the end of the following Steering  
66 Committee meeting (approximately 30 days after the call for nominations). At this time, Office of  
67 Support staff will distribute the slate of nominees to all members of the Planning Council. After  
68 the close of the Steering Committee meeting, nominations can only be added from the floor the  
69 day of the election, which will take place at the Council meeting approximately seven days after  
70 the slate of nominees is closed at the Steering Committee meeting. At all times, any one of the  
71 three officers must be a self-identified HIV positive person.

72

73 **DUTIES OF OFFICERS:**

74 The officers of the RWPC will be responsible for the following:

75 **Chair:** Chief Executive Officer of the Council; preside at all meetings of the Council;  
76 appoint Standing Committee Chairs; represent (or designate a representative to  
77 serve) on behalf of the Council at meetings, conferences, etc. where “Council  
78 representation” is requested. Chair assigns committee participation of Council  
79 members, and performs such other duties as are normally performed by a chair  
80 of an organization or such other duties as the Council may prescribe from time  
81 to time. The Chair will be responsible for correspondence to members regarding  
82 attendance and participation issues. The Chair will also sign and date the final  
83 version of the minutes as indication of PC approval. The Chair of the Council  
84 is an ex-officio member of all committees (standing, subcommittee, and work  
85 groups). Ex-officio means that he/she is welcome to attend and is allowed to  
86 be a part of committee discussion. He/she is not allowed to vote. In the absence  
87 of the Chair of the Council, the next officer will assume the ex-officio role with  
88 committees.

89

90 **Vice Chair:** Preside at meetings of the Council in the absence of the Chair. Perform such  
91 other duties as the Chair may designate or the Council shall prescribe from time



92 to time. Performs the above duties in the absence of the Chair.

93  
94 **Secretary:** The position of Secretary will oversee the following tasks:

- 95 1. The Secretary will ensure that minutes are taken, approved, and filed as
- 96 mandated by the Ryan White Program.
- 97 2. Keep an up-to-date roll of PC members. The PC Operations Committee
- 98 (RWPC Policy 400.01) will file membership management reports with the
- 99 Secretary for presentation to the PC.
- 100 3. Call the roll call vote, noting voting and will announce the results of the roll
- 101 call vote. The Secretary will monitor voting for possible conflicts of interest
- 102 (COI), the Secretary will process inquiries into votes made in COI.
- 103 4. Keep a copy of the RWPC Bylaws and other relevant Policies and
- 104 Procedures at the PC meetings, and will provide the Council with
- 105 clarification from the Bylaws and Policies & Procedures, as requested.
- 106 5. Keep a record of all committees of the PC. When (if) new committees are
- 107 established, the Secretary will assure or cause to be assured the actual
- 108 formation and implementation of the new committees.
- 109 6. Be responsible for notification of specially called PC meeting,
- 110 corresponding to the members as required by the Bylaws.

111  
112  
113 **COMMITTEE CHAIRS:**

114 Committee Chairs will be appointed by the Planning Council Chair. Committee Chairs must be  
115 members of the PC for at least one year. If committee leadership is not available from among PC  
116 members with at least one year's service, the Chair may seek leadership among remaining PC  
117 members. The Standing Committee Chairs will preside at all meetings of their respective  
118 committees. The Committee Vice Chair shall preside at all committee meetings in the absence of  
119 the Chair. If neither are present, committee members shall use consensus to select another  
120 committee member to chair that particular meeting. The Committee Chairs are responsible for the  
121 execution of the duties prescribed herein (see RWPC Policy 400.01) for the Committees and for  
122 such other duties as may be prescribed by the Chair of the Council or the Council from time to  
123 time. The Committee Chairs are responsible for the recording of or cause to be recorded all  
124 deliberations undertaken by each respective Committee. Copies of all approved minutes are  
125 available from the Office of Support (832-927-7926). Minutes from full Council meetings are  
126 available on the PC website ([www.rwpcHouston.org](http://www.rwpcHouston.org)) once the draft copy has been approved by  
127 the Chair of the Council.



# **Quality Improvement Committee Report**

**The Houston Regional HIV/AIDS Resource Group, Inc.**  
**FY 1920 DSHS State Services**  
**Procurement Report**  
**September 1, 2019- August 31, 2020**



Chart reflects spending through December 2019

Spending Target: 33,33%

Priority	Service Category	Original Allocation per RWPC	% of Grant Award	Amendments per RWPC	Contractual Amount	Amendment	Contractual Amount	Date of Original Procurement	Expended YTD	Percent YTD
5	Health Insurance Premiums and Cost Sharing (1)	\$864,506	52%	\$0	\$864,506	\$0	\$864,506	9/1/2019	\$0	0%
6	Mental Health Services (2)	\$300,000	18%	\$0	\$300,000	\$0	\$300,000	9/1/2019	\$39,680	13%
7	EIS - Incarcerated	\$175,000	10%	\$0	\$175,000	\$0	\$175,000	9/1/2019	\$56,038	32%
11	Hospice	\$259,832	16%		\$259,832	\$0	\$259,832	9/1/2019	\$100,100	39%
15	Linguistic Services (3)	\$68,000	4%		\$68,000	\$0	\$68,000	9/1/2019	\$13,050	19%
	Increased award amount -Approved by RWPC for Health Insurance (a)	\$0	0%	-\$142,285						
	<b>Total Houston HSDA</b>	<b>1,667,338</b>	<b>100%</b>	<b>-\$142,285</b>	<b>\$1,667,338</b>	<b>\$0</b>	<b>\$1,667,338</b>		<b>208,868</b>	<b>13%</b>

Revised 1/24/2020

Note

- (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
- (2) Mental Health reporting is one month behind and services are under utilized.
- (3) Linguistic reporting is one month behind, receipt of billing from vendor is often delayed.

# Houston Ryan White Health Insurance Assistance Service Utilization Report



Period Reported: 09/01/2019-11/30/19

Revised: 1/8/2020

Request by Type	Assisted			NOT Assisted		
	Number of Requests (UOS)	Dollar Amount of Requests	Number of Clients (UDC)	Number of Requests (UOS)	Dollar Amount of Requests	Number of Clients (UDC)
Medical Co-Payment	465	\$36,071.23	309			0
Medical Deductible	92	\$13,848.58	79			0
Medical Premium	1636	\$613,128.73	603			0
Pharmacy Co-Payment	3007	\$116,605.56	502			0
APTC Tax Liability	0	\$0.00	0			0
Out of Network Out of Pocket	0	\$0.00	0			0
ACA Premium Subsidy Repayment	7	\$511.02	8	NA	NA	NA
<b>Totals:</b>	<b>5207</b>	<b>\$779,143.08</b>	<b>1501</b>	<b>0</b>	<b>\$0.00</b>	

Comments: This report represents services provided under all grants.

The Houston Regional HIV/AIDS Resource Group, Inc.

FY 1920 Ryan White Part B

Procurement Report

April 1, 2019 - March 31, 2020



Reflects spending through December 2019

Spending Target: 75%

Priority	Service Category	Original Allocation per RWPC	% of Grant Award	Amendment*	Contractual Amount	Amendment	Contractual Amount	Date of Original Procurement	Expended YTD	Percent YTD
4	Oral Health Care	\$2,186,905	65%	\$31,973	\$2,218,878	\$0	\$2,218,878	4/1/2019	\$1,466,884	66%
5	Health Insurance Premiums and Cost Sharing	\$1,040,351	31%	\$0	\$1,040,351	\$0	\$1,040,351	4/1/2019	\$882,871	85%
8	Home and Community Based Health Services (I)	\$113,315	3%	\$0	\$113,315	\$0	\$113,315	4/1/2019	\$109,360	97%
	Increased RWB Award added to OHS per Increase Scenario*	\$0	0%	-\$31,973	\$0					
	<b>Total Houston HSDA</b>	<b>3,340,571</b>	<b>100%</b>	<b>0</b>	<b>3,372,544</b>	<b>\$0</b>	<b>\$3,372,544</b>		<b>2,459,115</b>	<b>73%</b>

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

-1 HCB - Variance reports have been sent out to Agency for explanation of spending.

**2018 - 2019 DSHS State Services Service Utilization Report**  
**9/1/2018 thru 11/30/2019 Houston HSDA**  
**1st Quarter**

Funded Service	UDC		Gender				Race				Age Group							
	Goal	YTD	Male	Female	TTM	MTF	AA	White	Hisp	Other	0-12	13-19	20-24	25-34	35-44	45-49	50-64	65+
			%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
Early Intervention Services	871	821	82.95%	15.05%	0.00%	2.00%	68.81%	15.71%	14.00%	1.48%	0.00%	0.73%	6.33%	32.76%	23.75%	23.14%	12.30%	0.99%
Health Insurance Premiums	1,600	2,505	80.23%	19.13%	0.04%	0.60%	46.00%	25.15%	26.10%	2.75%	0.00%	0.30%	2.55%	18.08%	19.68%	27.10%	25.83%	8.46%
Hospice	38	39	76.93%	23.07%	0.00%	0.00%	53.85%	35.90%	10.25%	0.00%	0.00%	0.00%	2.56%	2.56%	20.51%	17.94%	41.02%	15.41%
Linguistic Services	150	58	50.50%	48.00%	0.00%	1.50%	53.44%	5.17%	6.89%	34.50%	0.00%	0.00%	5.17%	18.96%	31.03%	32.75%	8.62%	3.47%
Mental Health Services	325	233	86.27%	10.72%	0.00%	3.01%	36.48%	40.34%	21.04%	2.14%	0.00%	0.00%	0.42%	20.60%	21.03%	28.75%	24.05%	5.15%
Unduplicated Clients Served By State Services Funds	NA	3,656	75.37%	23.12%	0.01%	1.50%	51.71%	24.46%	15.66%	8.17%	0.00%	0.21%	3.41%	18.59%	23.20%	25.94%	21.95%	6.70%

Revised 1/8/2020

**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

**MEMORANDUM**

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

Copy: Carin Martin

From: Tori Williams, Director, Office of Support

Date: January 23, 2020

Re: End of Year Petty Cash Procedures

---

The fiscal year for Ryan White Part A funding ends on February 29, 2020. 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 14, 2020.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2020 **will not be reimbursed at all if they are turned in after March 31, 2020.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and May 31, 2020. This means that volunteers should give Rod the usual reimbursement request forms for transportation, food and childcare expenses incurred after March 1, 2020 but the Office may not be able to reimburse volunteers for these expenses until mid to late May 2020.

We apologize for this significant 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**

**2019**.....

Beginning of  
fiscal year 2019

**Feb 14**

**2020**.....

Turn in all  
receipts

**Feb 29**

**2020**.....

End of fiscal  
year 2019. No  
money available  
to write checks until  
possibly the end of  
May

**March 31**

**2020**

Turn in all remaining receipts  
for fiscal year 2019 or you  
will not be reimbursed for  
those expenses incurred between  
March 1, 2019 and Feb. 29, 2020

**Houston Area HIV Services Ryan White Planning Council**  
**Office of Support**  
2223 West Loop South, Suite 240, Houston, Texas 77027  
713 572-3724 telephone; 713 572-3740 fax  
[www.rwpchouston.org](http://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: February 6, 2020

Re: Open Meetings Act Training

---

Please note that all Council members, 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 31, 2020. The training takes 60 minutes and can be accessed through the following link (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 view the video in the Office of Support. We will make the training available in suite 240 after the Council adjourns on Thursday, March 12<sup>th</sup> and popcorn will be provided. Or, you can contact Diane Beck and make an appointment to see it on one of the computers in our office.

Upon completion of training, you will be provided with a code that is used to print a certificate of completion. Using the code, you may obtain the certificate from the Attorney General's Office in the following ways:

Print it from the Attorney General web link at:

[https://www.texasattorneygeneral.gov/forms/openrec/og\\_certificates.php](https://www.texasattorneygeneral.gov/forms/openrec/og_certificates.php)

Or, call the Office of Support with the validation code and the staff will print it for you.

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**  
2223 West Loop South, Suite 240, Houston, Texas 77027  
713 572-3724 telephone; 713 572-3740 fax  
[www.rwpchouston.org](http://www.rwpchouston.org)

## **Memorandum**

To: Volunteers, Houston Ryan White Program

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

Date: September 27, 2017

Re: Open Meetings Act Training

---

As a follow up to Orientation, please note that all Council and Affiliate committee members are required to take the Open Meetings Act training at least once in their life time. 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 November 15, 2017. The training takes 60 minutes and can be accessed through the following link:

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

If you do not have high-speed internet access, you are welcome to view the video in the Office of Support. You can contact Diane Beck at the telephone number listed above and make an appointment to see it on one of the computers in our office.

Upon completion of training, you will be provided with a code that is used to print a certificate of completion. Using the code, you may obtain the certificate from the Attorney General's Office in the following ways:

Print it from the Attorney General web link at:

[https://www.texasattorneygeneral.gov/forms/openrec/og\\_certificates.php](https://www.texasattorneygeneral.gov/forms/openrec/og_certificates.php)

Or, call the Office of Support with the validation code and the staff will print it for you.

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

# 2020 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/24/20)

## AFFECTED COMMUNITY

Meetings are on the second Mondays following Council starting at 12 noon.

February 24	July 20
<b>March 17*</b>	August 24
March 23	September 21
April no meeting	October 19
<b>May 25 - Holiday</b>	November 23
June 22	December no mtg

## COMPREHENSIVE HIV PLANNING

Meetings are on the second Thursdays starting at 2:00 pm:

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

## OPERATIONS

Meetings are on the Tuesdays following Council starting at 11:30 am:

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

## PLANNING COUNCIL

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

February 13	<b>Aug. 13 – HRSA</b>
March 12	September 10
April 9	October 8
May 14	November 12
June 11	December 10
July 9	

## PRIORITY & ALLOCATIONS

Meetings are on the fourth Thursday of the month at 12 pm:

February 27	July 23
<b>March 17*</b>	August 27
March 26	September 24
April 23	October 22
May 28	November no mtg
June 25	December no mtg

## QUALITY IMPROVEMENT

Meetings are on the Tuesdays following Council starting at 2:00 pm:

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

## STEERING

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

February 6	August 6
March 5	September 3
April 2	October 1
May 7	November 5
June 4	December 3
July 2	

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

**\*\* Time to be announced**

***BOLD = Special meeting date, time or place***

over →

# 2020

## 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
						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

## MARCH

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				

## APRIL

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		

## MAY

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						

## 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
			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	

Steering

## AUGUST

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					

PEW  
6

## SEPTEMBER

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			

## OCTOBER

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

## NOVEMBER

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					

## 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 01: New Years Day	Jan 20: M L King Day	Feb 14: Valentine's Day	Feb 17: Presidents' Day
Apr 10: Good Friday	Apr 12: Easter	May 10: Mother's Day	May 25: Memorial Day
Jun 21: Father's Day	Jul 04: Independence Day	Sep 07: Labor Day	Oct 12: Columbus Day
Oct 31: Halloween	Nov 11: Veterans Day	Nov 26: Thanksgiving Day	Dec 25: Christmas

**DRAFT**

**Houston Area HIV Services Ryan White Planning Council**

**Timeline of Critical 2020 Council Activities**

(Revised 01-28-20)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location. The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

**General Information:** The following is a list of significant activities regarding the 2020 Houston Ryan White Planning Council. Consumers, providers and members of the general public are encouraged to attend and provide public comment at any of the meetings described below. For more information on Planning Council processes or to receive monthly calendars and/or review meeting agendas and support documents, please contact the Office of Support at 832 927-7926 or visit our website at: [www.rwpchouston.org](http://www.rwpchouston.org).

**Routinely, the Steering Committee meets monthly at 12 noon on the first Thursday of the month. The Council meets monthly at 12 noon on the second Thursday of the month.**

Thurs. Jan. 23 Council Orientation. 2020 Committee meeting dates will be established at this meeting.

Thurs. Feb. 6 12 noon. First Steering Committee meeting for the 2020 planning year.

Mon. Feb. 10 10:00 am. Orientation for new 2020 Affiliate Committee Members.

Thurs. Feb. 13 12 noon. First Council meeting for the 2020 planning year.

Mon. Feb. 17 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. The Council is currently funding, or recommending funding, for 17 of the 28 allowable HRSA service categories. The Idea Form is used to ask the Council to make a change to a funded service or reconsider funding a service that is not currently being funded in the Greater Houston area with Ryan White Part A, Part B or State Services dollars. The form requires documentation for why dollars should be used to fund a particular service and why it is not a duplication of a service already being offered through another funding source. Anyone can submit a Idea Form. Please contact the Office of Support at 832 927-7926 to request a copy of the required forms

Thurs. Feb. 27 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2020 unspent funds, FY 2021 priority setting process** and more.

March Date and time TBD. EIIHA Workgroup meeting.

Friday, March 13 5 pm Deadline for submitting a Project LEAP application form. See April 1 for description of Project LEAP. Call 832 927-7926 for an application form.

March 17 2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2021 service categories** for Part A, Part B and *State Services* funding.

Mon. March 23 12 noon. **Consumer Training** on the How to Best Meet the Need process.

Wed. April 1 **Project LEAP** classes begin. Project LEAP is a free 17-week training course for individuals living with and affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area. To apply, call 832 927-7926.

Thurs. April 2 12 noon. Steering Committee meets.

(Continued)



**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2020 Council Activities**

(Revised 01-28-20)

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Thurs. April 9

12 noon. Planning Council meets.

1:30 – 4:30 pm.

**Council and Community Training for the How to Best Meet the Need process.** Those encouraged to attend are community members as well as individuals from the Quality Improvement, Priority & Allocations and Affected Community Committees. Call 832 927-7926 for confirmation and additional information.

Mon. April 13

10 am – 5 pm, Special workgroup meetings. Topics to be announced. **Room 416**

Tues. April 21

**Room 416**

10:30 am. **How To Best Meet the Need Workgroup #1** at which the following services for FY 2021 will be reviewed:

- Ambulatory/Outpatient Medical Care (including Emergency Financial Assistance, Local Pharmacy Assistance, Medical Case Management, Outreach and Service Linkage – Adult and Rural)
- Ambulatory/Outpatient Medical Care (including Medical Case Management and Service Linkage – Pediatric)
- Referral for Health Care and Support Services
- Clinical Case Management
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Vision Care

1:30 pm. **How To Best Meet the Need Workgroup #2** at which the following services for FY 2021 will be reviewed:

- Health Insurance Premium & Co-pay Assistance
- Medical Nutritional Therapy (including Nutritional Supplements)
- Mental Health
- Substance Abuse Treatment/Counseling
- Non-Medical Case Management (Substance Use)
- Oral Health – Untargeted & Rural

Call 832 927-7926 for confirmation and to receive meeting packets.

Wed. April 22

**Room 416**

3:00 pm – 5:00 pm. **How To Best Meet the Need Workgroup #3** at which the following services will be reviewed:

- Early Intervention Services
- Home & Community-based Health Services (Adult Day Treatment)
- Hospice
- Linguistic Services
- Transportation (van-based - Untargeted & Rural)

Call 832 927-7926 for confirmation and additional information.

Thurs. April 23

12 noon. Priority & Allocations Committee meets to allocate **Part A unspent funds.**

Mon. May 4

5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 17 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.

*(Continued)*

**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2020 Council Activities**

(Revised 01-28-20)

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- Tues. May 19 11 am. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2021 Council Support Budget.
- Tues. May 19 2:00 pm. Quality Improvement Committee meets to approve the **FY 2021 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.

Tues. May 26 7:00 pm., Public Hearing on the **FY 2021 How To Best Meet the Need results**.

Wed. May 27 Time TBD. Special Quality Improvement Committee meeting to review public comments regarding **FY 2021 How To Best Meet the Need results**.

Thurs. May 28 12 noon. Priority & Allocations Committee meets to recommend the **FY 2021 service priorities** for Ryan White Parts A and B and *State Services* funding.

Thurs. June 4 12 noon. Steering Committee meets to approve the **FY 2021 How to Best Meet the Need results**.

Thurs. June 11 12 noon. Council approves the **FY 2021 How to Best Meet the Need results**. **Project LEAP students present the results of their special projects to the Council, hence the meeting may be at an off-site location.**

Week of June 15-19 Dates and times TBD. Special Priority & Allocations Committee meetings to draft the **FY 2021 allocations for RW Part A and B and State Services funding**.

Tues. June 16 2:00 pm. Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.

Thurs. June 25 12 noon. Priority & Allocations Committee meets to approve the **FY 2021 allocations for RW Part A and B and State Services funding**.

Mon. June 29 7 pm. Public Hearing on the **FY 2021 service priorities and allocations**.

Tues. June 30 Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2021 service priorities and allocations**.

July/Aug. Workgroup meets to complete the proposed **FY 2021 EIIHA Plan**.

Thurs. July 2 12 noon. Steering Committee approves the **FY 2021 service priorities and allocations**.

Thurs. July 9 12 noon. Council approves the **FY 2021 service priorities and allocations**.

Thurs. July 23 12 noon. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2021 priority & allocations**. They also allocate **FY 2020 carryover funds**. **(Allocate even though dollar amount will not be avail. until Aug.)**

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**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2020 Council Activities**

(Revised 01-28-20)

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- Thurs. Aug. 6 12 noon. ALL ITEMS MUST BE REVIEWED BEFORE BEING SENT TO COUNCIL – THIS STEERING COMMITTEE MEETING IS THE **LAST CHANCE TO APPROVE ANYTHING NEEDED FOR THE FY 2021 GRANT**. (Mail out date for the August Steering Committee meeting is July 30, 2020.)
- Aug. 11 – 14 2020 National Ryan White Conference, Washington DC.
- Mon. Aug. 24 12 noon. **Consumer Training** on Standards of Care and Performance Measures.
- Fri. Sept. 4 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 17 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.
- Tues. Sept. 15 2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Mon. Sept. 21 12 noon. **Consumer-Only Workgroup** meeting to review FY 2021 Standards of Care and Performance Measures.
- Tues. Oct. 13 12 noon. Review and possibly update the Memorandum of Understanding between all Part A stakeholders and the Letter of Agreement between Part B stakeholders.
- October or November Date & time TBD. Community Workgroup meeting to review **FY 2021 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 22 12 noon. Priority & Allocations Committee meets to allocate FY 2021 unspent funds.
- November Date & time TBD. Review the evaluation of 2020 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2020 Project LEAP.
- Tues. Nov. 10 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- Thurs. Nov. 12 12 noon. Council recognizes all Affiliate committee members.
- Tues. Dec. 1 **World AIDS Day.**
- Thurs. Dec. 10 12 noon. Election of Officers for the 2021 Ryan White Planning Council.