

Houston Area HIV Services RW Planning Council
Office of Support
1310 Prairie Street, Suite 800, Houston, Texas 77002
832 927-7926 telephone; <http://rwpchouston.org>

MEMORANDUM

To: Members, Houston Ryan White Planning Council

Copy: Glenn Urbach, RW Grant Admin
Eric James, RW Grant Admin
Francisco Ruiz, RW Grant Admin
James Supak, RW Grant Admin

Tiffany Shepherd, TRG
Sha'Terra Johnson, TRG
Jeff Benavides, TRG
Tionna Cobb, TRG
Diane Beck, Office of Support

Email Copy Only:

Tara Hixson, HRSA
Commander Rodrigo Chavez, PACE
Marlene McNeese, Houston Health Dept.

Jason Black, RW Grant Admin
Charles Henley, Consultant

From: Tori Williams, Director, Office of Support

Date: Tuesday, February 4, 2025

Re: Meeting Announcement

We look forward to seeing everyone at the Council meeting next week. Although the meeting is hybrid, to make quorum, **we need 14 people attending in-person at Bering Church**. *Come 10 minutes early if you would enjoy Titan's soothing exercises to release stress. (Thank you, Titan!)* Sandwiches will be available to those with a medical need. Others are encouraged to bring a brown bag lunch. Details are as follows:

Ryan White Planning Council Meeting

11:50 a.m., Titan's breathing exercises

12 noon, Thursday, February 13, 2025

Meeting Location

In Person: Bering Church, 1440 Harold St, Houston, Texas 77006. Use the parking lot behind the church on Hawthorne Street and **use the code that was given to Council members only to enter the building.**

Online or via telephone: Click on the following link to join the Zoom meeting:

<https://us02web.zoom.us/j/995831210?pwd=UnlNdExMVFFqeVgzQ0NJNkpieXlGQT09>

Meeting ID: 995 831 210 Passcode: 577264

Or, use the following telephone number: 346 248-7799

Please contact Rod ASAP to RSVP, even if you cannot attend so we will know if we can make quorum. Rod can be reached at: 832 927-7926 or by responding to her email reminders.

Thank you!

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, 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
 - A. Welcome, Moment of Reflection
 - B. Brief Introductions by all 2025 Council Members
 - C. Adoption of the Agenda
 - D. Approval of the Minutes
 - E. *HIV & Hispanic Women in Harris County*
- 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
 - 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.*

Josh Mica, he/him/él, Chair
Ryan White Planning Council

Roxana Guzman
Research Associate
Latino Commission on AIDS
and Affiliate Member, RWPC*

Robert Sliepka and
Steven Vargas, Co-Chairs

- | | | |
|-------|---|--|
| B. | Affected Community Committee
No report | Skeet Boyle and
Carol Suazo, Co-Chairs |
| C. | Quality Improvement Committee
No report | Yvonne Arizpe and
Tana Pradia, Co-Chairs |
| 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 | Tori Williams, she/her/hers,
Director,
Office of Support |
| A. | Petty Cash Memorandum | |
| B. | Open Meetings Act Training Memorandum | |
| C. | 2025 Timeline of Council Critical Activities | |
| V. | Report from the Office of Support | Tori Williams, she/her/hers |
| VI. | Report from Ryan White Grant Administration | Glenn Urbach, he/him/his
Manager |
| VII. | Report from The Resource Group | Sha'Terra Johnson, she/her/hers
Health Planner |
| VIII. | Medical Updates | Shital Patel, MD, she/her/hers
Baylor College of Medicine |
| IX. | New Business (<u>During Virtual Meetings, Reports Will Be Limited to Written Reports Only</u>) | |
| A. | AIDS Educational Training Centers (AETC) | Shital Patel, she/her/hers |
| B. | Ryan White Part C Urban and Part D | |
| C. | HOPWA | Megan Rowe, she/her/hers |
| D. | Community Prevention Group (CPG) | Kathryn Fergus, she/her/hers |
| E. | Update from Task Forces: | |
| | • Sexually Transmitted Infections (STI) | |
| | • African American | Sha'Terra Johnson, she/her/hers |
| | • Latino | |
| | • Youth | |
| | • MSM | |
| | • Hepatitis C | Steven Vargas, he/him/él |
| | • Project PATHH (Protecting our Angels Through Healing Hearts)
formerly Urban AIDS Ministry | |

- F. HIV and Aging Coalition
- G. Texas HIV Medication Advisory Committee
- H. Positive Women's Network
- I. Texas Black Women's Initiative
- J. Texas HIV Syndicate
- K. END HIV Houston

Skeet Boyle, he/him/his

Sha'Terra Johnson, she/her/hers
Steven Vargas, he/him/él

IX. Announcements

X. Adjournment

- * *RWPC = Ryan White Planning Council*
- ** *ADAP = Ryan White Part B AIDS Drug Assistance Program*
- *** *TDSHS = Texas Department of State Health Services*

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, 2024

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Josh Mica, he/him/él, Chair	Laura Alvarez	Ronnie Galley, Greeter
Ardry “Skeet” Boyle	Servando Arellano	Diondra English, Greeter
Ryan Rose, Secretary	Caleb Brown	Bobby Cruz
Kevin Aloysius	Johanna Castillo, excused	Mike Smith
Yvonne Arizpe	Tony Crawford, excused	Tori Williams
Jay Bhowmick	Michael Elizabeth	
Titan Capri	Kenia Gallardo	
Johnny Deal	Glen Hollis, excused	STAFF PRESENT
Kathryn Fergus	Kenneth Jones	<i>Ryan White Grant Administration</i>
Denis Kelly	Roxane May	Glenn Urbach
Peta-gay Ledbetter	Norman Mitchell	Mauricia Chatman
Cecilia Ligons	Diane Morgan	Jason Black
Rodney Mills	Oscar Perez, excused	
Bill Patterson	Megan Rowe, excused	<i>The Resource Group</i>
Shital M. Patel	Jose Serpa-Alvarez, excused	Sha’Terra Johnson
Tana Pradia	Imran Shaikh, excused	
Beatriz Rivera	Priscilla Willridge, excused	<i>Office of Support</i>
Pete Rodriguez		Diane Beck
Yolanda Ross		Rod Avila
Evelio Salinas Escamilla		
Robert Sliepka		
Crystal Renee Starr		
Carol Suazo		
Steven Vargas		

Call to Order: Mica called the meeting to order at 12:19 p.m. During opening remarks he thanked those who joined him at Commissioners Court to receive the World AIDS Day Resolution. They included: Ligons, Rivera and Arizpe. 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 Council meeting of 2024. He thanked all members for their dedication and hard work throughout 2024.

It was 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 a Needs Assessment. There were robust Project LEAP and Proyecto VIDA classes and, later today, 33 students will graduate from the program. Because of these graduates, the Council has a list of 27 individuals who are qualified to be appointed to serve on the Planning Council next year. There are still challenges ahead as a Planning body, but the Council continues to work collaboratively as it adjusts to changes and ends the epidemic. Thank you for the role each member has played in making that a possibility. Mica then asked Williams to explain her new role and give an update on the petty cash account. Williams explained that she is no longer a County employee and is attending the meeting as a volunteer and an observer. She also informed the Council that the new check book has arrived and Avila is now in a position to write petty cash checks.

Mica called for a Moment of Reflection.

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Starr, Aloysius) to approve the November 14, 2024 minutes.* **Motion carried.** Abstentions: Bhowmick, Kelly, Ligons, Rodriguez.

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 later this afternoon. 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%; Housing–Temporary Assisted Living: 500%; and Legal Assistance – Expungement of Criminal Records: 500%. **Motion Carried.*** Abstentions: Aloysius, Kelly.

Update on Spanish Translation at RW funded clinics: See the attached PowerPoint slides from Mauricia Chatman, RWGA. She gave an overview of the findings. Escamilla said that this is only one side of the issue, there is no input from the prevention agencies who connect clients to care or from the clients who are experiencing these problems that make them feel unwelcome. Arizpe agreed as a service linkage worker that her clients cannot always reach a case manager or their case manager has left and they are unable to get services that day.

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 Lignons, Co-Chair, reported on the following:
Personnel Subcommittee: Lignons said that they met last Friday and did an in person interview. The process is moving forward and they have received a few more applications to process.

Part A Memorandum of Understanding (MOU) and Part B Letter of Agreement: **Motion #4:** *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 #5:** *List educational meetings (like Project LEAP, Proyecto VIDA and Council Orientation) and Personnel Subcommittee meetings on the RWPC website, but do not include the meeting location, agenda or other meeting details. **Motion Carried.*** Abstention: Starr.

Important Dates in 2025: Please note the following dates in 2025:

- Mentor/Mentee Luncheon: Thursday, January 16, 2025
- Council Orientation: Thursday, January 23, 2025 at III by Wolfgang Puck
- February: First 2025 Steering and Council meetings

Election of 2025 Council Officers: See the attached slate of nominees for Officers of the 2025 Ryan White Planning Council and their credentials. Lignons opened the floor for additional nominations; Boyle nominated himself for Vice Chair.

While ballots were being tallied Mica presented the following certificates:

- Leadership – members of the 2024 Steering Committee
- Appreciation – members who are retiring
- Perfect Attendance

The following individuals were elected by ballot: Chair – Josh Mica and Vice Chair - Ryan Rose.

Motion #6: *it was moved and seconded (Rose, Vargas) to accept Bill Patterson as Secretary by acclamation. Motion carried.*

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.

Task Force Reports: The Council agreed several years ago that they preferred not to have verbal Task Force Reports while using the hybrid meeting format. The Office of Support is happy to receive and distribute written reports in advance of all Council meetings. No reports were received this month.

Announcements: Everyone is invited to attend the Priority and Allocations meeting on December 19th at Noon. Charles Henley will present information about how the ADAP provision of Health Insurance Assistance could affect service utilization and allocations for the next few years.

Adjournment: **Motion:** *it was moved and seconded (Sliepka, Rose) to adjourn the meeting at 2:20 p.m. Motion Carried.*

Respectfully submitted,

_____ Date _____
Diane Beck, Council Coordinator

Draft Certified by
Council Chair: _____ Date _____

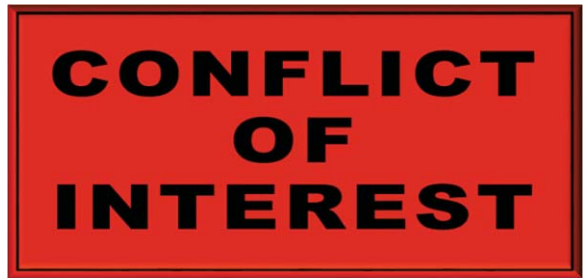
Final Approval by
Council Chair: _____ Date _____

Council Voting Records for December 12, 2024

C = Chaired the meeting ja = Just arrived lm = Left the meeting lr = Left the room	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 Fin Elig for New Svc Defs Carried				MEMBERS	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 Fin Elig for New Svc Defs 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	Carol Suazo		X				X				X		
Ardry "Skeet" Boyle		X				X				X			Steven Vargas		X				X				X		
Ryan Rose, Secretary		X				X				X															
Kevin Aloysius		X				X						X													
Yvonne Arizpe		X				X				X			MEMBERS ABSENT												
Jay Bhowmick		X						X		X			Laura Alvarez												
Titan Capri		X				X				X			Servando Arellano												
Johnny Deal		X				X				X			Caleb Brown												
Kathryn Fergus		X				X				X			Johanna Castillo												
Denis Kelly		X						X				X	Tony Crawford												
Peta-gay Ledbetter		X				X				X			Michael Elizabeth												
Cecilia Ligons		X				X				X			Kenia Gallardo												
Rodney Mills		X						X		X			Glen Hollis												
Bill Patterson		X				X				X			Kenneth Jones												
Shital M. Patel		X				X				X			Roxane May												
Tana Pradia		X				X				X			Norman Mitchell												
Beatriz Rivera		X				X				X			Diane Morgan												
Pete Rodriguez		X						X		X			Oscar Perez												
Yolanda Ross		X				X				X			Megan Rowe												
Evelio Salinas Escamilla		X				X				X			Jose Serpa-Alvarez												
Robert Sliepka		X				X				X			Imran Shaikh												
Crystal Renee Starr		X						X		X			Priscilla Willridge												

C = Chaired the meeting ja = Just arrived lm = Left the meeting lr = Left the room	Motion #4 Pt A MOU & Pt B LOA Carried				Motion #5 RWPC Web Calendar Carried				Motion #6 Secretary by Acclamation Carried								Motion #4 Pt A MOU & Pt B LOA Carried				Motion #5 RWPC Web Calendar Carried				Motion #6 Secretary by Acclamation 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	ABSTAIN			
MEMBERS													MEMBERS															
Josh Mica, he/him/él, Chair				C				C				C	Carol Suazo		X				X				X					
Ardry “Skeet” Boyle		X				X				X			Steven Vargas		X				X				X					
Ryan Rose, Secretary		X				X				X																		
Kevin Aloysius		X				X				X																		
Yvonne Arizpe		X				X				X			MEMBERS ABSENT															
Jay Bhowmick		X				X				X			Laura Alvarez															
Titan Capri		X				X				X			Servando Arellano															
Johnny Deal		X				X				X			Caleb Brown															
Kathryn Fergus		X				X				X			Johanna Castillo															
Denis Kelly		X				X				X			Tony Crawford															
Peta-gay Ledbetter		X				X				X			Michael Elizabeth															
Cecilia Ligons		X				X				X			Kenia Gallardo															
Rodney Mills		X						X		X			Glen Hollis															
Bill Patterson		X				X				X			Kenneth Jones															
Shital M. Patel		X				X		X					Roxane May															
Tana Pradia		X				X		X					Norman Mitchell															
Beatriz Rivera		X				X		X					Diane Morgan															
Pete Rodriguez		X				X				X			Oscar Perez															
Yolanda Ross		X				X				X			Megan Rowe															
Evelio Salinas Escamilla		X				X				X			Jose Serpa-Alvarez															
Robert Sliepka		X				X				X			Imran Shaikh															
Crystal Renee Starr		X						X		X			Priscilla Willridge															

RYAN WHITE CONFLICT OF INTEREST



Short definition:

- You,
- someone with whom you share expenses,
- or the agency that employs you

will benefit from something that the Council is voting on.

HRSA/Council definition: “Conflict of Interest” (COI) is defined as an actual or perceived interest by a Ryan White Planning Council member in an action which results or has the appearance of resulting in personal, organizational, or professional gain.

COI does not refer to persons living with HIV whose sole relationship to a Ryan White funded provider is as a client receiving services.

The potential for conflict of interest is present in all Ryan White processes: needs assessment, priority setting, comprehensive planning, allocation of funds and evaluation.

EXAMPLES:

Agencies that receive Ryan White funding include:

- Legacy Community Health - Vision
- Montrose Center – Mental Health Services
- Thomas Street Health Center – Primary Medical Care & Case Management

- 1.) If you are dating someone who works for Legacy Community Health, can you vote on allocating funds to the Vision program?
- 2.) If you and your roommate are “just friends” and he works for Thomas Street Health Center, can you vote on allocating funds to primary medical care? Food Pantry?
- 3.) If you are a client at Thomas Street Health Center, can you vote on allocating funds to case management?
- 4.) If you are a realtor and you have a contract to help the Montrose Center sell their building, can you vote on the service definition for mental health?

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2025 Council Activities

(Revised 01-30-25)

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 check our website at <http://rwpchouston.org> or call the Office of Support at: 832 927-7926 to confirm details regarding a particular meeting.**

General Information: The following is a list of significant activities regarding the 2025 Houston Ryan White Planning Council. People living with HIV, providers and members of the 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 review monthly calendars and/or meeting packets, please contact the Office of Support at 832 927-7926 or visit our website at: <http://rwpchouston.org>.

Most Ryan White Council and Committee meetings will use a hybrid format in 2025. Routinely, the Ryan White 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. 2025 Committee meeting dates will be established at this meeting.

February EHE/Integrated Planning body Committees and Workgroups start meeting. Contact the Office of Support to become a member of these groups.

Thurs. Feb. 6 12 noon. First Steering Committee meeting for the 2025 planning year.

Thurs. Feb.13 12 noon. First Council meeting for the 2025 planning year.

Tues. Feb. 11 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. The Council is currently funding 18 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 a service that is not currently being funded in the Greater Houston area with Ryan White funds. The form requires documentation that justifies why a particular service should be funded and why it is not a duplication of a service already being offered through another funding source. Anyone can submit an Idea Form. Contact the Office of Support at 832 927-7926 to request forms.

Feb. TBD 10 am, Orientation for new 2025 Affiliate Committee Members.

Thurs. Feb. 27 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2025 unspent funds, FY 2026 priority setting process** and more.

March Integrated Planning body Committees and Workgroups meet to continue working on goals. Committees and Workgroups will meet every other month (May, July, September, November). The Leadership Team will meet in alternative months (April, June, August, October, December). Contact the Office of Support to become a member of these groups.

March dates TBD EIIHA Workgroup and the Project LEAP/Proyecto VIDA Advisory Committee meet.

Tues. March 18 12 noon. Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2026 service categories** for Part A, Part B, MAI* and *State Services* funding.

Tues. March 25 12 noon. **Consumer Training** on the How to Best Meet the Need process.

Thurs. April 3 12 noon. Steering Committee meets.

(continued)

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Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2025 Council Activities

(Revised 01-30-25)

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Thurs. April 10

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.

Fri. April 11

5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 11 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.

APRIL & MAY

How to Best Meet the Need workgroups are scheduled to meet. Call 832 927-7926 for confirmation and to receive meeting packets.

Mon. April 14

1:00 pm – 5:00 pm, Special workgroup meetings. Topics to be announced.

Tues. April 15

10:30 am. **How To Best Meet the Need Workgroup #1** at which the following services for FY 2026 will be reviewed:

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

Tues. April 15

1:30 pm. **How To Best Meet the Need Workgroup #2** at which the following services for FY 2026 will be reviewed:

- Health Insurance Premium & Co-pay Assistance
- Medical Nutritional Therapy (including Nutritional Supplements)
- Food Bank/Home Delivered Meals
- Mental Health – Untargeted & Special Populations
- Substance Use Disorder Treatment/Counseling
- Non-Medical Case Management (Substance Use Disorders)
- Oral Health – Untargeted & Rural

Weds. April 16

2:00 pm – 4:00 pm. **How To Best Meet the Need Workgroup #3** at which the following services for FY 2026 will be reviewed:

- Emergency Financial Assistance - Other
- Hospice
- Housing – Temporary Assisted Living
- Linguistic Services
- Other Professional Services or Legal Services
- Transportation (van-based - Untargeted & Rural)

(continued)

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Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2025 Council Activities

(Revised 01-30-25)

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- Thurs. April 24 12 noon. Priority & Allocations Committee meets to allocate **Part A/MAI* unspent funds.**
- Tues. May 13 12 noon. Quality Improvement Committee meets to approve the **FY 2026 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.
- Mon. May 19 1:00 pm. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2026 Council Support Budget.

TENT: Tues. May 20 7:00 pm., Public Hearing on the **FY 2026 How To Best Meet the Need results.**

- Weds. May 21 2:00 pm, Special Quality Improvement Committee meeting to review public comments regarding **FY 2026 How To Best Meet the Need results.**
- Thurs. May 22 12 noon. P&A meets to recommend the **FY 2026 service priorities** for Ryan White Parts A and B and *State Services* funding.

JUNE OR JULY 12 noon. Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.

Thurs. June 5 12 noon. Steering Committee meets to approve the **FY 2026 How to Best Meet the Need results.**

Thurs. June 12 12 noon. Council approves the **FY 2026 How to Best Meet the Need results.**

June 16, 17 & 18 Time TBD. Special Priority & Allocations Committee meetings to draft the **FY 2026 allocations for RW Part A and B, MAI* and State Services** funding.

Thurs. June 26 12 noon. Priority & Allocations Committee meets to approve the **FY 2026 allocations for RW Part A and B, MAI* and State Services** funding.

July/Aug. Workgroup meets to complete the proposed **FY 2026 EIIHA Plan.**

Fri. July 11 5:00 pm. Deadline for submitting a Project LEAP application form. See July 31 for description of Project LEAP. Call 832 927-7926 for an application form.

Thurs. July 24 12 noon. The Priority and Allocations Committee allocates **FY 2025 carryover funds.** **(Allocate even though dollar amount will not be avail. until Aug.)**

Mon. July 28 7 pm. Public Hearing on the **FY 2026 service priorities and allocations.**

Tues. July 29 Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2026 service priorities and allocations.**

(continued)

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2025 Council Activities

(Revised 01-30-25)

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 check our website at <http://rwpchouston.org> or call the Office of Support at: 832 927-7926 to confirm details regarding a particular meeting.**

TENT: July 30

Project LEAP and Proyecto VIDA classes begin. These are free 17-week training courses in English and Spanish for individuals living with or affected by HIV. The goal is to provide knowledge and skills needed to plan HIV prevention and care services in the Houston Area. To apply, call 832 927-7926.

Thurs. Aug. 7

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 2026 GRANT**. (Mail out date for the August Steering Committee meeting is July 31, 2025.)

Thurs. Aug 14

12 noon. Council approves the **FY 2026 service priorities and allocations**.

Tues. Aug. 26

12 noon. **Consumer Training** on Standards of Care and Performance Measures.

Fri. Sept. 5

5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 11 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. 23

12 noon. **Consumer-Only Workgroup** meeting to review FY 2025 Standards of Care.

Mon. Oct. 20

1:00 pm. Operations Committee reviews the Memorandum of Understanding between all Part A stakeholders & the Letter of Agreement between Part B stakeholders.

October or
November

Date & time TBD. Community Workgroup meeting to review **FY 2026 Standards of Care** for all service categories.

Thurs. Oct. 23

12 noon. Priority & Allocations Committee meets to allocate FY 2025 unspent funds.

Thurs. Nov. 13

12 noon. Council recognizes all Affiliate Committee Members.

Thurs. Nov. 20

10:00 am. Commissioners Court to receive the World AIDS Day Resolution.

Mon. Dec. 1

World AIDS Day.

Thurs. Dec. 11

12 noon. Election of Officers for the 2026 Ryan White Planning Council.

* = *Minority AIDS Initiative (MAI) funding*

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

Houston Area HIV Services Ryan White Planning Council

Standing Committee Structure

(Reviewed 02-23-23)

1. **Affected Community Committee**

This committee is designed to acknowledge the collective importance of consumer participation in Planning Council (PC) strategic activities and provide consumer education on HIV-related matters. The committee will serve as a place where consumers can safely and in an environment of trust discuss PC work plans and activities. This committee will verify consumer participation on each of the standing committees of the PC, with the exception of the Steering Committee (the Chair of the Affected Community Committee will represent the committee on the Steering Committee).

When providing consumer education, the committee should not use pharmaceutical representatives to present educational information. Once a year, the committee may host a presentation where all HIV-related drug representatives are invited.

The committee will consist of individuals living with HIV, their caregivers (friends or family members) and others. All members of the PC who self-disclose as living with HIV are requested to be a member of the Affected Community Committee; however membership on a committee for individuals living with HIV will not be restricted to the Affected Community Committee.

2. **Comprehensive HIV Planning Committee**

This committee is responsible for developing the Comprehensive Needs Assessment, Integrated/Comprehensive Plan (including the Continuum of Care), and making recommendations regarding special topics (such as non-Ryan White Program services related to the Continuum of Care). The committee must benefit from affiliate membership and expertise.

3. **Operations Committee**

This committee combines four areas where compliance with Planning Council operations is the focus. The committee develops and facilitates the management of Planning Council operating procedures, guidelines, and inquiries into members' compliance with these procedures and guidelines. It also implements the Open Nominations Process, which requires a continuous focus on recruitment and orientation. This committee is also the place where the Planning Council self-evaluations are initiated and conducted.

This committee will not benefit from affiliate member participation except where resolve of grievances are concerned.

4. **Priority and Allocations Committee**

This committee gives attention to the comprehensive process of establishing priorities and allocations for each Planning Council year. Membership on this committee does include affiliate members and must be guided by skills appropriate to priority setting and allocations, not by interests in priority setting and allocations. All Ryan White Planning Council committees, but especially this committee, regularly review and monitor member participation in upholding the Conflict of Interest standards.

5. Quality Improvement Committee

This committee will be given the responsibility of assessing and ensuring continuous quality improvement within Ryan White funded services. This committee is also the place where definitions and recommendations on “how to best meet the need” are made. Standards of Care and Performance Measures/Outcome Evaluation, which must be looked at within each year and monitored from this committee. Whenever possible, this committee should collaborate with the other Ryan White planning groups, especially within the service categories that are also funded by the other Ryan White Parts, to create shared Standards of Care.

In addition to these responsibilities, this committee is also designed to implement the Planning Council’s third legislative requirement, assessing the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area, or assessing how well the grantee manages to get funds to providers. This means reviewing how quickly contracts with service providers are signed and how long the grantee takes to pay these providers. It also means reviewing whether the funds are used to pay only for services that were identified as priorities by the Planning Council and whether all the funds are spent. This Committee may benefit from the utilization of affiliate members.

Nuts and Bolts for New Members

Please take into account that the following describes Council procedures under normal circumstances (no COVID, hurricanes, freezes, chemical spills or other extreme situations).

Staff will mail meeting packets a week in advance; if they do not arrive in a timely manner, please contact Rod in the Office of Support. In the meantime, most reminder emails will include an electronic copy of the meeting packet.

The meeting packet will have the date and time of the meeting, along with the in person meeting address and the virtual link. When contacting Rod to RSVP, please let her know if you will or will not be in attendance AND if you will be participating in person or virtually. This will determine room set up and food orders.

If attending in person, please sign in upon arrival and use the extra agendas on the sign in table if you didn't bring your packet.

Only Council/committee members sit at the table since they are voting members; staff and other non-voting members sit in the audience.

The only members who can vote on the minutes are the ones who were present at the meeting described in the minutes. If you were absent at the meeting, please abstain from voting.

Due to County budgeting policy, there may be no petty cash reimbursements in March and April. Please turn in your receipts to Rod but be prepared to receive a reimbursement check in late April.

Be careful about stating personal health information in meetings as all meetings are tape-recorded and, due to the Open Meetings Act, are considered public record. Anyone can ask to listen to the recordings, including members of the media.

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
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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

TEMPORARY RESTRAINING ORDER – 02-03-25

HRSA & CDC sent the Court Order. The following gives a summary of the Court Order.

FEMA Grants News



FEMA



Notice Regarding Funding Pause - Temporary Restraining Order

Please see the [attached](#) written Notice of a Court Order, including a copy of the Court's order, regarding certain Federal financial assistance programs, including grants. Effective immediately, this temporary restraining order prohibits certain actions. Additional guidance is forthcoming regarding DHS's separate authority.

NOTICE OF COURT ORDER

You are hereby advised that a temporary restraining order has been entered in the case of *New York et al. v. Trump*, No. 25-cv-39-JJM-PAS (D.R.I.), ECF No. 50 (Jan. 31, 2025). You are receiving this Notice pursuant to the Court's directive that notice of the order be provided "to all Defendants and agencies and their employees, contractors, and grantees by Monday, February 3, 2025, at 9 a.m." A copy of the Court's Order is attached for reference.

This case challenges an alleged "pause" of certain Federal financial assistance, related to OMB Memorandum M-25-13, *Temporary Pause of Agency Grant, Loan, and Other Financial Assistance Programs* (Jan. 27, 2025) ("OMB Memo"). Although that OMB Memo was rescinded on January 29, 2025, the plaintiffs in the above-referenced case allege that the funding pause directed by the OMB Memo is still in effect, including because of recently issued Executive Orders by the President.

In response, the Court has entered a temporary restraining order prohibiting certain actions by the Defendants in the case, which is effective immediately. All Defendants—including their employees, contractors, and grantees—must immediately comply with the Court's Order. For complete details and terms of the Court's Order, please refer to pages 11 and 12 of the enclosed Order.

To assist in your compliance, here is a summary of the key terms:

- 1. Federal agencies cannot pause, freeze, impede, block, cancel, or terminate any awards or obligations on the basis of the OMB Memo, or on the basis of the President's recently issued Executive Orders.**

2. **This prohibition applies to all awards or obligations—not just those involving the Plaintiff States in the above-referenced case—and also applies to future assistance (not just current or existing awards or obligations).**
3. **Agencies may exercise their own authority to pause awards or obligations, provided agencies do so purely based on their own discretion—not as a result of the OMB Memo or the President’s Executive Orders—and provided the pause complies with all notice and procedural requirements in the award, agreement, or other instrument relating to such a pause.**

a. On pages 11 and 12 of the Order, the Court prohibits agencies from pausing funding “except on the basis of the applicable authorizing statutes, regulations, and terms.” Thus, agencies remain free to exercise their own discretion under their “authorizing statutes, regulations, and terms,” including any exercise of discretion to pause certain funding. Additionally, agencies remain free to take action pursuant to the terms of the relevant award or obligation, such as in cases of grantee noncompliance.

b. Any exercise of agency discretion, however, cannot be based on the OMB Memo or the President’s Executive Orders, given that the Court has prohibited agencies from “implementing or giving effect to the OMB [Memo] under any other name or title[.]” (Order, pg.12). Additionally, any decision to pause, stop, delay, or otherwise withhold federal financial assistance programs must comply with all notice and procedural requirements in the award, agreement, or other instrument setting forth the terms of the award or obligation.

4. Out of an abundance of caution, all federal agencies (even those not named as defendants in the case) should comply with the above-referenced terms.

As the Court’s Order reflects, the above terms are temporary as litigation in the case is ongoing. At present, however, the Court’s Order is in effect and must be complied with.

If you have any questions about the scope or effect of the Court’s Order, please contact your agency’s Office of General Counsel or your grant officer, as appropriate. Thank you for your attention to this matter.
