

**HOUSTON AREA HIV SERVICES  
RYAN WHITE PLANNING COUNCIL**



*We envision an educated community where the needs of all persons living with HIV and/or affected individuals 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.*

**MINUTES**

12 noon, Thursday, March 14, 2024

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

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

**Call to Order:** Josh Mica, he/him/él, Chair, called the meeting to order at 12:01 p.m.

During the opening remarks, Mica thanked those who are participating in the EHE/Integrated Planning body. In February, staff oriented the committees and workgroups and March will be dedicated to working on goals and activities, which should be interesting. If someone is not part of this effort, please

see Tori or Beth to find a committee or workgroup that matches your interests. Also, please note that there will be a joint meeting of the Quality Improvement, Affected Community, and Priority and Allocations Committees at 2 pm on Tuesday, March 19th. All are invited to participate because the criteria that is selected will determine the FY 2025 service categories that the Ryan White Program will provide in 2025. This is a very important part of our process so please join us if you can.

After the Council adjourns on Thursday, April 11th, please budget time to stay and participate in the How to Best Meet the Need training. Staff from the Ryan White Grant Administration will talk about how services funded by EHE dollars interface with Part A funded programs. Also, Evelio will provide some national data that is going to be a part of the discussions in the workgroup meetings. The training will be interesting and very helpful as we start making decisions for FY 2025. All are encouraged to attend, especially new Council and Affiliate committee members.

Mica then called for a Moment of Reflection.

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

**Approval of the Minutes: Motion #2: it was moved and seconded (Kelly, Deal) to approve the February 8, 2023 minutes. Motion carried unanimously.**

**Barriers to Care for Individuals with Transgender Experience:** Lou Weaver presented the attached PowerPoint.

**Public Comment and Announcements:** None.

### **Reports from Committees**

**Comprehensive HIV Planning Committee:** Robert Sliepka, Co-Chair, reported on the following:

RW Standing Committee Orientation: All RW\* Committees dedicated the first portion of their February meeting to general orientation, which included a review of the purpose of the committee, as well as the definition of conflict of interest, requirements of the Open Meetings Act, Petty Cash restrictions, work products, meeting dates and more.

2022-26 EHE/Integrated HIV Prevention and Care Plan: See the attached, February 2024 Summary Report for the Leadership Team. For those who wish to join the EHE/Integrated Planning body, please fill out and submit the attached membership form to Tori, or go online to submit the form at: [rwpchouston.org](http://rwpchouston.org).

**Affected Community Committee:** Johnny Deal, Co-Chair, reported on the following:

Committee Orientation: The Committee reviewed the purpose of the Council, public hearings and committee participation in health fairs. (Note: The committee changed its monthly meeting to 11:00 am on the second Monday after Council meets.)

2022-26 EHE/Integrated HIV Prevention and Care Plan: In an effort to work more efficiently, the Affected Community Committee agreed to combine their monthly meeting with the Consumer & Community Workgroup of the EHE/Integrated Planning body.

Road 2 Success: The Committee will be hosting Road 2 Success events at San Jacinto Apartments and, thanks to Carol Suazo, at the March English and Spanish speaking meetings with Catholic Charities' HOPWA clients.

Committee Vice Chair: Ryan Rose was elected as the Vice Chair for the Committee.

**Quality Improvement Committee:** Tana Pradia, Co-Chair, reported on the following:  
2024 Assessment of the Administrative Mechanism: **Motion#3:** *Approve the attached checklist for the 2024 Assessment of the Administrative Mechanism.* **Motion Carried.**

Reports from the Administrative Agents: Both the Quality Improvement and the Priority and Allocations Committee members participated in the attached training presentations from the Part A/MAI and the Part B/State Services Administrative Agents. Updated procurement and other reports are included in the report from the Priority and Allocations Committee.

Committee Vice Chair: Denis Kelly was elected as the Vice Chair for the Committee.

**Priority and Allocations Committee:** Rodney Mills, Co-Chair, reported on the following:  
Reports from Administrative Agent – Part A/Minority AIDS Initiative (MAI): See the attached reports:

- FY23 Procurement Part A & MAI, dated 02/20/24
- FY23 Service Utilization Part A & MAI, dated 02/09/24

Reports from Administrative Agent – Part B/State Services (SS): See the attached reports:

- FY23-24 Procurement Part B, dated 02/02/24
- FY23-24 Service Utilization Part B, dated 02/02/24
- FY23-24 Procurement SS, dated 02/02/24
- FY23-24 Service Utilization SS, dated 02/02/24
- FY23 Health Insurance Program Report, dated 01/22/24

Policy for Addressing Unobligated & Carryover Funds: **Motion #4:** *Approve the attached 2024 Policy for Addressing Unobligated and Carryover Funds.* **Motion Carried.**

FY25 Guiding Principles and Criteria: **Motion #5:** *Approve the attached FY 2025 Guiding Principles and Decision Making Criteria.* **Motion Carried.**

Committee Vice Chair: Jay Bhowmick was elected as the Vice Chair for the Committee.

**Operations Committee:** Cecilia Ligons, Co-Chair, reported on the following:  
Revised Sign-In Forms: **Motion #6:** *Add the attached confidentiality statement at the top of all Ryan White meeting sign-in forms.* **Motion Carried.**

2024 Council Training Schedule: The first 20-30 minutes of most Council meetings are dedicated to providing members with training on important topics, trends and/or documents. See the attached 2024 Council Training Schedule, which includes HRSA required trainings and more. Please see Tori if you have additional suggestions for Council trainings. Keep the role of the Council in mind as the trainings should relate to planning and should not relate to specific agencies. Also, quorum must be met before trainings can start.

Committee Vice Chair: Bill Patterson was elected as the Vice Chair for the Committee.

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

**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 some time ago that they preferred not to have verbal Task Force Reports while meeting on Zoom. The Office of Support is happy to receive and distribute written reports in advance of all Council meetings.

**Announcements:** Vargas shared the following information in the chat: Latino HIV Task Force meeting 2:00 pm Tuesday 03/26/24 at The Resource Group, 3700 Buffalo Speedway, Suite 250. Walk-in entrance on MAIN Floor must sign-in through security. Visit - 2nd Floor Conference Room TRG-#250. Free Parking behind the building on the roof top, crosswalk entry Code 02500. Entry on 2nd floor - proceed past elevators to the right to the 2nd Floor Conference Room.

The President’s Advisory Council on HIV/AIDS (PACHA) will convene the 80th full council meeting at Texas Southern University on March 27 – 28, 2024 and the meeting will focus on ending the HIV Epidemic in Texas. As background, we created “PACHA-to-the-People”, where PACHA convenes in high priority HIV jurisdictions across the nation. Traveling outside of the “DC Beltway” provides members and federal partners a forum to learn from folks who are doing impactful work on the ground but cannot always attend meetings in DC. “PACHA-to-the-People” locations have included: Jackson, MS, Fort Lauderdale, FL, Los Angeles, CA, Phoenix, AZ, and Charleston, West Virginia. We are thrilled to be taking “PACHA-to-the-People” to Houston. Please visit PACHA on HIV.gov for information.

Boyle said that Bread of Life will be giving out household items and food on Saturday from 8 am-12 pm. 2019 Crawford Street at Gray Street.

Beck said that she recently sent an email about the online needs assessment survey and asked everyone to share with their networks so we can get more surveys.

**Adjournment: Motion:** *it was moved and seconded (Ligons, Deal) to adjourn the meeting at 1:42 p.m.*  
**Motion Carried.**

Respectfully submitted,

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

## Council Voting Records for March 14, 2024

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 2024 Checklist for AA assessment Carried				MEMBERS	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 2024 Checklist for AA assessment Carried							
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN				
MEMBERS													MEMBERS																
Josh Mica, he/him/él, Chair				C				C				C	Evelio Salinas Escamilla		X				X				X						
Ardry 'Skeet' Boyle, Vice Chair		X				X				X			Robert Sliepka		X				X				X						
Ryan Rose, Secretary		X				X				X			Crystal Renee Starr	X				X					X						
Kevin Aloysius		X				X				X			Carol Suazo		X				X				X						
Yvonne Arizpe	X				X				X				Steven Vargas		X				X				X						
Jay Bhowmick		X				X				X																			
Titan Capri	X				X				X																				
Johnny Deal		X				X				X			<b>MEMBERS ABSENT</b>																
Kathryn Fergus	X				X				X				Servando Arellano																
Glen Hollis		X				X				X			Caleb Brown																
Kenneth Jones	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																
Roxane May		X				X				X			Norman Mitchell																
Rodney Mills		X				X				X			Diane Morgan																
Bill Patterson		X				X				X			Shital M. Patel																
Oscar Perez	X				X				X				Pete Rodriguez																
Tana Pradia		X				X				X			Yolanda Ross																
Paul Richards		X				X				X			Jose Serpa-Alvarez																
Beatriz Rivera		X				X				X			Imran Shaikh																
Megan Rowe		X				X				X			Priscilla Willridge																

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room	Motion #4 2024 Unobligated & carryover funds Carried				Motion #5 FY25 Guiding Principles & Criteria Carried				Motion #6 Add Confidentiality Stmnt to Sign In Carried				Motion #4 2024 Unobligated & carryover funds Carried				Motion #5 FY25 Guiding Principles & Criteria Carried				Motion #6 Add Confidentiality Stmnt to Sign In Carried				
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	
MEMBERS													MEMBERS												
Josh Mica, he/him/él, Chair				C				C				C	Evelio Salinas Escamilla		X				X				X		
Ardry 'Skeet' Boyle, Vice Chair		X				X				X			Robert Sliepka		X				X				X		
Ryan Rose, Secretary		X				X				X			Crystal Renee Starr		X				X				X		
Kevin Aloysius		X				X				X			Carol Suazo		X				X				X		
Yvonne Arizpe		X				X				X			Steven Vargas		X				X				X		
Jay Bhowmick		X				X				X															
Titan Capri		X				X				X															
Johnny Deal		X				X				X			<b>MEMBERS ABSENT</b>												
Kathryn Fergus		X				X				X			Servando Arellano												
Glen Hollis		X				X				X			Caleb Brown												
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