

**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, May 9, 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	Pete Rodriguez	Ronnie Galley, Greeter
Ryan Rose, Secretary	Megan Rowe	Kakeshia Locks, Greeter
Kevin Aloysius	Yolanda Ross	Tyronika Tate, Greeter
Laura Alvarez	Jose Serpa-Alvarez	Paulina Avila-Martinez, SBCHC
Yvonne Arizpe	Robert Sliepka	Josue Rodriguez, Co Judge's Ofc
Jay Bhowmick	Crystal Renee Starr	
Caleb Brown	Steven Vargas	<b>STAFF PRESENT</b>
Titan Capri		<i>Ryan White Grant Administration</i>
Johanna Castillo		Glenn Urbach
Johnny Deal	<b>MEMBERS ABSENT</b>	Jason Black
Michael Elizabeth	Servando Arellano	Mauricia Chatman
Kathryn Fergus	Ardry "Skeet" Boyle	Eric James
Kenia Gallardo	Tony Crawford	
Glen Hollis	Evelio Salinas Escamilla, excused	<i>The Resource Group</i>
Kenneth Jones	Rodney Mills	Sha'Terra Johnson
Denis Kelly	Norman Mitchell	
Peta-gay Ledbetter	Diane Morgan	<i>Office of Support</i>
Cecilia Ligons	Shital M. Patel, excused	Tori Williams
Roxane May	Oscar Perez	Diane Beck
Bill Patterson	Imran Shaikh, excused	
Tana Pradia	Carol Suazo, excused	
Beatriz Rivera	Priscilla Willridge	

**Call to Order:** Josh Mica, he/him/él, Chair, called the meeting to order at 12:06 p.m.

During the opening remarks, Mica thanked Titan for his valuable time before each meeting. His 10 minutes of deep breathing exercises have been helpful.

Mica also thanked everyone who is participating on a committee or workgroup for the EHE/Integrated

HIV Prevention and Care Planning body. Please sign up to participate if you haven't already. The groups are generating some very interesting work products. Mica then thanked those who co-chaired and participated in the *How to Best Meet the Need* training and workgroup meetings especially Beatriz, a new Council member who had to chair a workgroup meeting by herself. She did an outstanding job.

On Saturday, June 1st, Mica will be attending the Woodlands Pride Summit along with Dr. Patel and Tori. They invited him and Dr. Patel to be on a panel to address LGBTQ+ healthcare questions. We are looking forward to strengthening our ties with this energetic group of LGBTQ+ organizers outside of Houston.

Mica then called for a Moment of Reflection.

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

**Approval of the Minutes: Motion #2:** *it was moved and seconded (Rivera, Kelly) to approve the May 11, 2024 minutes. Motion carried.* Abstentions: Elizabeth, Jones, Rodriguez.

**Updates on Ryan White Items of Interest:** Eric James, the Assistant Program Manager at Ryan White Grant Administration, gave updates on issues related to the local HIV Care System. See attached PowerPoint slides.

**Public Comment and Announcements:** Josue Rodriguez, County Judge's Office, said that they really appreciate the work that the Council does and are still trying on finding a date when the County Judge can address the Planning Council. She is currently in Washington DC working to get more FEMA funds to help with the recent flooding in our area.

Gallardo said that there is currently not enough staff that is fluent in Spanish at Ryan White funded agencies. Urbach said they have not received a complaint or comment about this. Vargas said they will make sure they hear about it if three clients have to wait because there is only one Spanish speaking staff person available.

## **Reports from Committees**

**Comprehensive HIV Planning Committee:** Kenia Gallardo, Co-Chair, reported on the following:  
2024 Houston HIV Needs Assessment: Staff continues to collect surveys from people with lived experience and HIV case managers. Data collection will end in late May so that the Interim Health Planner can analyze and present it to the Priority and Allocations Committee in July.

2024 Houston Area HIV Epidemiological Profile: Since the Houston Health Department is only required to submit a complete Epidemiological Profile every 3-5 years, they have determined that they will not be able to dedicate resources to the project until at least January 2025. But, they can work with Office of Support staff on an Epidemiological Supplement. The Director has asked the HRSA Project Officer if this is acceptable to them since the Ryan White Program is required to submit a full Epidemiological Report every three years.

EHE/Integrated Planning Body: The Leadership Team meeting scheduled for Tuesday, April 30<sup>th</sup> has been postponed until Wednesday May 8<sup>th</sup>. Committees and workgroups will meet again in May. See the attached meeting schedule and summary of March 2024 activities and look to see if there is something that interests you.

**Affected Community Committee:** Johnny Deal, Co-Chair, reported on the following: Road 2 Success: Thanks to an invitation from the Resource Group, Committee members provided educational

information to youth who are transitioning to adult care. Many thanks to Skeet and Ronnie for covering this event and providing information on the Blue Book, the Client Complaint process, Project LEAP and Proyecto VIDA.

**Quality Improvement Committee:** Pete Rodriguez, Co-Chair, reported on the following:

Because of the How to Best Meet the Need Process, most Ryan White committees did not meet in April so that Council and Affiliate members could participate in the workgroups. Many thanks to those who participated and provided input into the FY2025 Ryan White service categories. The recommendations made by consumers, providers and others will be presented to the Council next month.

**Priority and Allocations Committee:** Peta-gay Ledbetter, Co-Chair, reported on the following:

Reports from the Administrative Agents

See the attached reports from the Part A/Minority AIDS Initiative (MAI) Administrative Agent:

- FY23 Procurement Part A & MAI, dated 04/16/24
- FY23 Service Utilization Part A & MAI, dated 04/15/24

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

- FY23-24 Procurement Part B, dated 04/04/24
- FY23-24 Procurement State Services, dated 04/04/24

FY 2025 Priority Setting Process: **Motion #3:** *Approve the attached FY 2025 Priority Setting Process which assures that the Council will set priorities for all HRSA allowable services.* **Motion Carried.**

Reallocation of FY 23-24 State Services Funding: **Motion #4:** *Recommend the reallocate of \$175,000 in FY 23-24 State Services funding from Referral for Healthcare – Incarcerated to Health Insurance Assistance (HIA) to avoid duplication of services and because of an increased need for the HIA service category. See attached memo from The Resource Group dated 04/15/24.* **Motion Carried.** Abstentions: Aloysius, Arizpe, Rivera.

Request for Service Category Increase Form: **Motion #5:** *Approve the form entitled Request for Service Category Increase which includes a definition for “Disbursements”. The definition is: reimbursement for actual costs (vs. unit costs). Examples are: medication, diagnostic procedures, food and utilities. The Ryan White Part A/Minority AIDS Initiative and Ryan White Part B/State Services (SS) administrative agencies are asked to use this form to notify agencies when unobligated or unspent funds are available. The Ryan White Part B/SS administrative agency is asked to adjust the form to identify their organization and to start using it in the next funding cycle.* **Motion Carried.** Abstentions: Arizpe, Kelly, Rivera.

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

Personnel Subcommittee of the Operations Committee: Many thanks to all who submitted surveys regarding their managerial skills. The Council will be notified as soon as the Judge’s Office releases the Manager of the Office of Support job opening. Hopefully, it will be soon.

Read AI Information: In view of some of the newer forms of technology, Council member Glen Hollis will be providing the Operations Committee with information about Read AI at 11:00 am on May 13, 2024. All are welcome to sit in on the session. The Committee will also be reviewing the DSHS’ policy regarding the use of this type of technology and the possible need for the Council to develop a policy.

**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 several years 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:** Today is Mica's birthday, everyone wished him a very Happy Birthday. Rowe said that HOPWA will be procuring a contractor for a Needs Assessment to be done for the first time in about 18 years. It is a very large project and they will contact everyone for input.

**Adjournment: Motion: it was moved and seconded (Deal, Rose) to adjourn the meeting at 1:21 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 May 9, 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 2025 Priority Setting Process Carried				MEMBERS	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 2025 Priority Setting Process 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																																				
Josh Mica, he/him/él, Chair				C				C				C	Pete Rodriguez		X				X				X													
Ryan Rose, Secretary		X				X				X			Megan Rowe		X				X				X													
Kevin Aloysius		X				X				X			Yolanda Ross		X				X				X													
Laura Alvarez		X				X				X			Jose Serpa-Alvarez		X				X				X													
Yvonne Arizpe		X				X				X			Robert Sliepka		X				X				X													
Jay Bhowmick		X				X				X			Crystal Renee Starr		X				X				X													
Caleb Brown ja 12:14 pm	X				X				X				Steven Vargas		X				X				X													
Titan Capri		X				X				X																										
Johanna Castillo ja 1:04 pm	X				X				X																											
Johnny Deal		X				X				X			<b>MEMBERS ABSENT</b>																							
Michael Elizabeth		X				X				X			Servando Arellano																							
Kathryn Fergus ja 12:15 pm	X				X				X				Ardry “Skeet” Boyle																							
Kenia Gallardo		X				X				X			Tony Crawford																							
Glen Hollis		X				X				X			Evelio Salinas Escamilla																							
Kenneth Jones		X				X				X			Rodney Mills																							
Denis Kelly		X				X				X			Norman Mitchell																							
Peta-gay Ledbetter		X				X				X			Diane Morgan																							
Cecilia Ligons		X				X				X			Shital M. Patel																							
Roxane May		X				X				X			Oscar Perez																							
Bill Patterson		X				X				X			Imran Shaikh																							
Tana Pradia		X				X				X			Carol Suazo																							
Beatriz Rivera		X				X				X			Priscilla Willridge																							

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room	Motion #4 Reallocate State Services funds Carried				Motion #5 Request for Service Category Increase form Carried					Motion #4 Reallocate State Services funds Carried				Motion #5 Request for Service Category Increase form Carried			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN		MEMBERS	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO
MEMBERS									MEMBERS								
Josh Mica, he/him/él, Chair				C				C	Pete Rodriguez		X				X		
Ryan Rose, Secretary		X				X			Megan Rowe		X				X		
Kevin Aloysius		X				X			Yolanda Ross		X				X		
Laura Alvarez		X				X			Jose Serpa-Alvarez		X				X		
Yvonne Arizpe		X				X			Robert Sliepka		X				X		
Jay Bhowmick		X				X			Crystal Renee Starr		X				X		
Caleb Brown ja 12:14 pm	X				X				Steven Vargas		X				X		
Titan Capri		X				X											
Johanna Castillo ja 1:04 pm	X				X												
Johnny Deal		X				X			<b>MEMBERS ABSENT</b>								
Michael Elizabeth		X				X			Servando Arellano								
Kathryn Fergus ja 12:15 pm	X				X				Ardry “Skeet” Boyle								
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