

**Houston Ryan White Planning Council**  
**Office of Support**  
**1440 Harold Street, Houston, Texas 77006**  
**832 927-7926 telephone; <http://rwpchouston.org>**

**Memorandum**

To: Members, Affected Community Committee  
Rodney Mills, Co-Chair                      Josh Mica  
Diana Morgan, Co-Chair                     Allen Murrey  
Servando Arellano                             Ryan Rose  
Skeet Boyle                                     *Johnny Deal*  
Rosalind Belcher                              *Deborah Hurd*  
Caleb Brown                                    *Akia McPham*  
Tony Crawford                                 *Tony Williams*  
Ronnie Galley  
Cecilia Ligons

Cc: Crystal R. Starr                             Sha'Terra Johnson  
Mauricia Chatman                            Reachelian Ellison

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

Date: Monday, September 18, 2023

Re: Meeting Notice

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Please join us for a meeting of the Affected Community Committee. Details are as follows:

**Affected Community Committee Meeting**  
**12 noon, Monday, September 25, 2023**

Click on the following link to join the meeting:  
<https://us02web.zoom.us/j/81032740414?pwd=V1hTMnltaklDanBDNU9XYkVkdllTZz9>  
Meeting ID: 810 3274 0414  
Passcode: 125162  
Or, use your telephone to dial in: 346 248 7799

**In-person location: Bering Church 1440 Harold Street, Houston, Texas 77006**  
(Meeting room on 2<sup>nd</sup> floor and parking lot is located behind the church facing Hawthorn street)

Please be sure to contact Rod to RSVP, even if you cannot attend. She can be reached at: [Rodriga.Avila@harriscountytexas.gov](mailto:Rodriga.Avila@harriscountytexas.gov) or by telephone at 832 927-7926. We look forward to seeing you next Monday!

## Houston Area HIV Services Ryan White Planning Council

### Affected Community Committee Meeting

12 noon, Monday, September 25, 2023

Join us on Zoom on the following link:

<https://us02web.zoom.us/j/81032740414?pwd=V1hTMnltaklDanBDNU9XYkVkdllTZz09>

Meeting ID: 810 3274 0414      Passcode: 125162

Or, use your telephone to dial in: 346 248 7799

**In-person location:** Bering Church at 1440 Harold Street, Houston, Texas 77006

### AGENDA

\* = handout will be available at the meeting

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- I. Call to Order Rodney Mills and  
Diana Morgan, Co-Chairs
- A. Welcome
  - B. Announce who will be chairing the meeting
  - C. Moment of Reflection
  - D. Adoption of the Agenda
  - E. Approve the Minutes
  - F. Food form Tori Williams
- II. Public Comment  
(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 living person with HIV", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization. If you work for an organization, but are representing yourself, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to a member of the staff who would be happy to read the comments on behalf of the individual at this point in the meeting.)
- III. Committee Activities
- A. Road 2 Success: Services Available at RW Funded Agencies Tori
    - Oct. - Avenue 360
    - Nov. -
    - Jan. -
    - Feb. -
  - B. Greeters at Council Meetings
  - C. Youth Council Rodney
- IV. Announcements
- V. Adjournment
- Optional: Members meet with committee mentor Johnny Deal

## Houston Area HIV Services Ryan White Planning Council

### Affected Community Committee Meeting

12:00 pm, Monday, August 15, 2023

Meeting Location: Zoom teleconference

### MINUTES

| MEMBERS PRESENT        | MEMBERS ABSENT         | OTHERS PRESENT            |
|------------------------|------------------------|---------------------------|
| Rodney Mills, Co-Chair | Diana Morgan, Co-Chair | Reachelian Ellison, TRG   |
| Ronnie Galley          | Skeet Boyle            | Crystal Starr, Chair RWPC |
| Cecilia Ligons         | Servando Arellano      | Josh Mica, RWPC           |
| Caleb Brown            | Rosalind Belcher       |                           |
| Allen Murray           | Tony Crawford          | <b>OFFICE OF SUPPORT</b>  |
| Tony Williams          | Tana Pradia            | Tori Williams             |
| <i>Johnny Deal</i>     | Ryan Rose              | Diane Beck                |
| <i>Deborah Hurd</i>    | Robert Sliepka         | Rod Avila                 |
|                        | <i>Akia McPhaul</i>    | Mackenzie Hudson          |

**Call to Order:** Rodney Mills called the meeting to order at 12:05 p.m., and asked for a moment of reflection. Mills invited everyone present to introduce themselves.

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

**Approval of the Minutes:** *Motion #2*: *it was moved and seconded (Galley, Mica) to approve the July 24, 2023 minutes. Motion carried.* Abstentions: Murray.

**Food Forms:** Williams stated that the Office of Support has received more forms requesting meals from those who require food with their medication. If someone is eligible for a medical meal but has not filled out a form, please do so.

**Public Comment:** none.

#### New Committee Activities

**Updates on 2023 Project LEAP and Proyecto VIDA:** Williams thanked all Affected Community and Project LEAP/ Proyecto VIDA Advisory Committee members for their important efforts to recruit students for both classes. Project LEAP starts tomorrow, August 16<sup>th</sup> with a robust group of students. Since Project LEAP will not have an evening class, this will free up resources that may be used to host a Project LEAP class for Youth. Avila gave an update stating that the start date for Proyecto VIDA was delayed one week in order to continue student recruitment. Seven Proyecto VIDA applicants have been accepted into the program as students and the co-facilitators will continue to conduct interviews with student applicants.

**Youth Council:** Organizing the Project LEAP class will be a work in progress spearheaded by members of the Operations and Affected Community Committee. The goal is to train students between the ages of 18 and 24, with the hope that they will graduate and want to initiate the first Houston Area Ryan White Youth

**DRAFT**

Council. Williams reminded the committee that the goal of the Youth Council is to get their input on how to strengthen or improve HIV care services. The current Youth Group has been meeting with professionals in the HIV care community so that young people who are at high risk, or who are living with HIV, know what their resources are. If the co-facilitators dedicate the last 10 minutes of each meeting to surveying the students on how to improve the service discussed in the meeting, this could be a great launching pad for the Youth Council. And, the ideas presented by the youth could be shared with the Planning Council in a monthly report and at the How To Best Meet the Need process.

**House Warming Party at Bering Church:** Williams informed the committee that the Office of Support staff is organizing an Office Warming Party at Bering Church on August 31, 2023 from 3 pm to 6 pm. Members of the Affected Community Committee graciously signed up to be greeters and hosts at the event. Crystal Starr, Chair of the RWPC, will be the MC at the party.

**Greeters at Monthly Council Meetings:** Williams asked members of the Committee if they would be willing to be greeters at monthly Council meetings. After a short discussion, members agreed by consensus to have three greeters, one at the main door to the building and two more for directing guests and helping them sign in and get a meeting packet. See the attached signup sheet.

**Integrated Planning Activities** See attached. Hudson gave a brief description of upcoming Integrated Planning activities and the process for joining a workgroup. Email reminders will be sent to those who sign up. The following members signed up for workgroups:

|                                    |                             |
|------------------------------------|-----------------------------|
| College Workgroup:                 | Brown, Mica, Starr          |
| Consumer Workgroup:                | Mills, Mica, Brown, Galley  |
| Youth Workgroup:                   | Mills, Starr, Brown, Galley |
| Professional Healthcare Workgroup: | Mica and Galley             |

**Announcements:** Murray reminded the committee that a booth at the Woodlands Pride Festival has been reserved and volunteers have signed up to staff the booth on Saturday, October 21<sup>st</sup>.

**Adjourn: Motion #3:** *it was moved and seconded (Deal, Galley) to adjourn the meeting at 1:33 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

\_\_\_\_\_  
Tori Williams, Director                      Date

\_\_\_\_\_  
Committee Chair                              Date

## Greeters for 2023 Council Meetings

(Revised: 08-25-23)

| <b>2023 Meeting Dates</b><br>(Please arrive at <b>11:30 am</b> unless otherwise noted. Meetings are held at Bering Church, 1440 Harold St in Montrose) | <b>Greeter #1</b> | <b>Greeter #2</b> | <b>Greeter #3</b> |
|--|-------------------|-------------------|-------------------|
| Thurs. September 14 - CANCELLED  |                   |                   |                   |
| Thurs. October 12  | Allen             | Johnny            | Ryan?             |
| Thurs. November 9 – LEAP & VIDA presentations & Affiliate Member Appreciation  | Tony              | Josh              | Caleb             |
| Thurs. December 14   | Ronnie            | Johnny            | Deborah H.        |
| <b>2024</b>  |                   |                   |                   |
| Thurs. February 8  |                   |                   |                   |
| Thurs. March 14  |                   |                   |                   |
| Thurs. April 11 – HTBMN Training   |                   |                   |                   |
| Thurs. May 9   |                   |                   |                   |
| Thurs. June 13   |                   |                   |                   |
| Thurs. July 11   |                   |                   |                   |
| Thurs. August 8  |                   |                   |                   |

Houston Ryan White Planning Council

# Request for Food During Ryan White Meetings or Events

(05-09-23)

In 20\_\_\_\_\_, I was appointed to serve on the (check all that apply):

Committee(s):

|       |                            |       |                        |
|-------|----------------------------|-------|------------------------|
| _____ | Affected Community         | _____ | Priority & Allocations |
| _____ | Comprehensive HIV Planning | _____ | Quality Improvement    |
| _____ | Operations                 | _____ | Steering               |

Other:

\_\_\_\_\_ Ryan White Planning Council  
\_\_\_\_\_ Project LEAP Class  
\_\_\_\_\_ Proyecto VIDA Class  
\_\_\_\_\_ Integrated Planning Workgroup(s): \_\_\_\_\_  
\_\_\_\_\_ Other: \_\_\_\_\_

When one of my meetings takes place during a mealtime,

I, (print your name) \_\_\_\_\_

request a meal because I have medication that must be taken with food.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

You are invited to a consumer-only virtual workgroup to discuss  
**Standards of Care and Performance Measures**  
for Ryan White funded HIV services

**Examples of services to be discussed:**

- ✓ *Primary Medical Care*
- ✓ *Case Management*
- ✓ *Dental Care*
- ✓ *Local Pharmacy Assistance*
- ✓ *Professional Counseling*
- ✓ *Transportation*
- ✓ *Medical Nutritional Therapy & Supplements*



**Standards of Care** are the minimal acceptable levels of quality in service delivery based upon accepted industry guidelines and practices. Houston area standards relate to issues such as staff training and supervision, client rights and confidentiality, timeliness of service delivery, allowable activities, the minimum services each client should receive, and more.

**Performance Measures** indicate to what extent a service has achieved its desired outcomes. Examples of Houston area performance measures include: health status (such as viral load and CD4 increases and decreases), quality of life, cost-effectiveness, adherence to treatment and more.

**Monday, October 23, 2023  
12:00 p.m.**  
**In person or on Zoom:**  
<https://bit.ly/SOC-PMConsumerWg>



To review the current Standards of Care and Performance Measures, please go to:  
<http://rwpchouston.org/Publications/SOCandPM.htm>

**For more information contact:**  
Tori Williams

Ryan White Planning Council Office of Support  
832 927-7926 or [victoria.williams@harriscountytexas.gov](mailto:victoria.williams@harriscountytexas.gov)

The Standards of Care & Performance Measure Workgroup open to providers and all community members will be at 9am on October 31<sup>st</sup> on Zoom: <https://bit.ly/SOC-PMCommunityWg>

Usted está invitado/a a un grupo de trabajo virtual orientado al consumidor para dialogar sobre

## Normas del Cuidado y Medidas de Resultados

Para los Servicios del VIH financiados por Ryan White

**Ejemplos de Servicios a ser discutidos:**

- ✓ Cuidado médico primario
- ✓ Administración de Casos
- ✓ Cuidado Dental
- ✓ Asistencia en Farmacia
- ✓ Servicios de salud mental
- ✓ Transporte
- ✓ Suplementos nutricionales



**Lunes, octubre 23 2023**  
**12:00 p.m.**

**Puedes participar presencialmente o por Zoom:**

<https://bit.ly/SOC-PMConsumerWg>

**Normas del Cuidado:** es el mínimo nivel de calidad aceptable en la entrega de los servicios, basados en reconocidas prácticas y directrices industriales. Las Normas del Cuidado en el área de Houston se relacionan a temas como:

entrenamiento y supervisión del personal, derechos y confidencialidad del cliente; exactitud en la entrega de servicios, actividades aprobadas; servicios mínimos que el cliente pueda recibir y otros temas.

**Medidas de Rendimiento:** indica a qué extensión un servicio ha logrado el resultado deseado. Ejemplos en el área de Houston incluyen: estado de salud (tales como carga viral e incremento o disminución del CD4); calidad de vida; eficacia de costo; adhesión al tratamiento y otros temas.



Para revisar la actual Normas del Cuidado y Medidas de Rendimiento, favor de ir a:  
<http://rwpchouston.org/Publications/SOCandPM.htm>

Para mayor información llame:  
Ryan White Planning Council Office of Support  
832 927-7926

**PARA PERSONAS QUE NECESITEN INTERPRETACION: Si necesita un intérprete, por favor llame al 832 927-7926 por lo menos 48 horas antes.**