

**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

Johnny Deal, Co-Chair	<i>Diondra English</i>
Carol Suazo, Co-Chair	<i>Ronnie Galley</i>
Sevando Arellano	<i>Kakeshia Locks</i>
Skeet Boyle	<i>LeeAnn Moody</i>
Caleb Brown	<i>Tyronika Tate</i>
Tony Crawford	<i>Reynauld White</i>
Kathryn Fergus	
Cecilia Ligons	
Tana Pradia	
Ryan Rose	

Cc: Josh Mica  
Mauricia Chatman

Sha'Terra Johnson  
Reachelian Ellison

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

Date: Tuesday, February 13, 2024

Re: Meeting Notice

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

**Affected Community Committee Meeting**  
**12 noon, Monday, February 19, 2024**

Click on the following link to join the meeting:

<https://us02web.zoom.us/j/81032740414?pwd=V1hTMnltaklDanBDNU9XYkVkdllITZz09>

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, 2<sup>nd</sup> floor, Houston, Texas 77006**  
(Please park and use the entrance behind the church facing Hawthorne 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, February 19, 2024

**In-person meeting location: Bering Church** 1440 Harold Street, 2nd floor, Houston, Texas 77006. Please park and use the building entrance behind the church facing Hawthorne Street.

Or, join us via Zoom at:

<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

## AGENDA

- I. Call to Order Johnny Deal and  
Carol Suazo, Co-Chairs
  - A. Welcome and Introductions
  - B. Announce who will be chairing the meeting
  - C. Moment of Reflection
  - D. Adoption of the Agenda
  - E. Approval of the Minutes
  - F. Nuts & Bolts, Petty Cash & Open Meetings Act Tori Williams
  - G. Conflict of Interest
  - H. 2024 Monthly Meeting Date and Time – 11 am?
  - I. 2024 Critical Timeline
  
- 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. New Business Tori Williams
  - A. Purpose of the Council, Public Hearings & Health Fairs
  - B. Purpose of the Committee & Committee Projects in 2024
    - Merge with Consumer & Community Engagement Education Workgroup?
  - C. Assign Greeters
  - D. Adopt 2024 Committee Goals
  
- IV. Old Business
  - A. Elect a Committee Vice-Chair – see cover memo
  
- V. Announcements
  
- VI. Adjourn  
  
Optional: Members meet with committee mentor Johnny Deal

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

**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 25, 2024

Re: End of Year Petty Cash Procedures

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The fiscal year for Ryan White Part A funding ends on February 29, 2024. 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 23, 2024.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2024 **will not be reimbursed at all if they are turned in after March 31, 2024.**
- 3.) The Office of Support may not have access to petty cash funds between October 1 and November 15, 2024. 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 2024.

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**

**2023**.....

Beginning of  
fiscal year 2023

**Feb 23**

**2024**.....

Turn in all  
receipts

**Feb 29**

**2024**.....

End of fiscal  
year 2023.

**March 31**

**2024**

Turn in all remaining receipts  
for fiscal year 2023 or you  
will not be reimbursed for  
those expenses incurred between  
March 1, 2023 and Feb. 29, 2024

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## **Memorandum**

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

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

Date: January 25, 2024

Re: Open Meetings Act Training

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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 29, 2024. 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 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.

## **Ryan White Definition of Conflict of Interest**

“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 disease (PLWH) whose sole relationship to a Ryan White Part A or B or State Services 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.

# 2024 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/29/23)

## AFFECTED COMMUNITY

Meetings are on the second Monday after Council meets starting at **12 noon**:

February 19	July 22
<b>March 19*</b>	August 19
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 **2:00 pm**:

February 8	August 8
March 14	September 12
April – no mtg	October 10
May 9	November 14
June 13	December - no mtg
July 11	

## OPERATIONS

Meetings are on Mondays following the Council meeting starting at **11:00 am**:

February 12	August 12
March 18	September 16
April - no mtg	October 14
May 13	November 18
June 17	December 16
July 15	

## PLANNING COUNCIL

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

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

## PRIORITY & ALLOCATIONS

Meetings are on the fourth Thursday of the month at **12 noon**:

February 22	July 25
<b>March 19*</b>	August 22
March 28	September 26
April 25	October 24
May 23	November - no mtg
June 27	December - no mtg

## QUALITY IMPROVEMENT

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

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

## STEERING

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

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

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

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



## DRAFT

### Houston Area HIV Services Ryan White Planning Council

## Timeline of Critical 2024 Council Activities

(Revised 01-29-24)

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 2024 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>.

**All Ryan White Council and Committee meetings will use a hybrid format after January 2024. 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. 25	Council Orientation. 2024 Committee meeting dates will be established at this meeting.
Thurs. Feb. 1	12 noon. First Steering Committee meeting for the 2024 planning year.
Feb. date TBD	10 am, Orientation for new 2024 Affiliate Committee Members.
February	Integrated Planning body Committees and Workgroups start meeting. Contact the Office of Support to become a member of these groups.
Thurs. Feb. 8	12 noon. First Council meeting for the 2024 planning year.

Tues. Feb. 13	5:00 pm. Deadline for submitting <b>Proposed Idea Forms</b> to the Office of Support. The Council is currently funding 16 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.
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Thurs. Feb. 22	12 noon. Priority & Allocations Committee meets to approve the <b>policy on allocating FY 2024 unspent funds, FY 2025 priority setting process</b> and more.
March	Integrated Planning body Committees and Workgroups meet to continue working on goals. After March, Committees and Workgroups will meet every other month (May, July, September, November). Alternative months (April, June, August, October, December) the Leadership Team will meet. Contact Office of Support to become a member of these groups.
March dates TBD	EIHA Workgroup and the Project LEAP/Proyecto VIDA Advisory Committee meet.
Tues. March 19	Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the <b>FY 2025 service categories</b> for Part A, Part B, MAI and <i>State Services</i> funding.
Mon. March 25	<b>Consumer Training</b> on the How to Best Meet the Need process.
Thurs. April 4	12 noon. Steering Committee meets.

**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2024 Council Activities**

(Revised 01-29-24)

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Thurs. April 11

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 15

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

April 16-23

**The following workgroups will be scheduled to meet. Call 832 927-7926 for confirmation and to receive meeting packets.**

10:30 am. **Date to be announced. How To Best Meet the Need Workgroup #1** at which the following services for FY 2025 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)
- 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. **Date to be announced. How To Best Meet the Need Workgroup #2** at which the following services for FY 2025 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

3:00 pm – 5:00 pm. **Date to be announced. How To Best Meet the Need Workgroup #3** at which the following services for FY 2025 will be reviewed:

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

Thurs. April 25

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

Mon. April 29

5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 13 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.

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

**Timeline of Critical 2024 Council Activities**

(Revised 01-29-24)

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.**

- Mon. May 13      **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2025 Council Support Budget.
- Tues. May 14      Quality Improvement Committee meets to approve the **FY 2025 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.

TENT: Mon. May 27    7:00 pm., Public Hearing on the **FY 2025 How To Best Meet the Need results**.

- Tues. May 28      2:00 pm, Special Quality Improvement Committee meeting to review public comments regarding **FY 2025 How To Best Meet the Need results**.
- Thurs. May 23      12 noon. Priority & Allocations Committee meets to recommend the **FY 2025 service priorities** for Ryan White Parts A and B and *State Services* funding.
- June or August      Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.
- Thurs. June 6      12 noon. Steering Committee meets to approve the **FY 2025 How to Best Meet the Need results**.

Week of June 10-14      Dates and times TBD. Special Priority & Allocations Committee meetings to draft the **FY 2025 allocations for RW Part A and B, MAI and State Services** funding.

Thurs. June 13      12 noon. Council approves the **FY 2025 How to Best Meet the Need results**.

Thurs. June 20      12 noon. Priority & Allocations Committee meets to approve the **FY 2025 allocations for RW Part A and B, MAI and State Services** funding.

TENT: Mon. June 24    7 pm. Public Hearing on the **FY 2025 service priorities and allocations**.

- Tues. June 25      Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2024 service priorities and allocations**.
- July/Aug.      Workgroup meets to complete the proposed **FY 2025 EIIHA Plan**.
- WED. July 3      12 noon. Steering Committee approves the **FY 2025 service priorities and allocations**.
- Thurs. July 11      12 noon. Council approves the **FY 2025 service priorities and allocations**.
- Fri. July 12      5 pm. Deadline for submitting a Project LEAP application form. See July 26 for description of Project LEAP. Call 832 927-7926 for an application form.

(continued)

**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2024 Council Activities**

(Revised 01-29-24)

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.**

- Thurs. July 27 12 noon. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2025 priority & allocations**. They also allocate **FY 2024 carryover funds**. (**Allocate even though dollar amount will not be avail. until Aug.**)
- Wed. July 31–Nov. 20 **Project LEAP** classes begin. Project LEAP is a free 17-week training course for individuals living with or 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. Aug. 1 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 2025 GRANT**. (Mail out date for the August Steering Committee meeting is July 23, 2024.)
- Mon. Aug. 19 **Consumer Training** on Standards of Care and Performance Measures.
- Fri. Sept. 6 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 13 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.
- Mon. Sept. 23 **Consumer-Only Workgroup** meeting to review FY 2025 Standards of Care.
- Mon. Oct. 14 Operations Committee reviews the Memorandum of Understanding between all Part A stakeholders & Letter of Agreement between Part B stakeholders.
- October or November Date & time TBD. Community Workgroup meeting to review **FY 2025 Standards of Care** for all service categories.
- Thurs. Oct. 24 12 noon. Priority & Allocations Committee meets to allocate FY 2024 unspent funds.
- Tues. Nov. 19 10:00 am. Commissioners Court to receive the World AIDS Day Resolution.
- Thurs. Nov. 14 12 noon. Council recognizes all Affiliate Committee Members.
- Sun. Dec. 1 **World AIDS Day**.
- Thurs. Dec. 12 12 noon. Election of Officers for the 2025 Ryan White Planning Council.



# Affected Community Committee Training

Purpose of the Planning Council  
Participation in Health Fairs  
Purpose of Public Hearings

February 19, 2024

# Purpose of the Planning Council

- What does the Planning Council do?
  - Conducts a Needs Assessment
  - Creates a plan to improve HIV services in Houston
  - Reviews data about existing Ryan White funded HIV services
  - Designs HIV services that will be provided using Ryan White funds in the Houston EMA/HSDA
  - Makes a list of the most important services
  - Decides the amount of Ryan White funding that will be allocated to each of the services

# Purpose of the Planning Council

- What does the Planning Council NOT do?
  - Review grant applications from agencies
  - Decide which agencies in Houston get money
  - Hire and fire staff at agencies
  - Respond to complaints from consumers about specific agencies
  - Write letters to politicians in Washington
  - March at protests
  - Conduct HIV prevention
- HRSA sets the rules for Planning Councils
  - HRSA says Planning Councils can only focus on services, not specific agencies.
  - The Administrative Agencies (Ryan White Grant Administration & The Resource Group) monitor grants and agencies.

# Participation in Health Fairs



- Tell the public about what the Ryan White Planning Council does
- Tell the public about services by giving out the Blue Book
- Tell the public how to volunteer with the Planning Council



- Give out condoms or HIV prevention materials
- Do HIV prevention
- Tell the public about specific agencies





# Purpose of Public Hearings

- Twice a year
- Inform the community about recommended changes that the Planning Council will decide upon.
- Get feedback from consumers of Ryan White services as to how the recommended changes will affect their ability to receive care and support services.
- Community input is vital to all of the Planning Councils processes and is encouraged at every level.
  - Public Hearings are televised to help all PLWH participate in the planning process – especially PLWH who cannot travel to Planning Council meetings

# 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.

### College Workgroup

- **Activity 3Ac:** Increase consumer input into developing educational materials about HIV risks, options for prevention, testing, care and treatment; and HIV-related stigma reduction.
- **Activity 3Ad:** Increase consumer participation in delivering educational information to individuals and service providers about HIV risks, options for prevention, testing, care and treatment; and HIV-related stigma reduction, particularly for priority populations.
- **Activity 2A1e:** Expand community partnerships (e.g., churches and universities) to increase rapid linkage and ART availability at community-preferred gathering venues.

### Consumer Workgroup

- **Activity 3Ab:** Develop and implement informational programs that are tailored to priority populations and others, and describe HIV risks, options for prevention, testing, care and treatment, mental health and substance use disorder treatment; and HIV-related stigma reduction.
- **Activity 3Ac:** Increase consumer input into developing educational materials about HIV risks, options for prevention, testing, care and treatment; and HIV-related stigma reduction.
- **Activity 3Ad:** Increase consumer participation in delivering educational information to individuals and service providers about HIV risks, options for prevention, testing, care and treatment; and HIV-related stigma reduction, particularly for priority populations.
- **Activity 2A1c:** Health literacy campaign to educate those diagnosed on benefits of rapid start and TasP.

### Needing In-Person Education Workgroup

- **Activity 3Ab:** Develop and implement informational programs that are tailored to priority populations and others, and describe HIV risks, options for prevention, testing, care and treatment, mental health and substance use disorder treatment; and HIV-related stigma reduction.
- **Activity 3Ac:** Increase consumer input into developing educational materials about HIV risks, options for prevention, testing, care and treatment; and HIV-related stigma reduction.
- **Activity 3Ad:** Increase consumer participation in delivering educational information to individuals and service providers about HIV risks, options for prevention, testing, care and treatment; and HIV-related stigma reduction, particularly for priority populations.

# Greeters for 2024 Council Meetings

(Revised: 02-12-24)

<b>2024 Meeting Dates</b> (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>
<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			
Thurs. September 12			
Thurs. October 10			
Thurs. November 14			
Thurs. December 12			

**2024 QUARTERLY REPORT**  
**AFFECTED COMMUNITY COMMITTEE**  
(April 2024)

**Status of Committee Goals and Responsibilities (\* indicates a HRSA mandate):**

1. Educate consumers so they understand how to access HIV/AIDS treatment and medication. Provide information that can be understood by consumers of diverse educational backgrounds on client-centered issues.

**Status:**

2. Continue to get a better understanding of the needs of transgender individuals through training, attending meetings of the transgender community and more.

3. Assure participation by people living with HIV in all Council work products.

**Status:**

4. \*Work with other committees to coordinate Public Hearings regarding the FY 2025 How to Best Meet the Need Results & Priorities and Allocations for Ryan White Parts A and B and State Services.

**Status:**

5. Recruit Project LEAP, Proyecto VIDA and Council applicants throughout the year.

**Status:**

6. Annually, review the status of committee activities identified in the current Integrated HIV Prevention and Care Plan.

**Status:**

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Committee Chairperson

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Date