

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

**MEMO**

To: 2023 Operations Committee  
Ronnie Galley, Co-Chair  
Cecilia Ligons, Co-Chair  
Skeet Boyle  
Kenia Gallardo

Josh Mica  
Rodney Mills  
Allen Murray

Copy: Crystal Starr  
Mackenzie Hudson  
Rodriga "Rod" Avila  
Glenn Urbach

Mauricia Chatman  
Tiffany Shepherd  
Sha'Terra Johnson

From: Tori Williams

Date: Tuesday, September 12, 2023

Re: Meeting Announcement

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Please note the following meeting information:

**Operations Committee Meeting**  
**11:00 a.m., Tuesday, September 19, 2023**

To join the Zoom meeting, click on the following link:  
<https://us02web.zoom.us/j/81938771756?pwd=cnhFMHBsdTJWMTdZWmNEbjBjdG82Zz09>  
Meeting ID: 819 3877 1756      Passcode: 817550  
Or, use your telephone to dial in at: 346 248-7799

Please RSVP to Rod, even if you cannot attend the meeting. 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 soon!

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

**Operations Committee Meeting**

11:00 am, Tuesday, September 19, 2023

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**AGENDA**

\* = To be sent in a separate mail out

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- I. Call to Order Ronnie Galley and  
Cecilia Ligons, Co-Chairs
- A. Moment of Reflection
  - B. Adoption of the Agenda
  - C. Adoption of the Minutes
    - July 18, 2023
    - August 15, 2023
- 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.)
- III. Old Business Tori Williams
- A. 2023 Ryan White Membership Attendance
  - B. Updates on Payroll Debit Cards
  - C. MOU and LOA for Judge to sign
  - D. Next Meeting: Start Process to Elect FY24 RWPC Officers and Design Annual PC Orientation
  - E. Personnel Update
- IV. Announcements
- V. Adjourn

*Houston Area HIV Services Ryan White Planning Council*

**Operations Committee Meeting**

11:00 am, Tuesday July 18, 2023

Meeting Location: Zoom teleconference

**MINUTES**

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<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Ronnie Galley, Co-Chair		Crystal Starr, Chair RWPC
Cecilia Ligons, Co-Chair		Mauricia Chatman, RWGA
Skeet Boyle		Patrick Martin, TRG
Josh Mica		<b>Staff</b>
Allen Murray		Tori Williams, Director
		Mackenzie Hudson, Health Planner
		Rod Avila, Assistant Coordinator

**Call to Order:** Ronnie Galley, Co-Chair, called the meeting to order at 11:07 a.m.

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

**Approval of the Minutes:** ***Motion #2:*** *it was moved and seconded (Galley, Mica) to adopt the minutes from May 16, 2023. Motion carried unanimously.*

**Public Comments:** none

**Old Business**

**Relocation of the Ryan White Office of Support:** Williams reported that, for the most part, the Office of Support is fully moved out of the West Loop office space. The remaining items include the copier machine and postage machines which have to be moved by the vendor into the Prairie Street office downtown. Also, during the summer, Bering Church hosts a children's camp. Starting next Monday, Ryan White meetings will be in the fellowship hall for two weeks.

**Food Form:** Committee members asked that the food forms be made more accessible at meetings and electronically so that eligible volunteers fill them out. It was agreed by consensus that the Office of Support will create an electronic or PDF version of the food form so that it can be emailed to all Ryan White Council and Affiliate members, as well as including the form in all meeting packets.

**Payroll Card vs. Paper Check Pilot Project:** Hudson summarized the survey results. Only seven responses were received and of those, four people said they would want to use it. The committee discussed and agreed that this survey needs another month to provide the opportunity for more members to voice their opinion. ***Motion #3:*** *it was moved and seconded (Mica, Murray) to resend the survey form to Ryan White volunteers who receive petty cash reimbursements. It was also*

**DRAFT**

*agreed that the pilot program with the debit card option should begin.* **Motion carried unanimously.**

**New Business**

**Youth Council:** Williams stated that the youth group started at least one year before COVID. When COVID started, it changed everything. Future steps should include continuing the monthly meetings with the Youth Group at Allies in Hope. Committee members discussed options, such as inviting the Youth Group to provide the Planning Council with a monthly report, or inviting youth to attend Council meetings, or creating a Youth Advisory Group as part of the Affected Community Committee. Attendance requirements are a big concern as many of the youth currently attending the monthly meetings are skittish and not used to a routine. Committee members agreed by consensus to continue brainstorming at the next meeting.

**Announcements:** None

**Adjournment:** The meeting adjourned at 12:08 p.m.

Submitted by:

Approved by:

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Tori Williams, Director

Date

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Committee Chair

Date

*Houston Area HIV Services Ryan White Planning Council*

**Operations Committee Meeting**

11:00 am, Tuesday August 15, 2023

Meeting Location: Zoom teleconference

**MINUTES**

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<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Ronnie Galley, Co-Chair		Crystal Starr, Chair RWPC
Cecilia Ligons, Co-Chair		Mauricia Chatman, RWGA
Skeet Boyle		Sha’Terra Johnson, TRG
Kenia Gallardo		<b>Staff</b>
Josh Mica		Tori Williams, Director
Rodney Mills		Mackenzie Hudson, Health Planner
Allen Murray		Rod Avila, Assistant Coordinator

**Call to Order:** Cecilia Ligons, Co-Chair, called the meeting to order at 11:06 a.m.

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

**Approval of the Minutes:** Approval of the July 2023 minutes was tabled for the next meeting.

**Public Comments:** None

**Old Business**

**Attendance 2023 Ryan White Membership:** Committee members reviewed the attendance policy before reviewing the 2023 attendance list for the Ryan White Council and committee members. The committee instructed the Office of Support to send a letter regarding poor attendance to: Ashley Barnes, Dominique Brewster, Herman Finley, Akia McPhaul, and Christopher Walker. Williams will also call a number of individuals who have been attending but irregularly.

**Project LEAP Class for Youth (ages 18 – 24):** Committee members discussed how to create Project LEAP for Youth and have a Youth Council. Considerations that are critical to both programs are keeping the youth engaged with activities. Youth should be surveyed to find out what topics they think are important or interesting to learn about and what days and times are best to meet. Some of the key points that the Committee agreed upon are as follows:

**PROJECT LEAP FOR YOUTH:**

- View year #1 as a pilot project
- Model it loosely upon the service definition for Project LEAP for adults

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- Open the program up to youth from other programs like Tony's place, Grace Lutheran and more.
- Goal(s) of the training (different from AIH Camp Hope classes, which is to transition youth to adult care
  - a. Prepare youth to have input into HIV prevention & care planning
  - b. Teach planning skills 101 (engage, engage, engage)
  - c. Model after the adult service definition as closely as realistic
- Classes should be no longer than 2 hours including a break for a meal
- The program should be no longer than 8 – 10 weeks
- Incentives should be: gift cards for attendance, a meal and a graduation certificate from the County Judge
- Have monthly hybrid meetings and build in two to three field trips, which will be a good opportunity for the youth to occasionally meet one another in person. If possible, design field trips that are related to HIV prevention and care.
- After completing this program have a graduation and give them a certificate from the County Judge.

### **YOUTH COUNCIL:**

- Since the purpose of the Council and the Youth Council is to gather input into service definitions, have the Youth Council dedicate most meetings to learning about a specific service or resource, such as PrEP, nutritional counseling, etc. and have the last 10 minutes dedicated to getting input into ways to make the service more youth friendly.

**Announcements:** None

**Adjournment:** The meeting adjourned at 12:08 p.m.

Submitted by:

Approved by:

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Tori Williams, Director

Date

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Committee Chair

Date