

Houston Area HIV Services Ryan White Planning Council
Office of Support
1310 Prairie Street, Suite 800, Houston, Texas 77002
832 927-7926 telephone; <http://rwpchouston.org>

MEMORANDUM

To: Steering Committee Members:
Josh Mica, Chair
Skeet Boyle, Vice Chair
Ryan Rose, Secretary
Johnny Deal, Co-Chair, Affected Community Committee
Carol Suazo, Co-Chair, Affected Community Committee
Kenia Gallardo, Co-Chair, Comprehensive HIV Planning Committee
Robert Sliepka, Co-Chair, Comprehensive HIV Planning Committee
Cecilia Ligons, Co-Chair, Operations Committee
Crystal R. Starr, Co-Chair, Operations Committee
Peta-gay Ledbetter, Co-Chair, Priority and Allocations Committee
Rodney Mills, Co-Chair, Priority and Allocations Committee
Tana Pradia, Co-Chair, Quality Improvement Committee
Pete Rodriguez, Co-Chair, Quality Improvement Committee

Copy: Glenn Urbach
Mauricia Chatman
Francisco Ruiz
Tiffany Shepherd
Patrick Martin

Diane Beck
Jason Black
EMAIL ONLY:
Sha'Terra Johnson
David Williams

From: Tori Williams

Date: Tuesday, January 23, 2024

Re: Meeting Announcement

We look forward to seeing you for the following meeting:

Ryan White Steering Committee Meeting

12 noon, Thursday, February 1, 2024

Join the Zoom meeting by clicking on:

<https://us02web.zoom.us/j/85782189192?pwd=YmtrcktWcHY5SIV2RE50ZzYraEErQT09>

Meeting ID: 857 8218 9192 Passcode: 885832

Or, use your phone to dial in by calling 346 248-7799

In-Person: Please join us at Bering Church, 1440 Harold St., Houston, Texas 77006

Please park and enter from behind the building on Hawthorne Street.

Please contact Rod to RSVP, even if you cannot attend, and let her know if you prefer to participate virtually or in person. Rod can be reached by telephone at: 832 927-7926 or by email at: Rodriga.Avila@harriscountytexas.gov. Thank you!

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL



STEERING COMMITTEE

AGENDA

12 noon, Thursday, February 1, 2022

Join Zoom Meeting by clicking onto:

<https://us02web.zoom.us/j/85782189192?pwd=YmtrcktWcHY5SIV2RE50ZzYraEErQT09>

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- I. Call to Order Josh Mica, Chair
RW Planning Council
- A. Welcoming Remarks
 - B. Moment of Reflection
 - C. Select the Committee Co-Chair who will be voting today
 - D. Adoption of the Agenda
 - E. Adoption of the Minutes
- II. Public Comment 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. 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. All information from the public must be provided in this portion of the meeting.)
- III. Reports from Committees
- A. Comprehensive HIV Planning Committee Kenia Gallardo and
Robert Sliepka, Co-Chairs
Item: 2022 Integrated HIV Prevention and Care Plan
Recommended Action: FYI: Meetings are being set up for all committee and workgroups for the Integrated Planning body for the 2022-26 Integrated HIV Prevention and Care Plan. Please see Tori if you wish to join a group or see the list of meeting dates. See the attached list of co-chairs.
 - B. Affected Community Committee Johnny Deal and
Carol Suazo, Co-Chairs
Item: Road 2 Success
Recommended Action: FYI: The Committee hosted a Road 2 Success event at Corder Place, thanks to the assistance of Cecilia Ligons, a case manager at Corder Place. The residents were enthusiastic and appreciated the service information.

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| C. | Quality Improvement Committee
No report | Tana Pradia and
Pete Rodriguez, Co-Chairs |
| D. | Priority and Allocations Committee
No report | Peta-gay Ledbetter and
Rodney Mills, Co-Chairs |
| E. | Operations Committee
<i>Item: 2024 New Member Orientation & Mentor/Mentee Meeting</i>
<i>Recommended Action:</i> FYI: Verbal update on the January 18, 2024
New Member Orientation and the Mentor/Mentee Meeting.

<i>Item: 2024 Council Orientation</i>
<i>Recommended Action:</i> FYI: Verbal update on the 2024 Council
Orientation, which was hosted by the 2023 Operations Committee.

<i>Item: Youth Group</i>
<i>Recommended Action:</i> FYI: The Council hosted a holiday party for
the Youth Group. The case managers had never seen all of the youth
come together and felt that it was a great team building event for them.
The youth welcome the monthly HIV educational information provided
by the Council and appreciate the support. | Cecilia Ligons and
Crystal R. Starr, Co-Chairs |
| IV. | 2024 Council Activities
A. Petty Cash Memorandum
B. Open Meetings Act Training Memorandum
C. 2024 Timeline of Council Critical Activities | Tori Williams |
| V. | Report from the Office of Support | Tori Williams, Director |
| VI. | Report from Ryan White Grant Administration | Glenn Urbach, Manager |
| VII. | Report from The Resource Group | Sha'Terra Johnson,
Health Planner |
| VIII. | Tips for Effective Meeting Facilitation | Cecilia Ligons |
| IX. | Announcements | |
| X. | Adjournment | |

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL
 <<>>
 STEERING COMMITTEE

MINUTES

12 noon, Thursday, December 7, 2023

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

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Crystal Starr, Chair	Bobby Cruz, excused	<i>Ryan White Grant Administration</i>
Skeet Boyle, Vice Chair	Diana Morgan	Glenn Urbach
Josh Mica, Secretary	Pete Rodriguez, excused	Jason Black
Rodney Mills		
Steven Vargas	GUESTS PRESENT	<i>The Resource Group</i>
Peta-gay Ledbetter	Evelio Salinas Escamilla	Sha'Terra Johnson
Ronnie Galley		
Cecilia Ligons		<i>Office of Support</i>
Tana Pradia		Tori Williams
		Mackenzie Hudson
		Diane Beck

Call to Order: Skeet Boyle, Vice Chair, called the meeting to order at 12:03 p.m. During the opening remarks, Boyle said, “this is the last Steering Committee meeting of 2023. It has been a busy year for the Council and for Council staff. We moved from our offices of over 27 years, adjusted to a wonderful, temporary home at Bering Church, updated our Epidemiological Report, collected a significant amount of data for our next Needs Assessment, graduated 25 students from Project LEAP and Proyecto VIDA and more. Speaking of graduation, please join me in thanking the volunteers who hosted the graduation ceremonies last week.” Boyle then called for a Moment of Reflection.

Those selected to represent their committee at today’s meeting include: Mills for Affected Community, Vargas for Comprehensive HIV Planning, Ligons for Operations, Ledbetter for Priority and Allocations and Pradia for Quality Improvement.

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

Approval of the Minutes: ***Motion #2:** it was moved and seconded (Ligons, Galley) to approve the November 2, 2023 minutes. Motion carried.* Abstention: Galley.

Public Comment and Announcements: None.

Reports from Committees

Comprehensive HIV Planning Committee: Steven Vargas, Co-Chair, reported on the following:

2023 Needs Assessment Update: 2023 Needs Assessment data collection is taking place weekly.

S.M.A.R.T. Goals: **Motion #3:** *Approve attached, revised goals which make them S.M.A.R.T. (Specific, Measurable, Attainable, Relevant, Time-based) goals for the 2022-26 Houston Area HIV Plan. Motion Carried.*

2022-2026 Houston Area Integrated HIV Prevention and Care Plan: On November 16, 2023 the CPG and the Planning Council hosted a community meeting to kick off the Ending the HIV Epidemic/Integrated HIV Planning Prevention and Care Planning body. Ronnie Galley, Lesley Williams and Shawn Flintroy, as the Co-Chairs of the Leadership Team, did an excellent job co-facilitating the meeting. Over 48 people participated in person or online, plus eight members of the CPG and Planning Council staff. Committee and Workgroup Co-Chairs were introduced and did a fabulous job competing with one another to encourage participants to sign up for their group. In December, the Comprehensive HIV Planning Committee will meet with CPG's Evaluation Committee to form the EHE/Integrated Planning body's Evaluation Committee. In January 2024, all committees and workgroups will begin to meet every other month. All committees and workgroups will report to the Leadership Team in February and continue meeting on alternate months. Please use the attached form to sign up for committee, workgroup and/or the Leadership Team. All are encouraged to participate in this important planning body hosted by CPG and the Planning Council over the next 3 years.

Affected Community Committees: Rodney Mills, Co-Chair, reported on the following: Road to Success Presentations in FY 2023: The Affected Community Committee will be hosting 5 Road to Success presentations at 5 different Ryan White funded clinics before the end of FY 2023. The theme for all of the classes will be reviewing a complete menu of services available at each agency. There will be special emphasis on Emergency Financial Assistance – Pharmacy.

Quality Improvement Committee: Tana Pradia, Co-Chair, shared the following: Reports from the Administrative Agent – Part A/MAI*: FYI: See the attached reports from the Part A/MAI Administrative Agent.

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

FY24 Standards of Care - Part A/MAI: **Motion #4:** *Endorse all changes to the FY24 Part A/MAI Standards of Care as presented on the attached summary sheet. Motion Carried.*

FY24 Standards of Care - Part B and State Services: **Motion #5:** *Endorse all changes to the FY24 Part B/SS Standards of Care as discussed in the presentation from The Resource Group, see attached. Motion Carried.*

Priority and Allocations Committee: No report.

Operations Committee: Ronnie Galley, Co-Chair, reported on the following: Elections for 2024 Council Officers: See the attached slate of nominees for Officers of the 2024 Ryan White Planning Council.

Important Dates in 2024: Please note the following 2024 in-person meetings:

- New Member Training & Mentor/Mentee Luncheon – Thurs. 01/18/24
- 10 am – 4 pm Council Orientation at III Wolfgang Puck – Thurs. 01/25/24

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

2023 Steering Committee Voting Record for Meeting Date 12/07/23

C = Chaired the meeting, ja = Just arrived, Im = Left the meeting

Aff-Affected Community Committee, Comp-Comprehensive HIV Planning Committee, Op-Operations Committee,
PA-Priority and Allocations Committee, QI-Quality Improvement Committee

MEMBERS	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 S.M.A.R.T. goals Carried				Motion #4 Pt A SOC/PM Carried				Motion #5 Pt B/SS SOC Carried			
	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain
Crystal Starr, Chair		X				X				X				X				X		
Skeet Boyle, Vice Chair				C				C				C				C				C
Josh Mica, Secretary		X				X				X				X				X		
Rodney Mills, Aff		X				X				X				X				X		
Steven Vargas, Comp		X				X				X				X				X		
Cecilia Ligons, Op		X				X				X				X				X		
Peta-gay Ledbetter, PA		X				X				X				X				X		
Tana Pradia, QI		X				X				X				X				X		
<i>Non-voting members at the meeting:</i>																				
Ronnie Galley, Op																				
<i>Absent members:</i>																				
Bobby Cruz, PA																				
Diana Morgan, Aff																				
Pete Rodriguez, QI																				

Leadership Team

Co-Chairs: Ronnie Galley (RWPC), Lesley Williams (RW Pt B) and Shawn Flintroy (CPG)

