

# Houston Area HIV Services Ryan White Planning Council

## FY 2021 HOW TO BEST MEET THE NEED WORKGROUP

A Subcommittee of the Quality Improvement Committee

Join via Zoom Videoconference Call, meeting id number 382 959 596

Or for audio only, call 346 248-7799

### Agenda

- I. Call to Order
    - A. Moment of Reflection
    - B. Welcome and Review Workgroup Purpose and Guidelines  
(*Workgroup Guidelines* are on the back)
  - II. Individual Introductions & Declaration of Conflict of Interest (COI)
    - A. All workgroup participants must state their **name, agency and if they are or are not conflicted**
    - B. All agency representatives must state the name of the person who will be voting on behalf of the agency representatives at today's meeting.
  - III. Role of the staff representative from:
    - A. Office of Support
    - B. Ryan White Grant Administration
    - C. The Resource Group
  - IV. Determine how many people are eligible to vote at today's meeting
  - V. Information Regarding the Service Category to be Reviewed
    - A. Presentation of data by the Office of Support
    - B. Presentation of data by Ryan White Grant Administration
    - C. Presentation of data by The Resource Group
  - VI. Review the Current Service Category Definition
    - A. Complete the *How to Best Meet the Need FY21 Justification for Each Service Category* Chart
    - B. Suggest Changes to the Service Definition
      - 1. Discuss suggested change(s), if applicable.
      - 2. Review the current Financial Eligibility.
      - 3. Motion to approve the service category and the financial eligibility  
*as presented or with suggested changes*
    - C. Additional discussion?
    - D. Vote on the Motion.
- \*\* REPEAT [ V. and VI. ] FOR EACH SERVICE CATEGORY \*\***
- VII. Announcements/Other
    - A. All workgroup recommendations will be presented to the Quality Improvement Committee on Tuesday, May 19, 2020 at 2:00 p.m. in room 416.
  - VIII. Adjournment

# **Houston Area FY 2021 How to Best Meet the Need Process**

## **Workgroup Guidelines**

- 1. All meetings are audio and video taped by the Office of Support for use in capturing the motions. The tape is public record. If you state your name or HIV status it will be on public record.**
- 2. All workgroup participants must familiarize themselves with the Ryan White Planning Council's Conflict of Interest Policy. (This will be reviewed at the beginning of each workgroup meeting.)**
- 3. All workgroup participants are to state their name, agency and if they are conflicted. This will be on public record.**
- 4. Workgroups will use Robert's Rules of Order as a guideline for conducting business. Therefore, if there are enough participants (8 or more eligible to vote) workgroup co-chairs will ask for motions, a second to a motion and a vote on all workgroup recommendations. The staff from the Office of Support will record all recommendations.**
- 5. According to the bylaws of the Ryan White Planning Council, "Only one voting member per agency will be permitted to vote. " Therefore, agencies sending more than one representative to a particular workgroup must declare at the beginning of the meeting which participant will be casting the vote throughout the meeting.**
- 6. The participant selected to represent the agency can vote on any recommendation unless the individual has a conflict of interest with the recommendation. (See the Ryan White Planning Council's Conflict of Interest Policy for further clarification.)**
- 7. All recommendations made by the "How to Best Meet the Need" Workgroups are sent to the Quality Improvement Committee for review, possible revision and possible approval. Recommendations that are not approved by the Quality Improvement Committee are not forwarded to the Steering Committee or full Council.**