

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

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POLICY

No.400.01

STANDING AND OTHER COMMITTEES AND EXTERNAL MEMBERSHIP

1 **PURPOSE**

2
3 This policy establishes the roles and responsibilities of each Standing Committee of the Ryan White
4 Planning Council (RWPC) and defines other committees.

5 6 **AUTHORITY**

7
8 The RWPC through adoption of its bylaws ensures that there will be six (6) Standing Committees
9 (including Steering) and establishes that there will be “other” committees as may be necessary to carry out
10 the duties and responsibilities of the RWPC.

11
12 Ryan White HIV/AIDS Treatment Modernization Act of 2006 or the Ryan White Program and by
13 establishment of Houston Area HIV Health Services Ryan White Planning Council as established by the
14 CEO ensures that the actions and decisions of the RWPC as represented through its committees are within
15 the scope and intent of the Act.

16 17 **REQUIREMENTS FOR STANDING COMMITTEE MEMBERSHIP**

18
19 Planning Council members will be asked to complete a Skills Inventory check list to document
20 experiences and skills appropriate to committee charges and work plans.

21 22 **STANDING AND OTHER COMMITTEES**

23 24 **STEERING COMMITTEE:**

25 Members of this committee will consist of the PC officers and chairs of the standing committees. In a case
26 where standing committees have co-chairs, only one of them may vote at Steering Committee meetings.
27 The Steering Committee will be responsible for the following:

- 28
- 29 ▪ Setting the agendas for Ryan White Planning Council
- 30 ▪ Making recommendations to the Ryan White Planning Council
- 31 ▪ Providing leadership
- 32 ▪ Previewing reports from the Standing Committees
- 33 ▪ Functioning in “emergency” situations as they arise.
- 34

35 The Steering Committee will meet once a month for a projected two-hour meeting. This committee will
36 not have external members.

37 38 **QUALITY ASSURANCE:**

39 This committee will be given the responsibility of assessing and ensuring continuous quality improvement
40 within Ryan White Part A funded services. This committee is also the place where definitions and

41 recommendations on “how to best meet the need” are made. Standards of Care and Outcome Evaluation,
42 which must be looked at within each year, will also be monitored from this committee. Whenever
43 possible, this committee should collaborate with other Ryan White planning groups, especially within the
44 service categories that are also funded by other Ryan White monies, to create shared Standards of Care.
45

46 This committee is also designed to implement the PC’s third legislative requirement assessing the rapid
47 disbursement of Ryan White Part A funds. It will receive reports on the HIV services procurement
48 process and aggregate service reports to assure compliance with PC service priorities, allocations and
49 compliance with the EMA’s HIV/AIDS epidemiology. This committee will initiate, manage and
50 evaluate, as needed, services for outcomes and cost effectiveness. This Committee may benefit from the
51 utilization of external members skilled in service evaluation when professional evaluators are absent
52 among Council members.
53

54 **COMPREHENSIVE HIV PLANNING COMMITTEE:**

55 This committee will be responsible for implementing, evaluating, monitoring and overseeing the
56 Comprehensive Plan that is approved by the Council. They will act as a liaison to other Planning Groups,
57 and will receive recommendations that are made to the Council regarding the Comprehensive Plan.
58

59 This committee will also be in charge of the comprehensive needs assessment activities that are
60 preformed periodically by the Council. In as much as these tasks call for community involvement, using
61 this committee to promote community involvement will be a top priority. Matters that relate to the
62 Continuum of Care will be addressed in this committee since it is part of the Comprehensive Plan.
63

64 Timeline: This committee will be responsible for presenting to the Council on at least a yearly basis, an
65 evaluation of the progress of the Comprehensive HIV Services Plan and any revisions/updates for
66 strengthening the plan. They will also be responsible for presenting to the Council a revised
67 Comprehensive HIV Services plan every 3-5 years (or according to HRSA expectations).
68

69 **PRIORITY AND ALLOCATIONS COMMITTEE:**

70 This committee is designed to give attention to the comprehensive process of establishing priorities and
71 allocations for each PC year. Per a request from the Texas Department of State Health Services, this
72 committee will also provide recommendations on priorities and allocations for Ryan White Part B and
73 State Service funding (see the Letter of Agreement between the Planning Council, Department of State
74 Health Services and other stakeholders dated 07/07). This committee will be appointed by the PC Chair
75 and its membership must be guided by skills appropriate to prioritizing and allocating, not by self-
76 interests in the outcomes from prioritizing and allocating. The committee will be subject to Conflict of
77 Interest standards (see RWPC Policy No.800.01). This committee will meet regularly for a projected two
78 to three hour meeting, and will benefit from the use of external resource persons.
79

80 **COMMITTEE MEMBERSHIP**

81 To function well, the Priority and Allocations Committee must have access to individuals who represent:

82 Skills in epidemiology, health care finance, and financial systems planning

83 HIV+ individuals

84 Expertise/experience in the Houston EMA Continuum of Care and from health and support
85 services, both private and public. Health services are broadly defined to include the full array of health
86 related services, and are not limited to biomedical services.

87 In addition, the Priority and Allocations Committee will require cooperation from individuals who
88 will serve as resource persons to the Priority and Allocations process. Information will be required from
89 individuals knowledgeable in all aspects of the Ryan White Program, State-funded services, HUD,

90 HOPWA, Medicaid and more. Information will be required from the Administrative Agency on service
91 needs met through Part A funds.

92
93 Resource persons may or may not be requested to attend all Priority and Allocations Meetings.
94 The goal will be to balance committee membership according to race and ethnicity, sex and sexual
95 orientation and gender, HIV serostatus, skills and experience, and according to Conflict of Interests
96 policies and procedures.

97
98 **COMMITTEE LEADERSHIP**
99 The Committee Chair and Vice Chair must be members of the Houston Area HIV Services (Ryan White)
100 Planning Council.

101
102 **COMMITTEE PARTICIPATION**
103 Each committee member and each committee chair/vice chair will be required to complete a signed
104 assurance of Committee Member Expectations.

105
106 **CONFLICTS OF INTEREST**
107 No more than two individuals employed by Ryan White Part A, Part B or State Services funded agencies
108 may serve on the Priority and Allocations Committee.

109
110 **AFFECTED COMMUNITY COMMITTEE:**
111 This committee is designed to acknowledge the collective importance of consumer participation in PC
112 strategic activities and provide consumer education on HIV-related matters. The committee will serve as
113 a place where consumers can safely and in an environment of trust discuss PC work plans and activities.
114 This committee will verify consumer participation on each of the standing committees of the PC, with the
115 exception of the Steering Committee (the Chair of the Affected Community Committee will represent the
116 committee on the Steering Committee). The committee will consist of HIV+ individuals, caregivers
117 (friends or family members) and others. All members of the PC who self-disclose as HIV+ should be
118 invited to be a member of the Affected Community Committee, however membership on a committee for
119 HIV+ individuals will not be restricted to the Affected Community Committee.

120
121 When providing consumer education, the committee should not use pharmaceutical representatives to
122 present educational information. Once a year, the committee may host a presentation where all
123 HIV/AIDS-related drug representatives are invited. It is acceptable for a pharmaceutical company to
124 provide refreshments at such an educational meeting as long as the refreshments are valued at less than
125 \$25 per person.

126
127 **OPERATIONS COMMITTEE:**
128 This committee will be responsible for four (4) areas of compliance with the Houston Area HIV Health
129 Services Ryan White Planning Councils operations as outlined in the Ryan White Program. The
130 committee will (1) develop and facilitate the management of PC operating procedures, guidelines, and
131 inquiries into member compliance with these procedures and guidelines. (2) Implement the Open
132 Nominations Process (RWPC Policy No.200.01), which will require a continuous focus on recruitment
133 and orientation. (3) Initiate and conduct the PC self-evaluations and where the PC staffing pattern design
134 and staff recruitment-selection-evaluation is initiated and conducted. (4) Grievances related to the PC
135 processes will be handled by this committee (RWPC Policy No.1000.01). This committee will meet
136 regularly for a projected two hour meeting and will not benefit from external members, except where
137 resolve of grievances are concerned. External members knowledgeable about the area of grievance may
138 sometimes be utilized to promote objectivity in decision-making.

139 **AD HOC COMMITTEES, WORK GROUPS, SUBCOMMITTEES:**

140 These committees are to be utilized when necessary to conduct meetings outside of regular RWPC, and
141 Standing Committee meetings. Their task is to make decisions, and relay suggestions back to the
142 Standing Committee or the RWPC. These committees are short term in nature and task oriented. The
143 formation of these committees can be suggested by officers and members of the RWPC as necessary to
144 carry out the aims, goals, and objectives of the RWPC as it relates to the intent of the Ryan White
145 Program. The Conflict of Interest Policy applies to all members. Only one voting member per agency
146 will be allowed.
147

148 **EXTERNAL COMMITTEE MEMBERS:**

149 External members will be appointed by the Chair of the Council to each of the Standing Committees with
150 the exception of Operations and Steering. The Operations Committee will not benefit from external
151 membership except where noted (ref. RWPC Policy 1000.01). Individuals wishing to become External
152 members must submit to the Office of Support an External Membership Application which will include
153 contact information for two references. Before making an appointment, the Chair must contact references
154 for candidates unless the person has already served as an external committee or Council member. The
155 Council Chair can ask the Manager of the Office of Support to assist with contacting references. Both
156 must use the approved form to document the results of all calls.
157

158 When committees have membership openings, the Office of Support will notify the Council Chair of all
159 pending applications and references will be contacted at that time and before an appointment is made.
160

161 **VOTING PRIVILEGES AND CONFLICT OF INTEREST FOR EXTERNAL COMMITTEE**
162 **MEMBERS:**

163 External members can only vote at committee, sub-committee, and workgroup meetings. They may not
164 vote at Council meetings.
165

166 External members must declare a conflict of interest, abiding by the same rules as full council members.
167 On the committee level, only one voting member per agency (full or external) will be permitted to vote.
168 The number of external members on a standing committee should not equal or exceed the number of
169 council members on that committee.