

## Houston Area HIV Services Ryan White Planning Council

### Operations Committee Meeting

11 am, Thursday, January 18, 2018

Meeting Location: 2223 W. Loop South, Suite 240

Houston, Texas 77027

### AGENDA

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- I. Call to Order To be determined
  - A. Membership update Tori Williams
  - B. Moment of Reflection
  - C. Adoption of the Agenda
  - D. Adoption of the Minutes

- 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. **When signing in, guests are not required to provide their correct or complete names.** 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. 2018 Council Orientation Itinerary – to be distributed at the meeting

- IV. Announcements

- V. Adjourn

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

**Operations Committee Meeting**

12:00 pm, Tuesday, November 14, 2017

Meeting Location: 2223 W. Loop South, Suite 240; Houston, Texas 77027

**MINUTES**

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Curtis Bellard, Co-Chair	Isis Torrente	Tori Williams, Office of Support
Nancy Miertschin, Co- Chair		Rod Avila, Office of Support
Denis Kelly		
Carol Suazo		
Skeet Boyle		

**Call to Order:** Curtis Bellard, Co-Chair, called the meeting to order at 12:14 p.m. and asked for a moment of reflection.

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Bellard, Miertschin) to approve the October 17, 2017 minutes. Motion carried. Abstentions: Boyle*

**Public Comment:** None.

**New Business**

**2018 Project LEAP:** Harbolt highlighted important information in the 2017 Project LEAP Final Evaluation and Williams reviewed the expenses for 2017 Project LEAP. The Committee reviewed the proposed updates by Williams for the 2018 Service Definition. **Motion #3:** *it was moved and seconded, (Kelly, Suazo) to approve the changes recommended in the attached Project LEAP Service Definition. Motion carried unanimously.*

The Committee reviewed the Student Selection Guidelines. **Motion #4:** *it was moved and seconded, (Kelly, Suazo) to use the 2017 Student Selection Guidelines in 2018. Motion carried unanimously.*

**2018 Orientation:** The committee selected the following dates for events in 2018:

- Thursday, January 18 - Mentor Luncheon at 12 noon;
- Thursday, January 18 - Committee Meeting at 11 am
- Thursday, January 25, 2018 – all-day Council Orientation

**Old Business:**

**Ryan White Bylaws:** The committee reviewed the Ryan White bylaws. ***Motion #5:** it was moved and seconded, (Kelly, Suazo) to accept the changes recommended in the attached Ryan White Planning Council bylaws. **Motion carried unanimously.***

**Announcements:** Williams announced that there will be a *Road 2 Success* event on January 13, 2018.

**Adjournment:** *it was move and seconded (Boyle, Suazo) to adjourn the meeting at 1:31 p.m. **Motion carried unanimously.***

Submitted by:

Approved by:

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Tori Williams, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Date