

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

10:00 am, Tuesday, March 20, 2018

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

AGENDA

* = Handout to be distributed at the meeting

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- I. Call to Order Ella Collins-Nelson and
Johnny Deal, Co- Chairs
- A. Moment of Reflection
 - B. Adoption of the Agenda
 - C. 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. 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. New Business
- A. Honorarium Policy 1200.00
- IV. Old Business
- A. Petty Cash Waiver Form
 - B. 2018 Council Training
- V. Announcements
- The Operations Committee will not meet in April so that members can participate in the How To Best Meet the Need process. See enclosed workgroup schedule.
 - May agenda item: begin to collect data to determine if the Houston Planning Council and/or committees should have evening meetings
- VI. Adjourn

OPTIONAL: Members meet with Committee Mentor

Skeet Boyle

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

10:00 am, Thursday, February 20, 2018

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

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Ella Collins-Nelson, Co-Chair		Cecilia Oshingbade, RWPC Chair
Johnny Deal, Co-Chair		
Ruth Atkinson		Staff
Skeet Boyle		Tori Williams, Director
Bobby Cruz		Amber Harbolt, Health Planner
Ronnie Galley		Rod Avila, Assistant Coordinator
Allen Murray		

Call to Order: Ella Collins-Nelson, Co-Chair, called the meeting to order at 9:59 a.m. and asked for a moment of reflection.

Adoption of the Agenda: **Motion #1:** *it was moved and seconded (Boyle, Galley) to adopt the agenda with the following change: move Critique the 2018 Council Orientation so that it is item III A. Motion carried unanimously.*

Approval of the Minutes: The committee was unable to approve the minutes from *January 18, 2018* since Skeet Boyle was the only member of the 2018 and the 2017 Operations Committee and he did not attend the meeting on January 18th.

Public Comment: None.

Critique the 2018 Council Orientation: Harbolt reviewed with the committee the attached *2018 Council Orientation Evaluation Results*. The Committee members were in agreement with the collective critique. At the 2019 Orientation, the committee would like to do the following: 1.) consider bringing a motivational speaker at lunch and 2.) have an activity similar to the ‘dance’ activity in 2018 (in an effort to give members an opportunity to stretch after lunch, Denis Kelly led the group in dancing the Hokey Pokey).

Committee Orientation: Williams reviewed the following policies, procedures and timelines: Nuts and Bolts, Purpose of the Committee, 2018 Committee Goals, 2018 Committee Meeting Dates & Critical Timeline of Council Activities, Petty Cash Deadlines, the list of those who have taken the Open Meetings Act training, and each member signed a *Statement of Confidentiality* form.

Motion #2: *it was moved and seconded (Boyle, Atkinson) to use the same goals in 2018 that were used in 2017. Motion carried unanimously.*

2018 Mentor Luncheon: Due to the January ice storms, the 2018 Mentor luncheon was cancelled and not rescheduled due to the limited number of available dates.

Elect a Committee Vice Chair: *Motion #4:* *It was moved and seconded (Atkinson, Deal) to nominate Allen Murray as the Committee Vice Chair. After Murray accepted the nomination, and since he was the only nominee, Murray was elected by acclamation to be the committee Vice Chair.*

Old Business

2018 Council Training: See attached draft of the 2018 Council Training Schedule.

Revise Petty Cash text: Staff suggested edits to line 40 of the Petty Cash Policy, which would omit the word "full-time" and add "full time or part time during the hours that coincide with the Council or Committee meetings". *Motion #4:* *it was moved and seconded (Cruz, Deal) to accept the suggested revision to the Petty Cash Policy. Motion carried unanimously.*

Petty Cash Waiver Form: The committee members agreed by consensus to go over the Petty Cash Waiver Form next month.

Announcements: Atkinson reminded committee members about early voting on the first floor of the building.

Adjournment: *Motion 5#:* *it was move and seconded (Boyle, Galley) to adjourn the meeting at 10:56 a.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director Date

Committee Chair Date

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL (RWPC)

EST. OCT. 2002 REVISED JANUARY 1, 2018 POLICY NO. 1200.00

HONORARIUMS

1 **PURPOSE**

2
3 The purpose of this policy is to establish guidelines by which honorariums or other forms of
4 gratuity are received by Ryan White Planning Council members.

5
6 **PROCESS**

7
8 No member of the Ryan White Planning Council, or any other Council-related volunteer, may
9 accept an honorarium or other form of gratuity for services performed in connection to his or her
10 service to the Council. This does not pertain to reimbursements for travel, meals, hotel or other
11 expenses incurred in performance of these services. If an honorarium is sent, the recipient is to
12 turn it in to the Office of Support who will return the check with a letter declining the check and a
13 suggestion that the money be distributed to an HIV organization, such as those listed in the Blue
14 Book.

REQUEST FOR WAIVER
FROM RYAN WHITE PLANNING COUNCIL
PETTY CASH POLICY 900.01

Date: _____

Dear Members of the Operations Committee:

Regarding the Ryan White Planning Council Petty Cash Policy 900.01, dated
01/01/2018, I am requesting a waiver from lines: _____ in the policy, which refer
to: _____. I believe that I should
be exempt from this portion of the policy for the following reasons (use back of form
for additional space.):

Sincerely,

Signature

Print Name

Training Topics for 2018 Ryan White Planning Council Meetings (updated: 03/05/18)

DRAFT

Shading = may be room on agenda for a second speaker

Month	Topic	Speaker
January 25 2018	Council Orientation	N/A
February 8	Open Meetings Act	Venita Ray, Legacy Community Health
March 8	2018 HIV Comprehensive Plan: Council Activities How To Best Meet the Need Training & Process	Amber Harbolt, Health Planner, Office of Support Denis Kelly & Gloria Sierra, Quality Improvement Committee
April 12	Houston HSDA HIV Care Continuum	Ann Dills, Texas Dept. of State Health Services
May 10	Molecular HIV Surveillance: Cluster Response and Community Engagement	Camden Hallmark, Analyst, Houston Health Department
June 14	Project LEAP Presentation	Project LEAP 2018 Students
July 12	Priority Setting and Allocations Processes	Peta-gay Ledbetter & Bruce Turner, Co-Chairs, Priority & Allocations Committee
August 9		
September 13		
October 11	EIIHA Update <u>TENTATIVE:</u> Intimate Partner Violence and HIV	Amber Harbolt, Health Planner Heather Keizman, RN, RW Grant Administration
November 8	We Appreciate Our External Members Election Policy	Chair, Ryan White Planning Council Operations Committee
December 6	Elections for the 2018 Officers	Curtis Bellard and Nancy Miertschin, Co-Chairs, Operations Committee

Requests: DSHS Updates (2/year)
 Transgender Health Issues by Dr. Lake – recommended by Dr. Patel
 Training in how to be a good committee participant: keep questions related to the topic
 Training in reading Council reports

FY 2019 HOW TO BEST MEET THE NEED WORKGROUP SCHEDULE (Revised 02/22/18)
Houston Ryan White Planning Council, 2223 W. Loop South; Houston, TX 77027

TRAINING FOR ALL PARTICIPANTS:

1:30 p.m. ~ Thursday, April 12, 2018 ~ 2223 West Loop South, Room 532

SPECIAL WORKGROUPS:

Monday, April 16, 2018

11:00 a.m. Outreach

12:30 p.m. Referral for Health Care and Support Services

2223 West Loop South, Room 416

All workgroup packets are available online at www.rwpcHouston.org on the calendar for each date below (packets are in pdf format and are posted as they become available).

Workgroup 1	Workgroup 2	Workgroup 3	Workgroup 4
10:30 a.m. Tuesday, April 24, 2018 Room #532	1:30 p.m. Tuesday, April 24, 2018 Room #532	3:00 p.m. Wednesday, April 25, 2018 Room #416	10:00 a.m. Tuesday, May 22, 2018 Room #240
<u>Group Leaders:</u>	<u>Group Leaders:</u>	<u>Group Leaders:</u>	<u>Group Leaders:</u> Ella Collins-Nelson & Johnny Deal
<u>SERVICE CATEGORIES:</u> Ambulatory/Outpatient Medical Care (includes Emergency Financial Assistance, Local Pharmacy Assistance, Medical Case Management and Service Linkage) – Adult and Rural Ambulatory/Outpatient Medical Care (includes Medical Case Management and Service Linkage) – Pediatric Clinical Case Management Non-Medical Case Management (Service Linkage at Test Sites) Vision Care	<u>SERVICE CATEGORIES:</u> Health Insurance Premium & Co-pay Assistance Medical Nutritional Therapy and Supplements Mental Health Services [‡] Oral Health – Rural & Untargeted [‡] Substance Abuse Treatment/ Counseling	<u>SERVICE CATEGORIES:</u> Early Intervention Services (Incarcerated) [‡] Home & Community-based Health Services (Adult Day Treatment) [‡] Hospice Linguistic Services [‡] Transportation (Van-based – untargeted & rural)	<u>SERVICE CATEGORIES:</u> Blue Book
Part A categories in BOLD print are due to be RFP'd.			
[‡] Service Category for Part B/State Services only; Part B/State Services categories are RFP'd every year. To confirm information for Part B/State Services, call 713 526-1016.			

If you are interested in helping your community, we invite you to JOIN US!!

*****Must 18 years of age or older and a person living with HIV to participate*****

LEADERSHIP TRAININGS



March 19th – 21st

9:30 a.m. – 3:30 p.m.

AFH (UNDERNEATH THE AWNING)

6260 Westpark Drive, Suite 100

Houston, TX 77057

- **Make a difference**
- **Become better educated about HIV**
- **Get Empowered to help yourself and others**
- **Learn key advocacy tools to begin fighting against stigma**

For More Information and/or to Register Contact:

Angela F. Hawkins

(713) 382-3783

pwnusagha421@gmail.com

April 2nd – 4th

5:30 p.m. – 9:00 p.m.

Legacy Community Health

1415 California Street

Houston, TX 77006

** Breakfast and Lunch provided for Daytime Classes and Dinner for the Evening Classes**

Due to venue constraints, you MUST register in order to attend!!



Join Positive Women's Network Texas in Deepening the PLHIV leadership bench in Texas

Positive Women's Network- Texas seeks to prepare and equip 100 People Living with HIV in Texas to participate effectively in decision-making and policy advocacy efforts by increasing understanding of meaningful involvement of people living with HIV, avenues for involvement, and key advocacy issues such as HIV criminalization and Healthcare. We will also support meaningful involvement on decision-making and advisory bodies for those already engaged or getting newly engaged.

PROJECT GOALS

1. Train a minimum of 100 PLHIV to integrate MIPA in their roles in the community to influence decisions that impact PLHIV
2. Decrease the use of stigmatizing language to describe people living with HIV.
3. Strengthen and grow a network of TX PLHIV advocates
4. Support PLHIV already working in the field and/or serving on planning councils, CABs, and other decision making or advisory bodies to have a greater impact in advancing human rights and dignity for PLHIV
5. Increase meaningful participation by PLHIV on existing boards, planning groups, and other advisory and decision- making bodies.

Project Execution

- 3-day, 6 hours a day training
- Training Materials Provided
- Breakfast and Lunch Provided
- Bus passes and gift cards for gas on a case by case basis

Who can join?

- This project is specifically for any person Living with HIV/AIDS
- 18 yrs. or older

How to get involved

If you have clients that you believe may benefit from this training, or you would like to host this training in your area please contact:

Dallas Fort Worth area & surrounding counties

Roxanne Glapion
214-466-0475
Dfwpwn.usa@gmail.com

Houston area & surrounding counties

Angela F. Hawkins
713-382-3783
Afhawkins1964@gmail.com