

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

10:00 a.m., Tuesday, May 22, 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. 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. How To Best Meet the Need Workgroup Meeting
 - A. 2020-2021 Blue Book Budget
 - 1. General Information
 - 2. Proposed FY 2019 and FY 2020 Budget – see attached
 - B. The How To Best Meet the Need Workgroup Meeting Adjourns

- IV. New Business
 - A. Recommendations from the How To Best Meet the Need Workgroup
 - 1. Proposed FY 2019 and FY 2020 Blue Book Budget
 - B. Council Support Budget
 - 1. Proposed FY 2018 Revisions
 - 2. Policy for Approving the Council Support Budget
 - 3. Proposed FY 2019 Council Support Budget

- V. Old Business
 - A. Training Topics for 2018 Council Meetings
 - B. Quarterly Committee Report

- VI. Announcements
June agenda items: 2018 attendance & updates on the petty cash policy

- VII. Adjourn

OPTIONAL: Members meet with Committee Mentor

Skeet Boyle

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

10:00 am, Thursday, March 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		Rod Avila, Assistant Coordinator
Ronnie Galley		
Allen Murray		

Call to Order: Ella Collins-Nelson, Co-Chair, called the meeting to order at 10:02 a.m. and asked for a moment of reflection.

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Atkinson, Murray) to approve the February 20, 2018 minutes. Motion carried unanimously.*

Public Comment: None.

New Business

Honorarium Policy 1200.00: Committee members reviewed the request for a waiver from Honorarium Policy 1200.00. **Motion #3:** *it was moved and seconded (Boyle, Atkinson) to honor the request for a waiver from the Houston Ryan White Planning Council’s Honorarium Policy 1200.00 for all Council and Committee members who are invited to provide technical assistance in association with the HRSA sponsored CHATT Project. See the attached request. Motion carried unanimously.*

Old Business

Petty Cash Waiver Form: Committee members agreed that the attached Petty Cash waiver form will assist members who wish to approach the Operations Committee with a request. **Motion #4:** *it was moved and seconded (Boyle, Atkinson) to approve the attached Petty Cash waiver form related to the Houston Ryan White Planning Council’s Petty Cash Policy 900.01. Motion carried unanimously.*

2018 Council Training: Committee members felt that Shelly Lucas from the Texas Department of State Health Services (DSHS) should be invited to present regular updates to the Council on the AIDS Drug Assistance Program (ADAP) and other State run programs. See attached draft of the 2018 Council Training Schedule.

Announcements: The Operations Committee will not meet in April so that members can participate in the How To Best Meet the Need process. May agenda items: determine the process that will be used to collect data that will help the Council decide if there should be evening Council and/or Committee meetings in the future.

Adjournment: ***Motion 5#:** it was move and seconded (Deal, Cruz) to adjourn the meeting at 10:43 a.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Proposed Budget for the 2020-2021 Blue Book

FY 2019 Budget – Prepare the new Blue Book for printing

Graphic Design	5,000
Updating the Book (in house)	0
Spanish Translation	2,000
Software	<u>1,000</u>
FY 2019 TOTAL	\$ 8,000

FY 2020 Budget – Print and release the new Blue Book

Advertising	3,000
App Support	1,000
Postage	4,000
Storage Unit (\$180/month x 10 months)	1,800
Printing 30,000 copies (\$1.50/book)**	<u>45,000*</u>
FY 2020 TOTAL	\$ 54,800

TOTAL COST OF THE 2019-2020 BLUE BOOK	\$62,800
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* The exact cost of reproducing the 2020–2021 Blue Book is not available at this time since the largest budget item, which is the cost of printing, fluctuates with the price of oil/ink.

** Historically, the Office of Support has printed 50,000 copies of the Blue Book and another 15,000 in reprints. In 2018, requests for hard copies of the book have decreased significantly, possibly because the book is being accessed online.

PROPOSED REVISED TRAVEL EXPENSES

Houston Ryan White Planning Council

FY 2018 Council Support Budget

(Prepared 05-09-18)

	Subtotal	Total
PERSONNEL		
RWPC Manager (V. Williams)	\$79,446	\$258,002
(\$6621/mo. X 12 mos. X 100%) Responsible for overall functioning of planning council, supervises all support staff.		
RWPC Health Planner (A. Harbolt)	\$72,820	
(\$6068/mo. X 12 mos. X 100%) Responsible for coordinating Comprehensive Planning and Needs Assessment activities. Analyzing and presenting data.		
RWPC Coordinator (D. Beck)	\$56,611	
(\$4,718/mo x 12 mos. X 100%) Coordinates support activities for the RW Planning Council and committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.).		
Assistant Coordinator (R. Avila)	\$49,125	
(\$4094/mo x 12 mos. X 100%) Coordinates support activities for assigned committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.)		
FRINGE		\$118,605
Social Security @ 7.65%	\$19,737	
Health Insurance (4 x \$13,650/FTE)	\$54,600	
Retirement @ 14.5%	\$37,410	
Workers Compensation @ 0.94%	\$2,425	
Supplemental Death Insurance @ 0.50	\$1,290	
Unemployment Insurance @ 0.23%	\$593	
Incentives/allowances	\$2,550	

PROPOSED REVISED TRAVEL EXPENSES

Houston Ryan White Planning Council

FY 2018 Council Support Budget

(Prepared 05-09-18)

		Subtotal	Total
EQUIPMENT	\$2,000	\$2,000	
Replacement computers to replace obsolete units			
TRAVEL		\$14,360	
Local travel @ \$0.535/mile for Planning Council Support Staff	\$500		
Out of EMA travel:	\$13,860		
Two out of state trips for Office of Support staff for HIV planning meeting and five in State trips for staff and/or volunteer Council members for statewide HIV Planning meetings			
SUPPLIES	\$5,000	\$5,000	
General consumable office supplies including materials for Council Members and Public Meetings			
CONTRACTUAL	\$0	\$0	
OTHER		\$99,077	
Resource Guide	\$2,921		
Needs Assessment Activities	\$5,000		
Reimbursement for PC member expenses: Reimbursement for travel, childcare, meals and other eligible expenses resulting from participation in Council approved/ HRSA grant required activities.	\$23,686		
Advertising for PC Activities: For publication of meeting announcements in community papers; invitations to participate in needs assessment activities and focus groups; advertisements for additional volunteers.	\$6,000		
Communications (phone, pagers): For local and long distance phone expenses and internet charges.	\$3,500		
Web Page Technical Assistance Costs: For additional training/consultation to staff in order to update/improve web site.	\$500		

PROPOSED REVISED TRAVEL EXPENSES

Houston Ryan White Planning Council

FY 2018 Council Support Budget

(Prepared 05-09-18)

Subtotal

Total

Council Education: For speakers & training costs primarily for room rentals & the cost of speakers for ongoing training to insure that key decision-makers receive necessary & relevant information. This includes the January Orientation and one Council meeting to be held off-site in Harris County. \$4,000

Project LEAP Student Reimbursement: 30 participants for 17 week course including travel, childcare and other eligible expenses resulting from participation in Council approved training activities related to the HRSA grant. \$5,500

Project LEAP Education: Training costs for 17 weeks including speaker fees, room rental for off-site meetings & educational materials. \$9,500

Consumer Education: Training costs for 5 seminars including speaker fees & room rental for off-site meetings & educational materials. \$16,220

Interpreter Services \$1,500
For Spanish-speaking and sign-language interpretation services during public meetings, focus groups, etc.

Fees and Dues \$500
Registration costs for attending meetings, trainings and conferences related to HIV/AIDS health planning.

English/Spanish Translation (written): \$1,000
For professional translation of Council materials into Spanish.

Postal Machine Rental & Postage: \$10,000
For mailouts of Committee and Council agendas, minutes and attachments; HIV/AIDS Resource Guides for those who are unable to pickup in person; other office of support communications.

Copier Rental: \$9,250
For rental, service agreement of high-use Xerox machine used for Council and Office of Support.

TOTAL **\$497,044**

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JULY 10, 2008

REV JANUARY 1, 2018

POLICY No. 400.03

PROCESS FOR APPROVING THE COUNCIL SUPPORT BUDGET

1 PURPOSE

2
3 This policy is to establish the process used to review and approve the annual budget for the
4 Houston Area HIV Health Services Ryan White Planning Council and the Council Support Staff.
5

6 AUTHORITY

7
8 The authority given to the Operations Committee by the Council regarding adoption and approval
9 of By-laws Rev. 01/18 and under the order of the Chief Elected Official (CEO) of Harris County,
10 initiate procedures by which day to day business of the Council is to take place. According to the
11 Ryan White HIV/AIDS Treatment Extension Act of 2009, and a letter of guidance issued by the
12 HIV/AIDS Bureau (April 26, 2007) "Section 2604(h) specifies that the chief elected official of an
13 eligible area shall not use in excess of 10 percent of amounts received under a Part A grant for
14 administrative expenses. The amounts may be used for administrative activities that include all
15 activities associated with the grantee's contract award procedures, including activities carried out
16 by the HIV Health Services Planning Council as established under section 2602 (b) of the Act...
17 While Part A Planning Councils may use Ryan White Program funds to support certain activities
18 related to carrying out required functions, the Planning Council must also work with the grantee
19 to agree on a budget for Planning Council support activities. Reasonable and necessary activities
20 include both tasks directly related to legislative functions and the following costs that support
21 multiple functions:

- 22 • Staff support (professional and clerical)
- 23 • Expenses of Planning Council members as a result of their participation
- 24 • Activities publicizing the Planning Council's activities for people living with HIV and
25 efforts to substantively enhance community participation in Planning Council activities
- 26 • Developing and implementing Planning Council grievance procedures for decisions related
27 to funding."
28

29 INTENT

30
31 Create an atmosphere of mutual respect and transparency as the Council works with the CEO and
32 the grantee to agree on the annual Council Support budget.
33

34 PROCEDURE

35
36 The following describes the steps to be followed in order to secure approval of the Council
37 Support budget:
38

- 39 1. The Manager of the Office of Support prepares a proposed budget.
- 40 2. The Manager distributes the proposed budget to members of the Operations
41 Committee, the liaison to the CEO and the manager of Harris County Public

- 42 Health/Ryan White Grants Administration Section (the “grantee”).
- 43 3. The grantee reviews the budget in terms of Ryan White Program guidelines and
- 44 discusses any concerns with both the Manager of the Office of Support and the
- 45 assigned liaison to the CEO.
- 46 4. The Manager conveys this input to the Operations Committee when they meet to
- 47 review and make recommendations on the proposed budget.
- 48 5. The Operations Committee reviews the budget to make sure that it supports activities
- 49 related to carrying out the legislatively mandated role of the Council and prepares a
- 50 committee recommendation regarding the proposed budget.
- 51 6. The Steering Committee and Council review and vote on the recommendations of the
- 52 Operations Committee regarding the Council Support budget.
- 53 7. The Manager provides the grantee with the Council approved budget.
- 54 8. The grantee reviews the budget and provides written confirmation to the Manager of
- 55 the Office of Support and the liaison with the County Judge’s Office stating that the
- 56 budget is consistent with HRSA requirements and County rules and no changes are
- 57 necessary. If the budget is not consistent with HRSA requirements and County rules,
- 58 the budget is returned to the Manager of the Office of Support who revises the budget
- 59 and begins the process at Step 1 as described above.

Comparison of FY 2018 and 2019 Council Support Budgets

(Prepared 05-09-18)

Item	Current FY 2018 Budget	Proposed FY 2019 Budget	Difference Between FY 2018 and FY 2019 Budgets
Salaries	\$258,002	\$258,002	
Fringe	118,605	118,605	
Equipment	2,000	2,000	
Travel	14,360	3,500	- 10,860
Supplies	5,000	5,000	
Blue Book	2,921	8,000	+ 5,079
Needs Assessment	5,000	10,700	+ 5,700
Planning Council Expenses	23,686	23,686	
Advertising	6,000	6,000	
Communications	3,500	3,500	
Web Page	500	500	
Council Education	4,000	4,000	
Project LEAP	15,000	15,000	
Consumer Education	16,220	11,220	- 5,000
Translation	2,500	2,500	
Fees and Dues	500	500	
Postage	10,000	10,000	
Copier	9,250	9,250	
TOTAL	\$497,044	\$491,963	- 5,081

Houston Ryan White Planning Council
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(Prepared 05-09-18)

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OTHER		\$104,856	
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Copier Rental: For rental, service agreement of high-use Xerox machine used for Council and Office of Support.	\$9,250	
TOTAL		\$491,963

Training Topics for 2018 Ryan White Planning Council Meetings (updated: 05/07/18)

DRAFT

Shading = may be room on agenda for a second speaker

Month	Topic	Speaker
January 25 2018	Council Orientation	See Orientation agenda
February 8	Open Meetings Act Requirements	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, Co-Chairs, Quality Improvement Committee
April 12	Houston HSDA HIV Care Continuum	Ann Dills, Texas Dept. of State Health Services
May 10 CANCELLED	Postponed: Molecular HIV Surveillance: Cluster Response and Community Engagement	Camden Hallmark, Analyst, Houston Health Department
June 14	Project LEAP Presentation Updates from DSHS* (10 min.)	2018nProject LEAP Students Shelley Lucas, Texas Dept. of State Health Services (DSHS)
July 12	Priority Setting and Allocations Processes	Peta-gay Ledbetter & Bruce Turner, Co-Chairs, Priority & Allocations Committee
August 9	Molecular HIV Surveillance: Cluster Response and Community Engagement	Camden Hallmark, Analyst, Houston Health Department
September 13	To be determined	
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	Cecilia Oshingbade, Chair, Ryan White Planning Council Ella Collins-Nelson and Johnny Deal, Co-Chairs, Operations Committee
December 6	Elections for the 2019 Officers Updates from DSHS* (30 min.)	Ella Collins-Nelson and Johnny Deal, Co-Chairs, Operations Committee Shelley Lucas, Texas Dept. of State Health Services (DSHS)

Requests: *Dept. of State Health Services (DSHS Updates) (2 x per 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

2018 QUARTERLY REPORT OPERATIONS COMMITTEE

(submit May 2018)

Status of Committee Goals and Responsibilities (* means mandated by HRSA):

1. Design and implement Orientation for Council members and new external committee members in January and February 2018.
Status:
2. When necessary, address member needs for additional orientation and training, including through the Committee Mentoring Program. (Example: create more training for mentors and a “Frequently Asked Questions” form. The information for this document can be gathered from Project LEAP and others.)
Status:
3. *When necessary, review and revise the bylaws, policies, and procedures of the Ryan White Planning Council.
Status:
4. When necessary, review and revise policies and procedures for the Council support staff.
Status:
5. *Investigate and make recommendations regarding complaints and grievances brought before the committee in order to assure member/staff compliance with bylaws, policies, and procedures.
Status:
6. *Resolve any grievances brought forward.
Status:
7. *Make nominations to the CEO, which ensure the reflectiveness and representativeness of the Council.
Status:
8. Evaluate the performance of the Manager in conjunction with the Planning Council Chair and CEO.
Status:
9. Ensure that the Council is complying with HRSA, County and other open meeting requirements.
Status:
10. Annually, review the status of Committee activities identified in the Comprehensive Plan.

Status of Tasks on the Timeline:

Committee Chairperson

Date