

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

**Operations Committee Meeting**

10:00 a.m., Tuesday, June 26, 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. New Business Tori Williams  
Amber Harbolt
- A. 2018 Attendance Records
  - B. Process for determining if Council needs to have pm meetings
- IV. Old Business
- A. 2018 Council Trainings: HRSA would like Councils to be training in:
    - Prevention of Domestic and Sexual Violence
    - Opioid and Other Drug Use
    - Trauma Informed Care\*Other suggestions: Disaster Preparedness; 340 B Program
  - B. Updates on the Petty Cash Policy
- V. Announcements
- VI. Adjourn
- OPTIONAL: Members meet with Committee Mentor Skeet Boyle

\* Trauma Informed Care (**TIC**) is a holistic, person-centered **approach** to treatment that understands and incorporates the biological, psychological, neurological, and social impact of trauma on an individual.

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

**Operations Committee Meeting**

10:00 am, Thursday, May 22, 2018

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

**MINUTES**

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Ella Collins-Nelson, Co-Chair	Ruth Atkinson, excused	Cecilia Oshingbade, RWPC Chair
Johnny Deal, Co-Chair	Skeet Boyle, excused	Marcely Hernandez, LEAP student
Bobby Cruz	Ronnie Galley, excused	
Allen Murray		<b>Staff</b>
		Tori Williams, Director
		Rod Avila, Assistant Coordinator

**Call to Order:** Johnny Deal, Co-Chair, called the meeting to order at 10:05 a.m. and asked for a moment of reflection.

Adoption of the Agenda: ***Motion #1:*** *it was moved and seconded (Collins-Nelson, Cruz) to adopt the agenda. Motion carried unanimously.*

Approval of the Minutes: ***Motion #2:*** *it was moved and seconded (Collins-Nelson, Cruz) to approve the March 20, 2018 minutes. Motion carried unanimously.*

**Public Comment:** None.

**How To Best Meet the Need Workgroup Meeting**

Review Meeting Structure: Williams explained that the first part of the meeting would be a How to Best Meet the Need Workgroup meeting for the 2020-2021 Blue Book. Then, the Operations Committee will review and vote on any recommendations coming from the workgroup, as well as take action on the FY 2019 Council Support Budget

**Proposed FY 2019 and FY 2020 Budget for the Blue Book:** Williams provided an overview of the tasks necessary to publish The Blue Book every other year. Williams outlined the cost of reprinting the 2018-2019 Blue Book and explained that staff recommends producing fewer hard copies in the future since there has been a noticeable decrease in the demand for paper copies this year, possibly because the directory is also available online. ***Motion #3:*** *it was moved and seconded (Collins-Nelson, Cruz) to approve the attached FY 2019 and FY 2020 budget for the 2019-2020 Blue Book. See attached proposed budget. Motion carried unanimously.*

**The How to Best Meet the Need Workgroup adjourned.**

**The Operations Committee meeting continued.**

**New Business**

**Recommendations from the How To Best Meet the Need Workgroup:** The Committee reviewed the recommendation from the How To Best Meet the Need Workgroup regarding the budget for the 2019-2020 Blue Book. ***Motion #4:*** *it was moved and seconded (Collins-Nelson, Murray) to approve the attached FY 2019 and FY 2020 budget for the 2019-2020 Blue Book. See attached proposed budget. Motion carried unanimously.*

**Council Support Budget**

**Proposed Revisions to the FY 2018 Council Support Budget:** Williams explained the need for more funds in FY 2018 to cover the cost of travel since HRSA is now allowing local jurisdictions to send up to eight people to the All Grantee’s meeting near Washington DC in December 2018. Ryan White Grant Administration will use four of the seats, leaving two seats for the staff of the Office of Support and two seats for Houston Ryan White volunteers. Williams recommends taking the funds from money earmarked to reprint the 2018 – 2019 Blue Book, since reprints will not be needed. ***Motion #5:*** *it was moved and seconded (Collins-Nelson, Murray) to approve a transfer of funds in the amount of \$10,860 in the FY 2018 Council Support Budget from the Resource Guide line item to Out of EMA travel in order to accommodate the cost of sending four individuals to the All Grantees meeting in Washington DC in December 2018. Motion carried unanimously.*

**Policy for Approving the Council Support Budget:** Williams reviewed the policy for approving the Council Support Budget.

**Proposed FY 2019 Council Support Budget:**

The committee reviewed the proposed FY 2019 Council Support Budget, see attached. ***Motion #6*** *it was moved and seconded (Collins-Nelson, Cruz) to approve the attached, FY 2019 Council Support Budget. Motion carried unanimously*

**Old Business**

**2018 Council Training:** Williams went over the schedule of 2018 Council Training topics, see attached.

**Announcements:** At the June meeting , the Operations Committee will go over the 2018 Council and committee attendance records, as well as updates on the petty cash policy. They will also discuss ways to gather data to help determine if evening Council and committee meetings would be appropriate in the future to accommodate more people living with HIV going back to work.

**Adjournment:** ***Motion 5#:*** *it was moved and seconded (Collins-Nelson, Murray) to adjourn the meeting at 10:41 a.m. Motion carried unanimously.*

Submitted by:

Approved by:

\_\_\_\_\_  
Tori Williams, Director

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

2018 RWPC Attendance Records  
(as of 06-18-18)

a-absent, p-present, e-excused, re-resigned, shaded-do not include in count, Ssh-came but unable to stay, nm- no meeting													
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
<b>Ruth Atkinson</b>		p	a	p	nm	p							
Affected		e	e	nm	e	nm							
Operations		p	p	nm	e								
<b>Ted Artiaga</b>		p	p	nm	nm	e							
Comp HIV Plan		p	p	nm	p	nm							
Quality Improvement		p	a										
Steering		p	p	e	nm	p							
<b>Connie Barnes</b>		e	a	p	nm	p							
Quality Improvement		e	p	nm	e	nm							
<b>Rosalind Belcher</b>		e	p	p	nm	p							
Affected Community		e	p	nm	a	nm							
Quality Improvement		e	p	nm	p	nm							
<b>David Benson</b>		e	e	e	nm	e							
Quality Improvement		e	e	nm	p	nm							
<b>Skeet Boyle</b>		p	p	p	e	p							
Affected Community		p	e	nm	p	nm							
Operations		p	p	nm	e								
Steering		p	p	p	nm	p							
<b>Ella Collins-Nelson</b>		p	p	n	nm	p							
Operations		p	p	nm	p								
Priority & Allocations		p	nm	nm	p	p							
Steering		p	p	p	nm	p							
<b>Bobby Cruz</b>		p	p	p	nm	p							
Operations		p	p	nm	p								
Priority & Allocations		p	nm	nm	p	p							
<b>Johnny Deal</b>		p	p	p	nm	p							
Affected			p	nm	p	nm							
Operations		p	p	nm	p								
Steering		p	p	p	nm	p							
<b>Herman Finley</b>		p	p	p	nm	p							
Affected Community		p	p	nm	p	nm							
Comp HIV Plan		p	p	nm	a	nm							
<b>Ronnie Galley</b>		p	p	p	nm	p							
Affected Community			p	nm	p	nm							
Operations		p	p	nm	e								
<b>Paul Grunenwald</b>		e	a	p	nm	p							
Priority & Allocations		p	nm	nm	e	a							
<b>Angela F. Hawkins</b>		p	p	e	nm	p							
Priority & Allocations		p	nm	nm	p	p							
<b>Dawn Jenkins</b>		p	p	p	nm	p							
Comp HIV Plan		p	p	nm	p	nm							
<b>Arlene Johnson</b>		a	a	e	nm	a							
Affected Community		e	a	nm	e	nm							
<b>Daphne L. Jones</b>		p	p	p	nm	e							
Comp HIV Plan		p	p	nm	p	nm							
<b>J. Hoxi Jones</b>		e	e	e	nm	e							
Priority & Allocations		e	nm	nm	e	p							
<b>Denis Kelly</b>		p	p	p	nm	p							
Affected Community		e	p	nm	e	nm							
Comp HIV Plan		p	p	nm	p	nm							
Quality Improvement		p	p	nm	e	nm							
Steering		p	p	p	nm	p							
<b>Peta-gay Ledbetter</b>		e	p	p	nm	p							
Priority & Allocations		p	nm	nm	p	p							
Steering		p	p	p	nm	p							
<b>Tom Lindstrom</b>		p	p	e	nm	e							
Quality Improvement		p	p	nm	p	nm							
<b>Osaro Mgbere</b>		p	a	e	nm	e							
Comp HIV Plan		p	p	nm	p	nm							
<b>Rodney Mills</b>		p	p	p	nm	p							
Affected Community		p	p	nm	p	nm							
Comp HIV Plan		p	p	nm	p	nm							
Steering		p	p	p	p	p							
<b>Allen Murray</b>		p	p	p	nm	p							
Affected Community		p	p	nm	p	nm							
Operations		p	p	nm	p								
Priority & Allocations		p	nm	nm	p	p							
<b>Robert Noble</b>		e	p	a	nm	p							

2018 RWPC Attendance Records  
(as of 06-18-18)

Comp HIV Plan		e	a	nm	a	nm								
<b>Cecilia Oshingbade</b>		p	p	e	nm	p								
Steering		p	p	p	nm	p								
<b>Shital Patel</b>		e	p	p	nm	p								
Comp HIV Plan		e	p	nm	p	nm								
<b>Krystal Perez</b>		p	p	p	nm	e								
Priority & Allocations		p	nm	nm	e	e								
<b>John Poole</b>		p	p	p	nm	e								
Affected Community		p	p	nm	e	nm								
Quality Improvement		p	e	nm	p	nm								
<b>Tana Pradia</b>		p	p	e	nm	p								
Affected Community		p	p	nm	p	nm								
Steering		p	p	nm	nm	p								
<b>Venita Ray</b>		p	p	e	nm	a								
Quality Improvement		e	a	nm	a	nm								
<b>Faye Robinson</b>		p	p	e	nm	p								
Comp HIV Plan		p	p	nm	p	nm								
<b>Viviana Santibanez</b>		p	a	p	nm	p								
Quality Improvement		e	p	nm	p	nm								
<b>Gloria Sierra</b>		p	p	e	nm	p								
Quality Improvement		e	p	nm	p	nm								
Steering		e	e	p	p	p								
<b>Carol Suazo</b>		p	p	p	nm	e								
Quality Improvement		p	a	nm	p	nm								
Steering		p	p	p	nm	p								
<b>Isis Torrente</b>		e	a	p	nm	e								
Affected Community		a	a	nm	a	nm								
Comp HIV Plan		e	e	nm	e	nm								
<b>Bruce Turner</b>		p	p	p	nm	p								
Priority & Allocations		p	nm	nm	p	p								
Steering		p	p	p	nm	p								
<b>Steven Vargas</b>		p	p	p	nm	p								
Comp HIV Plan		p	p	nm	p	nm								
Steering		p	p	p	nm	p								
	Jan													
<b>EXTERNAL MEMBERS</b>	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
Kevin Aloysius														
Quality Improvement		p	a	nm	a	nm								
<b>Mona Cartwright-Biggs</b>														
Affected Community		p	p	nm	p	nm								
<b>Ma'Janae Chambers</b>														
Affected Community		e	p	nm	p	nm								
<b>Ryan Clark</b>														
Comp HIV Plan		p	p	nm	p	nm								
<b>Amber David</b>														
Affected Community		p	a	nm	a	nm								
<b>Cynthia Deverson</b>														
Comp HIV Plan		p	p	nm	p	nm								
<b>Eddie Givens</b>														
Affected Community		a	p	nm	a	nm								
Quality Improvement		p	p	nm	a	nm								
<b>Billy Ray Grant Jr.</b>														
Quality Improvement		a	p	nm	e	nm								
<b>Kelvin Harris</b>														
Affected Community		a	a	nm	a	nm								
<b>Shamra Hodge</b>														
Quality Improvement		e	e	nm	p	nm								
<b>Stephon Johnson</b>														
Affected Community		a	a	nm	a	nm								
<b>Tiffany Jones</b>														
Quality Improvement		e	e	nm	e	nm								
<b>Cristina Martinez</b>														
Comp HIV Plan		e	e	nm	p	nm								
<b>Nancy Miertschin</b>														
Comp HIV Plan		p	p	nm	p	nm								
<b>Esther Ogunjimi</b>														
Comp HIV Plan		p	a	nm	p	nm								

2018 RWPC Attendance Records  
(as of 06-18-18)

Oluseyi Orija														
Comp HIV Plan		p	p	nm	a	nm								
Lionel Pennamon														
Affected Community		p	p	nm	p	nm								
Samantha Robinson														
Quality Improvement		p	p	nm	p	nm								
Pete Rodriguez														
Quality Improvement		e	p	nm	a	nm								
Tracy Sandles														
Quality Improvement			p	nm	e	nm								
Crystal Starr														
Affected Community		e	p	nm	p	nm								
Comp HIV Plan		e	p	nm	p	nm								
Quality Improvement		e	p	nm	p	nm								
Veria Steptoe														
Affected Community		p	p	nm	p	nm								
Amana Turner														
Comp HIV Plan		p	p	nm	p	nm								
David Watson														
Quality Improvement		a	p	nm	e	nm								
Larry Woods														
Comp HIV Plan		a	e	nm	a	nm								
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	

**Houston Area HIV Services Ryan White Planning Council**  
**Office of Support**  
2223 West Loop South, Suite 240, Houston, Texas 77027  
713 572-3724 telephone; 713 572-3740 fax  
[www.rwpcHouston.org](http://www.rwpcHouston.org)

<b>EXAMPLE</b>
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June 27, 2018

NAME  
ADDRESS

Dear NAME,

We have missed seeing you at the Planning Council and the \_\_\_\_\_ Committee meetings. I hope everything is all right. If a member misses four meetings in a calendar year, they can be asked to resign. According to our records, you have missed \_\_\_\_ Planning Council meetings and \_\_\_\_\_ Affected Community Committee meetings this year.

Your input is important to us and to the process. If you are on a committee that is no longer compatible with your schedule, please let us know so that we can discuss an assignment to a different committee. In an effort to make it easier for you, funds are available to reimburse Council and external committee members for transportation, meals, and childcare during these meetings. Typically, members are also allowed to participate in committee meetings via speaker phone. (When needed, please contact staff for conference call instructions.) If you cannot attend due to a work commitment, illness or doctor's appointment, you can get an excused absence by calling the office at the number listed above and speaking with Rodriga.

Please call Tori Williams in the Office of Support to let us know if you wish to remain a Ryan White volunteer in 2018.

With best wishes,

Cecilia Oshingbade  
Chair  
Ryan White Planning Council

# Training Topics for 2018 Ryan White Planning Council Meetings (updated: 06/04/18)

## 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 <b>CANCELLED</b>	<b>Postponed:</b> 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 TENTATIVE: Gilbreath presentation (10 min.)	Camden Hallmark, Analyst, Houston Health Department
September 13	Intimate Partner Violence and HIV TENTATIVE: Gilbreath presentation (10 min.)	Heather Keizman, RN, RW Grant Administration
October 11	EIIHA Update	Amber Harbolt, Health Planner
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