

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

**Operations Committee Meeting**

10:00 a.m., Tuesday, September 25, 2018

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

**AGENDA**

\* = Handout to be distributed at the meeting

- 
- 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. Old Business Amber Harbolt
    - A. Update on determining if Council needs to have pm meetings
    - B. Recommendation regarding legislative updates: Provide the updates in writing only and put at everyone's place.

**Motion that the Steering Committee sent back to committee:** Remove legislative updates from the Planning Council's agendas and encourage members to discuss these issues during their personal time.
  
  - IV. Announcements
  
  - V. Adjourn

**INTERVIEW PLANNING COUNCIL APPLICANTS**

OPTIONAL: Members meet with Committee Mentor Skeet Boyle

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

**Operations Committee Meeting**

10:00 am, Tuesday, August 21, 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	<b>Staff</b>
Johnny Deal, Co-Chair	Ronnie Galley, excused	Tori Williams, Director
Skeet Boyle		Rod Avila, Assistant Coordinator
Bobby Cruz		
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 (Deal, Boyle) to adopt the agenda. Motion carried unanimously.*

Approval of the Minutes: **Motion #2**: *it was moved and seconded (Boyle, Deal) to approve the June 26, 2018 minutes. Motion carried unanimously.*

**Public Comment:** None

**Old Business**

**Update on Determining if the Council needs to have Evening Meetings:** Harbolt gave a summary regarding the current online survey to determine the need for Council and Committee evening meetings. She reviewed the preliminary information, which shows that, overall, those who took the survey prefer the current meeting schedule.

**New Business**

**2018 Interview Form:** After members reviewed the interview form, **Motion #3** *it was moved and seconded (Boyle, Deal) to use 2017 Interview Form, with no changes, in 2018. Motion passed unanimously.*

**2018 Interview Schedule:** Williams reviewed the applicant-screening process. Members of the committee agreed by consensus to conduct interviews for the 13 applicants at the September and October committee meetings.

**Legislative Report on the Council Agenda:** After discussion, which focused on the importance of Council members being neutral about political issues when they are in Ryan White related

meetings, ***Motion #4*** it was moved and seconded (Boyle, Deal) to remove the Legislative Report from the Council Agenda, not address the issue during Council meetings and encourage members to be informed in their private time. ***Motion passed unanimously.***

**Announcements:** None

**Adjournment:** ***Motion 5#:*** it was moved and seconded (Boyle, Deal) to adjourn the meeting at 10:46 a.m. **Motion carried unanimously.**

Submitted by:

Approved by:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# **Report - 2018 Ryan White Planning Council Meeting Day/Time Survey**

## **Summary:**

- 75% of **current Council members** are working, and 4% are planning to return to work for unstated reasons
- **Current Council members** are most available for meetings on:
  - Early afternoons (12 p.m. - 2 p.m.), particularly Mondays, Wednesdays, and Thursdays
  - Late mornings (10 a.m. - 12 p.m.) , particularly Mondays, Wednesdays, and Thursdays
  - Early evenings (4 - 6 p.m.), particularly Mondays – Thursdays
- See appendix for availability within each **Committee**
- **Former Council members** are most available for meetings on:
  - Early afternoons (12 p.m. - 2 p.m.), particularly Mondays, Tuesdays, Thursdays, and Fridays
  - Late mornings (10 a.m. - 12 p.m.), particularly Mondays and Fridays
- Individuals in the **interested public** are most available for meetings on:
  - Late mornings (10 a.m. - 12 p.m.), particularly Thursdays
  - Early afternoons (12 p.m. - 2 p.m.), particularly Thursdays
- 60% of **non-appointed Project LEAP graduates** would consider applying to Council. 20% would not consider applying to Council, even if meeting dates or times changed, due to professional obligations and work scheduling.
- **Non-appointed Project LEAP graduates** are most available for meetings on:
  - Late mornings (10 a.m. - 12 p.m.) , particularly Saturdays
  - Early afternoons (12 p.m. - 2 p.m.), particularly Saturdays
  - Late evenings (6 - 8 p.m.), particularly Mondays and Tuesdays
  - Nights (8 - 10 p.m.), particularly Mondays and Tuesdays

## **Survey Demographics:**

84 people completed the survey

- 57% (48) current members
- 18% (15) former members
- 14% (12) interested public – 3 provided contact information to receive the 2019 Project LEAP application
- 11% (9) non-appointed LEAP graduates

**Current Members:**

Half (51%, 24) are Council members

- 40% (19) on CHPC
- 36% (17) on QI
- 34% (16) on Affected
- 19% (9) on Steering
- 17% (8) on P&A
- 15% (7) on Operations

See appendix for meeting availability by Committee

***Current Members – Work Status***

When asked, “Are you currently working, or considering going back to work?”:

- 75% (35) are currently working
- 21% (10) not currently working, and are not considering returning to work
- 4% (2) are considering returning to work - both indicated they preferred not share the reasons they are considering returning to work

***Current Members – Meeting Availability***

	<b>Mondays</b>	<b>Tuesdays</b>	<b>Wednesdays</b>	<b>Thursdays</b>	<b>Friday</b>	<b>Saturdays</b>	<b>Total Respondents</b>
Early mornings (8 - 10 a.m.)	9	8	10	8	5	5	16
Late mornings (10 a.m. - 12 p.m.)	14	11	14	16	9	11	28
Early afternoons (12 - 2 p.m.)	16	13	16	20	10	12	31
Late afternoons (2 - 4 p.m.)	11	13	12	15	5	13	27
Early evenings (4 - 6 p.m.)	13	13	15	14	9	11	28
Late evenings (6 - 8 p.m.)	12	10	11	11	8	2	18
Nights (8 - 10 p.m.)	4	2	4	4	3	2	8

A majority of current members are available:

1. Early afternoons (12 p.m. - 2 p.m.), particularly Mondays, Wednesdays, and Thursdays
2. Late mornings (10 a.m. - 12 p.m.) , particularly Mondays, Wednesdays, and Thursdays
3. Early evenings (4 - 6 p.m.), particularly Mondays – Thursdays
4. Late afternoons (2 - 4 p.m.) , particularly Tuesdays, Thursdays, and Saturdays

In general:

- Nights (8-10 p.m.) are the least favorable time for meetings. Only 17% of members indicated their availability on any night
- Fridays are the least favorable day for meetings across all meeting times.

**Former Members:**

*Former Members – Meeting Availability*

	<b>Mon</b> <b>days</b>	<b>Tues</b> <b>days</b>	<b>Wed</b> <b>days</b>	<b>Thurs</b> <b>days</b>	<b>Friday</b> <b>s</b>	<b>Satur</b> <b>days</b>	<b>Total</b> <b>Respondents</b>
Early mornings (8 - 10 a.m.)	2	0	1	2	1	0	3
Late mornings (10 a.m. - 12 p.m.)	5	1	3	3	4	1	7
Early afternoons (12 - 2 p.m.)	6	5	3	4	4	1	10
Late afternoons (2 - 4 p.m.)	4	3	1	2	1	1	6
Early evenings (4 - 6 p.m.)	2	1	1	2	1	0	3
Late evenings (6 - 8 p.m.)	1	0	1	1	2	1	3
Nights (8 - 10 p.m.)	0	0	1	0	1	1	2

A majority of former members are available:

1. Early afternoons (12 p.m. - 2 p.m.), particularly Mondays, Tuesdays, Thursdays, and Fridays
2. Late mornings (10 a.m. - 12 p.m.), particularly Mondays and Fridays

In general:

- Nights (8-10 p.m.) are the least favorable time for meetings. Only 13% of former members indicated their availability on any night
- Saturdays are the least favorable day for meetings across all meeting times.

**Interested Public:**

*Interested Public – Meeting Availability*

	<b>Mon</b> <b>days</b>	<b>Tues</b> <b>days</b>	<b>Wed</b> <b>days</b>	<b>Thurs</b> <b>days</b>	<b>Friday</b> <b>s</b>	<b>Satur</b> <b>days</b>	<b>Total</b> <b>Respondents</b>
Early mornings (8 - 10 a.m.)	0	2	0	1	0	1	2
Late mornings (10 a.m. - 12 p.m.)	0	1	0	3	0	1	4
Early afternoons (12 - 2 p.m.)	1	1	1	3	1	1	4
Late afternoons (2 - 4 p.m.)	1	1	2	2	1	1	3
Early evenings (4 - 6 p.m.)	1	2	2	1	0	0	2
Late evenings (6 - 8 p.m.)	0	1	1	0	0	0	1
Nights (8 - 10 p.m.)	0	0	0	0	0	0	0

A majority of interested public respondents are available:

1. Late mornings (10 a.m. - 12 p.m.), particularly Thursdays
2. Early afternoons (12 p.m. - 2 p.m.), particularly Thursdays

In general:

- Nights (8-10 p.m.) are the least favorable time for meetings. No interested public respondents indicated availability on any night
- Fridays are the least favorable day for meetings across all meeting times, followed by Mondays and Saturdays

**Non-appointed Project LEAP Graduates:**

***LEAP Graduates – Applying to Council***

When asked, “Would you consider applying to serve on Council or a Committee?”:

- 60% (6) would consider applying
- 20% (2) might consider applying
- 20% (2) not consider applying
  - Both stated they would not consider applying to serve on Council or a Committee if meetings were on different days or times, citing:
    - “I’m overwhelmed at work and can’t take on any additional responsibilities.”
    - “Way too busy in my professional life”

***LEAP Graduates – Meeting Availability***

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Total Respondents</b>
Early mornings (8 - 10 a.m.)	0	1	0	0	1	3	3
Late mornings (10 a.m. - 12 p.m.)	0	1	0	0	1	4	4
Early afternoons (12 - 2 p.m.)	0	2	0	1	1	3	4
Late afternoons (2 - 4 p.m.)	0	1	0	0	1	1	2
Early evenings (4 - 6 p.m.)	1	1	0	0	0	1	2
Late evenings (6 - 8 p.m.)	4	4	3	3	2	1	4
Nights (8 - 10 p.m.)	4	4	3	2	1	1	4

A majority of LEAP graduates are available:

1. Late mornings (10 a.m. - 12 p.m.) , particularly Saturdays
2. Early afternoons (12 p.m. - 2 p.m.), particularly Saturdays
3. Late evenings (6 - 8 p.m.), particularly Mondays and Tuesdays
4. Nights (8 - 10 p.m.), particularly Mondays and Tuesdays

In general:

- Daytime meetings (8 a.m. – 4p.m.) on Mondays, Wednesdays, and Thursdays are the least favorable time for meetings among non-appointed Project LEAP Graduate

## Appendix

### *Comprehensive HIV Planning Committee – Meeting Availability*

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Total Respondents</b>
Early mornings (8 - 10 a.m.)	3	3	2	2	2	3	5
Late mornings (10 a.m. - 12 p.m.)	6	6	7	9	4	5	11
Early afternoons (12 - 2 p.m.)	9	6	6	11	5	7	14
Late afternoons (2 - 4 p.m.)	7	5	5	8	4	7	11
Early evenings (4 - 6 p.m.)	8	6	5	6	7	6	12
Late evenings (6 - 8 p.m.)	6	5	4	4	4	1	8
Nights (8 - 10 p.m.)	3	2	2	2	1	2	4

A majority of current Comprehensive HIV Planning Committee members are available:

1. Early afternoons (12 p.m. - 2 p.m.), particularly Mondays and Thursdays
2. Early evenings (4 - 6 p.m.), particularly Mondays
3. Late mornings (10 a.m. - 12 p.m.) , particularly Thursdays
4. Late afternoons (2 - 4 p.m.) , particularly Thursdays

### *Quality Improvement Committee – Meeting Availability*

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Total Respondents</b>
Early mornings (8 - 10 a.m.)	4	4	5	4	1	2	7
Late mornings (10 a.m. - 12 p.m.)	5	4	5	6	3	4	12
Early afternoons (12 - 2 p.m.)	2	3	5	4	2	4	9
Late afternoons (2 - 4 p.m.)	3	4	5	4	1	5	10
Early evenings (4 - 6 p.m.)	3	4	7	4	1	4	9
Late evenings (6 - 8 p.m.)	6	4	6	6	3	2	9
Nights (8 - 10 p.m.)	5	1	3	3	2	2	5

A majority of current Quality Improvement members are available:

1. Late mornings (10 a.m. - 12 p.m.) , particularly Mondays, Wednesdays, and Thursdays
2. Late afternoons (2 - 4 p.m.) , particularly Wednesdays and Saturdays
3. Early evenings (4 - 6 p.m.), particularly Wednesdays



***Affected Community Committee – Meeting Availability***

	<b>Mon days</b>	<b>Tues days</b>	<b>Wedne sdays</b>	<b>Thurs days</b>	<b>Friday s</b>	<b>Saturd ays</b>	<b>Total Respondents</b>
Early mornings (8 - 10 a.m.)	4	3	4	3	3	2	7
Late mornings (10 a.m. - 12 p.m.)	5	5	6	6	3	5	11
Early afternoons (12 - 2 p.m.)	8	4	6	6	6	6	11
Late afternoons (2 - 4 p.m.)	5	5	3	5	3	6	10
Early evenings (4 - 6 p.m.)	2	2	2	4	2	5	8
Late evenings (6 - 8 p.m.)	3	1	3	3	3	1	5
Nights (8 - 10 p.m.)	3	1	2	3	3	1	5

A majority of current Affected Community Committee members are available:

1. Late mornings (10 a.m. - 12 p.m.) , particularly Wednesdays and Thursdays
2. Early afternoons (12 p.m. - 2 p.m.), particularly Saturdays

***Steering Committee – Meeting Availability***

	<b>Mon days</b>	<b>Tuesda ys</b>	<b>Wedne sdays</b>	<b>Thurs days</b>	<b>Friday s</b>	<b>Saturd ays</b>	<b>Total Respondents</b>
Early mornings (8 - 10 a.m.)	1	1	2	2	1	0	3
Late mornings (10 a.m. - 12 p.m.)	3	2	3	3	2	1	5
Early afternoons (12 - 2 p.m.)	5	3	4	5	2	1	6
Late afternoons (2 - 4 p.m.)	5	3	4	5	2	1	6
Early evenings (4 - 6 p.m.)	2	3	2	4	1	1	5
Late evenings (6 - 8 p.m.)	3	3	3	3	2	0	4
Nights (8 - 10 p.m.)	1	1	1	1	1	1	2

A majority of current Steering Committee members are available:

1. Early afternoons (12 p.m. - 2 p.m.), particularly Mondays and Thursdays
2. Late afternoons (2 - 4 p.m.) , particularly Mondays and Thursdays

***Priorities and Allocations Committee – Meeting Availability***

	<b>Mon days</b>	<b>Tues days</b>	<b>Wedne sdays</b>	<b>Thurs days</b>	<b>Friday s</b>	<b>Saturd ays</b>	<b>Total Respondents</b>
Early mornings (8 - 10 a.m.)	1	1	1	1	1	0	1
Late mornings (10 a.m. - 12 p.m.)	3	3	3	3	3	1	5
Early afternoons (12 - 2 p.m.)	4	4	4	5	3	1	6
Late afternoons (2 - 4 p.m.)	2	3	3	2	2	1	4
Early evenings (4 - 6 p.m.)	3	3	4	2	2	1	5
Late evenings (6 - 8 p.m.)	2	3	3	3	2	0	3
Nights (8 - 10 p.m.)	1	1	1	1	1	1	1

A majority of current Priorities and Allocations Committee members are available:

1. Early afternoons (12 p.m. - 2 p.m.), particularly Thursdays
2. Late mornings (10 a.m. - 12 p.m.) , on weekdays
3. Early evenings (4 - 6 p.m.), particularly Wednesdays

***Operations Committee – Meeting Availability***

	<b>Mon days</b>	<b>Tuesda ys</b>	<b>Wedne sdays</b>	<b>Thurs days</b>	<b>Friday s</b>	<b>Saturd ays</b>	<b>Total Respondents</b>
Early mornings (8 - 10 a.m.)	3	3	2	2	2	1	3
Late mornings (10 a.m. - 12 p.m.)	5	4	3	4	3	1	5
Early afternoons (12 - 2 p.m.)	4	4	4	5	3	1	5
Late afternoons (2 - 4 p.m.)	3	4	4	2	1	1	4
Early evenings (4 - 6 p.m.)	2	2	1	1	1	1	3
Late evenings (6 - 8 p.m.)	1	1	1	1	1	0	1
Nights (8 - 10 p.m.)	1	1	1	1	1	1	1

A majority of current Operations Committee members are available:

1. Late mornings (10 a.m. - 12 p.m.) , particularly Mondays
2. Early afternoons (12 p.m. - 2 p.m.), particularly Thursdays
3. Late afternoons (2 - 4 p.m.) , particularly Tuesdays and Wednesdays