

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

10:00 a.m., Tuesday, October 23, 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 **See 2 written comments**
- (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
- A. Discuss written comment
 - B. Election of 2019 Officers of the Ryan White Planning Council
 - C. Ask Affected Community Committee to host evening meetings
- Approved Motion:** Based upon the attached survey results, continue to schedule Ryan White Planning Council and Committee meetings during regular daytime hours, Monday through Friday.

- IV. New Business
- A. Council membership: State Part B Agency category Tori Williams

- V. Announcements

- VI. 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, September 25, 2018

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

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Ella Collins-Nelson, Co-Chair	Ruth Atkinson, excused	Staff
Johnny Deal, Co-Chair	Allen Murray, excused	Tori Williams, Director
Skeet Boyle		Rod Avila, Assistant Coordinator
Bobby Cruz		
Ronnie Galley		

Call to Order: Ella Collins-Nelson, Co-Chair, called the meeting to order at 10:01 a.m. and asked for a moment of reflection.

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

Approval of the Minutes: **Motion #2**: *it was moved and seconded (Boyle, Deal) to approve the August 21, 2018 minutes. Motion carried.* Abstention: Galley

Public Comment: The committee reviewed two public comments and asked staff to provide them for more careful review at the next meeting.

Old Business

Update on Determining if the Council needs to have Evening Meetings: Harbolt reviewed the results of the online survey designed to determine the need for Council and Committee evening meetings, see attached. In short, the survey results showed the majority continues to favor the current Ryan White Planning Council and committee meeting schedule. After reviewing the survey results, **Motion #3**: *it was moved and seconded (Boyle, Galley) to keep the same meeting schedule for the Council and committees. Motion passed unanimously.*

Recommendation regarding Legislative Report on the Council Agenda: In August, the committee made the following motion. At their September meeting, the Steering Committee sent the motion back to the Committee with the request that they consider having legislative reports provided in writing only, with no discussion allowed. The committee discussed this option but preferred to stand by their original recommendation. Therefore, **Motion #4**: *it was moved and seconded (Boyle, Deal) to move the original motion forward as stated previously. Motion passed unanimously. The original motion was to:* Remove legislative updates from the Planning Council's agendas and encourage members to discuss these issues during their personal time.

Announcements: None

Adjournment: **Motion 5#:** *it was moved and seconded (Deal, Boyle) to adjourn the meeting at 10:27 a.m.* **Motion carried unanimously.**

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

PUBLIC COMMENT

as of 09-24-18

Dear Operations Committee:

Sorry I am unable to attend today due to illness.

I kindly ask that this comment be included in your Tuesday, September 25th meeting. It has been requested that at future council meetings "Legislative Updates" be removed from task force reports. I completely concur it could be construed as lobbying. I am sorry I may have contributed to that appearance, which I also attempt to avoid even the perceived appearance of doing so at council meetings. Please accept my apology.

This subject brought to mind a suggestion for consideration of better time management at council meetings. In order to maintain quorum, member attendance, as well, considering time constraints to the public who may desire to attend but are restricted by too many lengthy meetings. After 10 years of reviewing council agendas, it has been my observation that task force reports have at least doubled since 2008 when I began as an external member. 2017 was a year I was not on council so I can only recall 9 years with much fewer verbal reports. My justification below should address how to be more effective for the public and members.

In an effort to remain focused on Ryan White funded services only, I suggest removing task force reports which are not originating from a Ryan White funded agency, and care-service related reports only. In previous years many groups, coalitions, task force information were left on the sign-in table, or under FYI documents. I too am involved in several coalitions and task forces which serve a need to our community but not in HRSA guidelines. I attempt at council meetings to keep my involvement in those groups away from council discussions. However, I often needed a reminder by Tori to keep my focus on RW services. I appreciate those reminders.

The verbal reports, while given a time limit, often do not observe the time, or have very little content addressing on needs assessment, barriers to care, standards of care, or "care related" matters. Many task forces sole purpose is social groups, trips to conferences, advocacy of public policy, presentations held at restaurants, party rooms, coffee house socials, the list goes on. They all are good outreach in our HIV community, however, they do not fall in line with the focus of the Ryan White funding mandate. L.E.A.P. is an excellent educational curriculum that addresses most of the opportunities in our community. The L.E.A.P. panels are usually comprised of speakers from the task forces and coalitions. My susuggest we utilized what little time the council has to address it's intended mission and work products

Sorry this is lengthy. I felt it merited time for consideration.

Ruth Atkinson

FROM DETROIT EMA

September 16, 2018

Tori,

I feel awful it's taken us this long to reach back out to you. The good news is we've been off and running creating a 6 week LEAP pilot program for this fall. It'll run Thursdays from 10a-2p starting October 18 and finish with graduation at our Full Council meeting the day before Thanksgiving!

As you suggested last we talked, we narrowed down our focus to some of the best concentrated RW topics and set our minimum and maximum student size. *It looks like we're going to max out at 25! SO EXCITING!* Even better, we have applicants from the bulk of our service area; evenly distributed amongst all of our age brackets; six different ethnicities identified; including male, female and trans. At least a third are currently employed in the HIV sector and are looking for LEAP to help expand their careers. Two thirds of the applicants are getting introduced to SEMHAC for the first time. All around we couldn't have asked for better results!

BIG THANKS to you and your team! We certainly couldn't have accomplished this to the degree it is without your help!

Take care!

Mark

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV JANUARY 1, 2018

POLICY No. 500.01

ELECTION OF OFFICERS, ELECTION OF COMMITTEE CHAIRS, DUTIES OF OFFICERS & CHAIRS

PURPOSE

This policy establishes the guidelines by which the officers of the Houston Area HIV Health Services Ryan White Planning Council will be elected. In addition, this outlines and defines the duties of RWPC Officers and duties of the Chairs of each of the Standing Committees. (See RWPC Policy No.400.01)

AUTHORITY

Bylaws (01/18) Article V, Sec5.01 - Sec5.06 ensures that the nomination and selection of officers and committee chairs will be in accordance with those principles.

DEFINITIONS

Ryan White Planning Council Officers refers to the positions of Chair, Vice Chair, and Secretary.

PROCESS

Nominations for officers may be submitted to the Planning Council Support Staff up until the end of the November Steering Committee meeting. After this time, nominations are added from the floor the day of the election. Nominations for officers will be announced at least one month prior to the December Houston Area HIV Health Ryan White Planning Council meeting. Any member may submit a nomination for himself/herself or another member for a specific office. Before the December Steering Committee meeting, each candidate must submit to the Office of Support a brief written description of their qualifications for the office they are seeking and prepare a short presentation describing their qualifications. The annual election will be held at the December RWPC meeting. Before the election takes place, members will be reminded that any member can ask for a call vote if that is their preference. If paper ballots are used, voters must print their name on their ballot before submitting. If voter does not print their name on the ballot, the ballot will be disqualified and not included in the election results. Paper ballots are to be stored in a fire proof safe in the Office of Support for twelve months after the election so that they can be accessed by anyone who wishes to review them. During the election, the Operations Committee will announce the slate of nominees, which will include but not be limited to, each candidate verbally expressing his or her interest in and qualifications for the office they are seeking. Typically, election to office will be by written ballot unless there is only one candidate running for a specific office. A simple majority vote will be required for election. (Per letter from Judge Eckels dated 12-13-00: "As in any political election, the number of candidates is not regulated. Following the first vote in the race, if one candidate has not received the majority, a run-off election is held between the two candidates receiving the most votes. The Council may accept nominations for the slate of officers that exceeds two candidates and may receive nominations from the floor regardless of the number

of candidates already nominated.”) Each member of the Council shall be entitled to one vote on any regular business matter coming before the Council. A simple majority of members present and voting is required to pass any matter coming before the Council except for that of proposed Bylaw changes, which shall be submitted (in written form) for review to the full Council at least fifteen (15) days prior to voting and will require a two-thirds (2/3) majority for passage. The Chair of the Council shall not vote except in the event of a tie. The election of the officers will be done one at a time in the following order: Chair, Vice-Chair, and Secretary.

QUALIFICATIONS FOR RWPC OFFICERS:

Ryan White Part A or B or State Services funded providers/employees/subcontractors/Board Members and or employees/subcontractors of the Grantee(s) shall not be eligible to run for office of Chair of the Ryan White Planning Council. Except as otherwise required by the Ryan White Program, staff representing the Office of Support and Part A and B administrative agencies cannot serve as members of the Ryan White Planning Council. Staff representing these entities is requested to attend Council, committee and other meetings when work products are being developed and approved.

Candidates will have served as an appointed member of the RWPC for the preceding twelve (12) months and, if needed, have been reappointed by the CEO. If subsequent to the election the Chair of the RWPC becomes a provider/employee of a subcontractor/Board member of a subcontractor/of the Grantee he/she shall be immediately removed from office. A new election will be held to fill any open positions. In the event of a mid-year election, once an officer has vacated a position, a call to accept nominations will be announced at the Steering Committee meeting immediately following the resignation. Nominations for the vacated position may be submitted to the Planning Council Support Staff up until the end of the following Steering Committee meeting (approximately 30 days after the call for nominations). At this time, Office of Support staff will distribute the slate of nominees to all members of the Planning Council. After the close of the Steering Committee meeting, nominations can only be added from the floor the day of the election, which will take place at the Council meeting approximately seven days after the slate of nominees is closed at the Steering Committee meeting. At all times, any one of the three officers must be a self-identified HIV positive person.

DUTIES OF OFFICERS:

The officers of the RWPC will be responsible for the following:

Chair: Chief Executive Officer of the Council; preside at all meetings of the Council; appoint Standing Committee Chairs; represent (or designate a representative to serve) on behalf of the Council at meetings, conferences, etc. where “Council representation” is requested. Chair assigns committee participation of Council members, and performs such other duties as are normally performed by a chair of an organization or such other duties as the Council may prescribe from time to time. The Chair will be responsible for correspondence to members regarding attendance and participation issues. The Chair will also sign and date the final version of the minutes as indication of PC approval. The Chair of the Council is an ex-officio member of all committees (standing, subcommittee, and work groups). Ex-officio means that he/she is welcome to attend and is allowed to be a part of committee discussion. He/she is not allowed to vote. In the absence of the Chair of the Council, the next officer will assume the ex-officio role with committees.

Vice Chair: Preside at meetings of the Council in the absence of the Chair. Perform such other duties as the Chair may designate or the Council shall prescribe from time

to time. Performs the above duties in the absence of the Chair.

Secretary: The position of Secretary will oversee the following tasks:

1. The Secretary will ensure that minutes are taken, approved, and filed as mandated by the Ryan White Program.
2. Keep an up-to-date roll of PC members. The PC Operations Committee (RWPC Policy 400.01) will file membership management reports with the Secretary for presentation to the PC.
3. Call the roll call vote, noting voting and will announce the results of the roll call vote. The Secretary will monitor voting for possible conflicts of interest (COI), the Secretary will process inquiries into votes made in COI.
4. Keep a copy of the RWPC Bylaws and other relevant Policies and Procedures at the PC meetings, and will provide the Council with clarification from the Bylaws and Policies & Procedures, as requested.
5. Keep a record of all committees of the PC. When (if) new committees are established, the Secretary will assure or cause to be assured the actual formation and implementation of the new committees.
6. Be responsible for notification of specially called PC meeting, corresponding to the members as required by the Bylaws.

COMMITTEE CHAIRS:

Committee Chairs will be appointed by the Planning Council Chair. Committee Chairs must be members of the PC for at least one year. If committee leadership is not available from among PC members with at least one year's service, the Chair may seek leadership among remaining PC members. The Standing Committee Chairs will preside at all meetings of their respective committees. The Committee Vice Chair shall preside at all committee meetings in the absence of the Chair. If neither are present, committee members shall use consensus to select another committee member to chair that particular meeting. The Committee Chairs are responsible for the execution of the duties prescribed herein (see RWPC Policy 400.01) for the Committees and for such other duties as may be prescribed by the Chair of the Council or the Council from time to time. The Committee Chairs are responsible for the recording of or cause to be recorded all deliberations undertaken by each respective Committee. Copies of all approved minutes are available from the Office of Support (713-572-3724). Minutes from full Council meetings are available on the PC website (www.rwpc.org) once the draft copy has been approved by the Chair of the Council.

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

	Mon- days	Tues- days	Wed- nesdays	Thurs- days	Friday s	Satur- days	Total Respondents
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

	Mondays	Tuesdays	Wednesdays	Thursdays	Friday	Saturdays	Total Respondents
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

	Mondays	Tuesdays	Wednesdays	Thursdays	Friday	Saturdays	Total Respondents
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

	Mon- days	Tues- days	Wed- nesdays	Thurs- days	Friday s	Satur- days	Total Respondents
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

	Mon- days	Tues- days	Wed- nesdays	Thurs- days	Friday s	Satur- days	Total Respondents
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

	Mon- days	Tues- days	Wed- nesdays	Thurs- days	Friday s	Satur- days	Total Respondents
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

	Mon days	Tuesda ys	Wedne sdays	Thurs days	Friday s	Saturd ays	Total Respondents
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

	Mon days	Tuesda ys	Wedne sdays	Thurs days	Friday s	Saturd ays	Total Respondents
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

	Mon days	Tuesda ys	Wedne sdays	Thurs days	Friday s	Saturd ays	Total Respondents
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

	Mon days	Tuesda ys	Wedne sdays	Thurs days	Friday s	Saturd ays	Total Respondents
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