

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

12 noon, Tuesday, February 19, 2019

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 Ronnie Galley and
Allen Murray, Co- Chairs
- A. Moment of Reflection
 - B. Adoption of the Agenda
 - C. Adoption of the Minutes
 - D. Nuts and Bolts, Petty Cash Deadlines and Open Meetings Act Tori Williams, Director
- 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. Purpose of the Committee
 - B. 2019 Committee Goals
 - Memorandum of Understanding – new County Judge
 - Letter of Agreement – pending
 - Ryan White Part A Manual – revised 2013/Council Primer
 - C. 2019 Committee Meeting Dates & Critical Timeline Tori Williams
 - D. Critique the 2019 Mentor Luncheon
 - E. Critique the 2019 Council Orientation Amber Harbolt, Health Planner
 - F. Sign Member Statement of Confidentiality Forms Tori Williams
 - G. Elect a Committee Vice Chair
- IV. Old Business
- A. 2019 Council Training
 - B. Interview one Council applicant in March?
- V. Announcements
- VI. Adjourn

OPTIONAL: Members meet with Committee Mentor

Johnny Deal

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

10:00 am, Thursday, January 17, 2019

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

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Ella Collins-Nelson, Co-Chair		Staff
Johnny Deal, Co-Chair		Tori Williams, Director
Ardry “Skeet” Boyle		
Bobby Cruz		
Ronnie Galley		
Allen Murray		

Call to Order: Ella Collins-Nelson, 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 (Boyle, Deal) to adopt the agenda. Motion carried unanimously.*

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

Public Comment: None.

2019 Council Orientation Itinerary: Williams walked members through the itinerary for the 2019 Council Orientation and signed up for tasks as hosts for the event.

2019 Project LEAP: Harbolt reviewed the results of the evaluation of Project LEAP 2018. Williams reviewed the 2018 Service Definition for the program and the Student Selection Guidelines. Staff recommended a few grammatical changes but otherwise, no changes to either document.

Motion #3: *it was moved and seconded (Boyle, Deal) to use the 2018 Project LEAP service definition in 2019. Motion carried unanimously.*

Motion #4: *it was moved and seconded (Deal, Galley) to use the 2018 Project LEAP Student Selection Guidelines in 2019. Motion passed unanimously.*

Announcements: None

Nuts and Bolts for New Members

Staff will mail meeting packets a week in advance; if they do not arrive in a timely manner, please contact Rod in the Office of Support. In the meantime, most reminder emails will include an electronic copy of the meeting packet.

The meeting packet will have the date, time and room number of the meeting; this information is also posted on signs on the first and second floor the day of the meeting.

Sign in upon arrival and use the extra agendas on the sign in table if you didn't bring your packet.

Only Council/committee members sit at the table since they are the voting members; staff and other non-voting members sit in the audience.

The only members who can vote on the minutes are the ones who were present at the meeting. If you were absent at the meeting, please abstain from voting.

Due to County budgeting policy, there will be no petty cash reimbursements in March and possibly April so give your receipts to Rod, but be prepared to receive a reimbursement check in late April.

Be careful about stating personal health information in meetings as all meetings are tape recorded and, due to the Open Meetings Act, are considered public record. Anyone can ask to listen to the recordings, including members of the media.

Ryan White Definition of Conflict of Interest

“Conflict of Interest” (COI) is defined as an actual or perceived interest by a Ryan White Planning Council member in an action which results or has the appearance of resulting in personal, organizational, or professional gain. COI does not refer to persons living with HIV disease (PLWH) whose sole relationship to a Ryan White Part A or B or State Services funded provider is as a client receiving services. The potential for conflict of interest is present in all Ryan White processes: needs assessment, priority setting, comprehensive planning, allocation of funds and evaluation.

Houston Area HIV Services Ryan White Planning Council
Office of Support
2223 West Loop South, Suite 240, Houston, Texas 77027
832 927-7926 telephone; 713 572-3740 fax

MEMORANDUM

To: Members, Ryan White Planning Council
External Members, Ryan White Committees

Copy: Carin Martin

From: Tori Williams, Director, Office of Support

Date: January 24, 2019

Re: End of Year Petty Cash Procedures

The fiscal year for Ryan White Part A funding ends on February 28, 2019. Due to procedures in the Harris County Auditor's Office, it is important that all volunteers are aware of the following end-of-year procedures:

- 1.) Council and External Committee members must turn in all requests for petty cash reimbursements **at or before 2 p.m. on Friday, February 15, 2019.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2019 **will not be reimbursed at all if they are turned in after March 30, 2019.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and May 31, 2019. This means that volunteers should give Rod the usual reimbursement request forms for transportation, food and childcare expenses incurred after March 1, 2019 but the Office may not be able to reimburse volunteers for these expenses until mid to late May 2019.

We apologize for this significant inconvenience. Please call Tori Williams at the number listed above if you have questions or concerns about how these procedures will affect you personally.

(OVER FOR TIMELINE)

March 1

2018.....

Beginning of
fiscal year 2018

Feb 15

2019.....

Turn in all
receipts

Feb 28

2019.....

End of fiscal
year 2018. No
money available
to write checks until
possibly the end of
May

March 30

2019

Turn in all remaining receipts
for fiscal year 2018 or you
will not be reimbursed for
those expenses incurred between
March 1, 2018 and Feb. 28, 2019

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713 572-3724 telephone; 713 572-3740 fax
www.rwpchouston.org

Memorandum

To: Members, Houston Ryan White Planning Council
External Members, Ryan White Committees

From: Tori Williams, Director, Ryan White Office of Support

Date: February 4, 2019

Re: Open Meetings Act Training

Please note that all Council members, and External Committee members, are required to take the Open Meetings Act training at least once in their lifetime. If you have never taken the training, or if you do not have a certificate of completion on file in our office, you must take the training and submit the certificate to the Office of Support before March 31, 2018. The training takes 60 minutes and can be accessed through the following link (if you have difficulty with the link, copy and paste it into Google and it should lead you to the correct area of the Attorney General's website):

<https://www.texasattorneygeneral.gov/og/oma-training>

If you do not have high-speed internet access, you are welcome to view the video in the Office of Support. We will make the training available in suite 240 after the Council adjourns on Thursday, February 14th; popcorn will be provided. Or, you can contact Diane Beck and make an appointment to see it on one of the computers in our office.

Upon completion of training, you will be provided with a code that is used to print a certificate of completion. Using the code, you may obtain the certificate from the Attorney General's Office in the following ways:

Print it from the Attorney General web link at:

https://www.texasattorneygeneral.gov/forms/openrec/og_certificates.php

Or, call the Office of Support with the validation code and the staff will print it for you.

We appreciate your attention to this important requirement. Do not hesitate to call our office if you have questions.

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Memorandum

To: Volunteers, Houston Ryan White Program

From: Tori Williams, Director, Ryan White Office of Support

Date: September 27, 2017

Re: Open Meetings Act Training

As a follow up to Orientation, please note that all Council and external committee members are required to take the Open Meetings Act training at least once in their life time. If you have never taken the training, or if you do not have a certificate of completion on file in our office, you must take the training and submit the certificate to the Office of Support before November 15, 2017. The training takes 60 minutes and can be accessed through the following link:

<https://www.texasattorneygeneral.gov/og/oma-training>

If you do not have high-speed internet access, you are welcome to view the video in the Office of Support. You can contact Diane Beck at the telephone number listed above and make an appointment to see it on one of the computers in our office.

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We appreciate your attention to this important requirement. Do not hesitate to call our office if you have questions.

PUBLIC COMMENT – submitted 11/26/18

Hi,

I'm not sure what the exact process is for this type of request but I would like for the council to potentially consider the fact that there should be limits on how many terms a person can be chair of the council.

I believe that everyone has the best intentions when running for chair but I do believe that the chair should be a representative of the community at large. If we continue to put the same people in this position, are we really reflecting the community that we set out to serve?

I don't know what would be a term limit but I would like for the council to consider this. The fight that we fought decades ago, is NOT the same battle that we are fighting today. I have the utmost respect for those that have made the threshold and continue to thrive but we have to allow the next generation an opportunity to have a chance to prove themselves, to have their voices be heard. As they are the most affected by the virus why not have a team of officers that reflect this?

At times, I believe that the position has become a position of prestige and honor and while it is that, I believe we've lost the initial purpose of the chair, or at least the one I read about during Project LEAP.

This is in no way, an attack at any person or entity, I appreciate and respect ALL of the previous chairs and their officers but we have to realize that a new generation has emerged and maybe, just maybe, they should be the ones leading us into battle.

Just a thought.

John D. Poole, MAED, MAPSY

Educator/Advocate

(225) 439-2351

Houston Area HIV Services Ryan White Planning Council

Standing Committee Structure

(Reviewed 07-15-16)

1. **Affected Community Committee**

This committee is designed to acknowledge the collective importance of consumer participation in Planning Council (PC) strategic activities and provide consumer education on HIV-related matters. The committee will serve as a place where consumers can safely and in an environment of trust discuss PC work plans and activities. This committee will verify consumer participation on each of the standing committees of the PC, with the exception of the Steering Committee (the Chair of the Affected Community Committee will represent the committee on the Steering Committee).

When providing consumer education, the committee should not use pharmaceutical representatives to present educational information. Once a year, the committee may host a presentation where all HIV/AIDS-related drug representatives are invited.

The committee will consist of HIV+ individuals, their caregivers (friends or family members) and others. All members of the PC who self-disclose as HIV+ are requested to be a member of the Affected Community Committee; however membership on a committee for HIV+ individuals will not be restricted to the Affected Community Committee.

2. **Comprehensive HIV Planning Committee**

This committee is responsible for developing the Comprehensive Needs Assessment, Comprehensive Plan (including the Continuum of Care), and making recommendations regarding special topics (such as non-Ryan White Program services related to the Continuum of Care). The committee must benefit from external membership and expertise.

3. **Operations Committee**

This committee combines four areas where compliance with Planning Council operations is the focus. The committee develops and facilitates the management of Planning Council operating procedures, guidelines, and inquiries into members' compliance with these procedures and guidelines. It also implements the Open Nominations Process, which requires a continuous focus on recruitment and orientation. This committee is also the place where the Planning Council self-evaluations are initiated and conducted.

This committee will not benefit from external member participation except where resolve of grievances are concerned.

4. **Priority and Allocations Committee**

This committee gives attention to the comprehensive process of establishing priorities and allocations for each Planning Council year. Membership on this committee does include external members and must be guided by skills appropriate to priority setting and allocations, not by interests in priority setting and allocations. All Ryan White Planning Council committees, but especially this committee, regularly review and monitor member participation in upholding the Conflict of Interest standards.

5. Quality Improvement Committee

This committee will be given the responsibility of assessing and ensuring continuous quality improvement within Ryan White funded services. This committee is also the place where definitions and recommendations on “how to best meet the need” are made. Standards of Care and Performance Measures/Outcome Evaluation, which must be looked at within each year and monitored from this committee. Whenever possible, this committee should collaborate with the other Ryan White planning groups, especially within the service categories that are also funded by the other Ryan White Parts, to create shared Standards of Care.

In addition to these responsibilities, this committee is also designed to implement the Planning Council’s third legislative requirement, assessing the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area, or assessing how well the grantee manages to get funds to providers. This means reviewing how quickly contracts with service providers are signed and how long the grantee takes to pay these providers. It also means reviewing whether the funds are used to pay only for services that were identified as priorities by the Planning Council and whether all the funds are spent. This Committee may benefit from the utilization of external members.

2019 QUARTERLY REPORT OPERATIONS COMMITTEE

(submit April 2019)

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 2019.
Status:
2. When necessary, address member needs for additional orientation and training, including through the Committee Mentoring Program. (Example: create 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 Director 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

2019 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/29/19)

AFFECTED COMMUNITY

Meetings are on the second Mondays following Council starting at 1:30 pm.

February 25	July 22
March 19*	August 19
March 25	September 23
April no meeting	October 21
May 20	November 25
June 24	December no mtg

COMPREHENSIVE HIV PLANNING

Meetings are on the second Thursdays starting at 2:00 pm:

February 14	August 8
March 14	September 12
April 11	October 10
May 9	November 14
June 13	December 12
July 11	

OPERATIONS

Meetings are on the Tuesdays following Council starting at 12 pm:

February 19	August 13
March 19	September 17
April 16	October 15
May 14	November 19
June 18	December no mtg
July 16	

PLANNING COUNCIL

Meetings are the second Thursday of the month starting at 12 noon:

February 14	August 8
March 14	September 12
April 11	October 10
May 9	November 14
June 13	December 12
July 11	

PRIORITY & ALLOCATIONS

Meetings are on the fourth Thursday of the month at 12 pm:

February 28	July 25
March 19*	August 22
March 28	September 26
April 25	October 24
May 23	November no mtg
June 27	December no mtg

QUALITY IMPROVEMENT

Meetings are on the Tuesdays following Council starting at 2:00 pm:

February 22 (<i>Friday</i>)	August 13
March 19*	September 17
April 16	October 15
May 14	November 19
June 18	December no mtg
July 16	

STEERING

Meetings are on the first Thursday of the month starting at 12 noon:

February 7	August 1
March 7	September 5
April 4	October 3
May 2	November 7
June 6	December 5
July 3 (<i>Wednesday</i>)	

***Joint meeting of the Affected Community, Priority and Allocations and Quality Improvement Committees.**

**** Time to be announced**

BOLD = Special meeting date, time or place

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2019 Council Activities

(Revised 02-04-19)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location. The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

General Information: The following is a list of significant activities regarding the 2019 Houston Ryan White Planning Council. Consumers, providers and members of the general public are encouraged to attend and provide public comment at any of the meetings described below. For more information on Planning Council processes or to receive monthly calendars and/or review meeting agendas and support documents, please contact the Office of Support at 832 927-7926 or visit our website at: www.rwpchouston.org.

Routinely, the Steering Committee meets monthly at 12 noon on the first Thursday of the month. The Council meets monthly at 12 noon on the second Thursday of the month.

Thurs. Jan. 24 Council Orientation. 2019 Committee meeting dates will be established at this meeting.

Thurs. Feb. 7 12 noon. First Steering Committee meeting for the 2019 planning year.

Tues. Feb. 5 10:00 am. Orientation for new 2019 External Committee Members.

Thurs. Feb. 14 12 noon. First Council meeting for the 2019 planning year.

Mon. Feb. 18 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. The Council is currently funding, or recommending funding, for 17 of the 28 allowable HRSA service categories. The Idea Form is used to ask the Council to make a change to a funded service or reconsider funding a service that is not currently being funded in the Greater Houston area with Ryan White Part A, Part B or State Services dollars. The form requires documentation for why dollars should be used to fund a particular service and why it is not a duplication of a service already being offered through another funding source. Anyone can submit a Idea Form. Please contact the Office of Support at 832 927-7926 to request a copy of the required forms

Thurs. Feb. 28 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2019 unspent funds, FY 2020 priority setting process** and more.

March Date and time TBD. EIIHA Workgroup meeting.

Friday, March 1 5 pm Deadline for submitting a Project LEAP application form. See April 3 for description of Project LEAP. Call 832 927-7926 for an application form.

Mon. March 25 1:30 pm. **Consumer Training** on the How to Best Meet the Need process.

March 19 2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2020 service categories** for Part A, Part B and *State Services* funding.

Wed. April 3 **Project LEAP** classes begin. Project LEAP is a free 17-week training course for individuals living with and affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area. To apply, call 832 927-7926.

(Continued)

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2019 Council Activities

(Revised 02-04-19)

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Thurs. April 4 12 noon. Steering Committee meets.

Thurs. April 11 12 noon. Planning Council meets.

1:30 – 4:30 pm. **Council and Community Training for the How to Best Meet the Need process.** Those encouraged to attend are community members as well as individuals from the Quality Improvement, Priority & Allocations and Affected Community Committees. Call 832 927-7926 for confirmation and additional information.

Thurs. April 18 10 am – 5 pm, Two special workgroup meetings. Topics to be announced.

Tues. April 23 10 am – 5 pm. **How To Best Meet the Need Workgroups #1 and #2** at which the following services for FY 2020 will be reviewed:

- Ambulatory/Outpatient Medical Care (including Emergency Financial Assistance, Local Pharmacy Assistance, Medical Case Management & Service Linkage – Adult, Rural and Pediatric, Outreach)
- Clinical Case Management
- Referral for Health Care and Support Services
- Health Insurance Premium & Co-pay Assistance
- Medical Nutritional Therapy (including Nutritional Supplements)
- Mental Health
- Substance Abuse Treatment/Counseling
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Non-Medical Case Management (Substance Use)
- Oral Health – Untargeted & Rural
- Vision Care

Call 832 927-7926 for meeting dates and times and to receive meeting packets.

Wed. April 24 3:00 pm – 5:00 pm. **How To Best Meet the Need Workgroup #3** at which the following services will be reviewed:

- Early Intervention Services
- Home & Community-based Health Services (Adult Day Treatment)
- Hospice
- Linguistic Services
- Transportation (van-based-Untargeted & Rural)

Call 832 927-7926 for confirmation and additional information.

Thurs. April 25 12 noon. Priority & Allocations Committee meets to allocate **Part A unspent funds.**

Mon. May 6 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 18 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.

(Continued)

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2019 Council Activities

(Revised 02-04-19)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location. The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

- Tues. May 14 12 noon. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2020 Council Support Budget.
- Tues. May 14 2:00 pm. Quality Improvement Committee meets to approve the **FY 2020 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.

Mon. May 20 7:00 pm., Public Hearing on the FY 2020 How To Best Meet the Need results.

- Tues. May 21 Time TBD. Special Quality Improvement Committee meeting to review public comments regarding **FY 2020 How To Best Meet the Need results**.
- Thurs. May 23 12 noon. Priority & Allocations Committee meets to recommend the **FY 2020 service priorities** for Ryan White Parts A and B and *State Services* funding.
- Thurs. June 6 12 noon. Steering Committee meets to approve the **FY 2020 How to Best Meet the Need results**.
- Thurs. June 13** 12 noon. Council approves the **FY 2020 How to Best Meet the Need results**. **Project LEAP students present the results of their special projects to the Council, hence the meeting may be at an off-site location.**

Week of June 17-21 Dates and times TBD. Special Priority & Allocations Committee meetings to draft the **FY 2020 allocations for RW Part A and B and State Services funding**.

- Tues. June 18 2:00 pm. Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.
- Thurs. June 27 12 noon. Priority & Allocations Committee meets to approve the **FY 2020 allocations for RW Part A and B and State Services funding**.

Mon. July 1 7 pm. Public Hearing on the FY 2020 service priorities and allocations.

- Tues. July 2 Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2020 service priorities and allocations**.
- July/Aug. Workgroup meets to complete the proposed **FY 2020 EIIHA Plan**.
- Wed. July 3 12 noon. Steering Committee approves the **FY 2020 service priorities and allocations**.
- Thurs. July 11 12 noon. Council approves the **FY 2020 service priorities and allocations**.

(continued)

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2019 Council Activities

(Revised 02-04-19)

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The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

- Thurs. July 25 12 noon. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2020 priority & allocations**. They also allocate **FY 2019 carryover funds**. (**Allocate even though dollar amount will not be avail. until Aug.**)
- Thurs. Aug. 1 12 noon. ALL ITEMS MUST BE REVIEWED BEFORE BEING SENT TO COUNCIL – THIS STEERING COMMITTEE MEETING IS THE **LAST CHANCE TO APPROVE ANYTHING NEEDED FOR THE FY 2020 GRANT**. (Mail out date for the August Steering Committee meeting is July 25, 2019.)
- Mon. Aug. 19 1:30 pm. **Consumer Training** on Standards of Care and Performance Measures.
- Mon. Sept. 9 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 18 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.
- Tues. Sept. 17 2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Mon. Sept. 23 1:30 pm. **Consumer-Only Workgroup** meeting to review FY 2020 Standards of Care and Performance Measures.
- Tues. Oct. 15 12 noon. Review and possibly update the Memorandum of Understanding between all Part A stakeholders.
- October or November Date & time TBD. Community Workgroup meeting to review **FY 2020 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 24 12 noon. Priority & Allocations Committee meets to allocate FY 2019 unspent funds.
- November Date & time TBD. Review the evaluation of 2019 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2020 Project LEAP.
- November The Resource Group contacts all stakeholders to see if changes need to be made to the Ryan White Part B/State Services Letter of Agreement.
- Thurs. Nov. 14 12 noon. Council recognizes all external committee members.
- Tues. Nov. 12 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- Sun. Dec. 1 **World AIDS Day.**
- Thurs. Dec. 12 12 noon. Election of Officers for the 2020 Ryan White Planning Council.

7:45 a.m. NEW COUNCIL MEMBERS CHECK-IN

- Photographs
- Optional breakfast

8:00 a.m. WELCOMING REMARKS

- Opening Remarks, Housekeeping & Review Agenda
Bruce Turner, Chair, Ryan White Planning Council
- Introductions

8:20 a.m. GENERAL OVERVIEW OF HIV FUNDING

Tori Williams, Director, Office of Support

8:25 a.m. COUNCIL BYLAWS, POLICIES & PROCEDURES

- Committee Structure
Tori Williams, Director, Office of Support
- How to Use the Notebooks
Ella Collins-Nelson, Member, Operations Committee
- Meeting Packets & Agendas
Ronnie Galley, Member, Operations Committee
- Bylaws & Policies
Alternating Members, Operations Committee
- Attendance
Bruce Turner, Chair, Ryan White Planning Council

9:25 a.m. FORMAL RELATIONSHIPS

- *Bruce Turner, Facilitator*
- Tori Williams, Liaison for the County Judge
(Chief Elected Official of the Houston RW Program)
- *Bruce Turner, Chair*
Ryan White Planning Council
- Tori Williams, Director, Office of Support
for the Ryan White Planning Council
- Carin Martin, Manager
Ryan White Grant Administration
Harris County Public Health
- Sha Terra Johnson-Fairley, Health Planner
Houston Regional HIV/AIDS Resource Group

9:50 a.m. ROBERT'S RULES OF ORDER

Tori Williams, Director, Office of Support

9:45 a.m. RETURNING COUNCIL MEMBERS ARRIVE

- Photographs

10:00 a.m. INTRODUCTION OF OFFICERS & COMMITTEE CO-CHAIRS

Bruce Turner, Chair, Ryan White Planning Council

10:05 a.m. RECOGNIZE THE MENTORS

Bruce Turner, Chair, Ryan White Planning Council

10:10 a.m. COMMITTEE ORIENTATION

11:00 a.m. BREAK

11:20 a.m. TIMELINE OF CRITICAL COUNCIL ACTIVITIES

Tori Williams, Director, Office of Support

11:45 a.m. HONOR THOSE WHO HAVE GONE BEFORE US

Bruce Turner, Chair, Ryan White Planning Council

12:00 p.m. LUNCH

Introductions

Allen Murray, Facilitator and Skeet Boyle, Timekeeper

1:45 p.m. CONFIDENTIALITY

Bob Hergenroeder, Operations and Prevention Director, Montrose Center

2:15 p.m. DANCE THE HOKEY POKEY

Denis Kelly, Facilitator

2:20 p.m. BREAK

2:30 p.m. HIV TEST AND TREAT PROGRAM

*Norman Mitchell, CEO & Co-Founder and
Debrisha Johnson, Director of Clinical Services,
Bee Busy Wellness Center*

3:30 p.m. CLOSING REMARKS

Bruce Turner, Chair, Ryan White Planning Council

Houston Area HIV Services Ryan White Planning Council

2223 West Loop South, Suite 240, Houston, Texas 77027

832 927-7926 telephone; 713 572-3740 fax

www.rwpchouston.org

**Houston Ryan White Planning Council
Operations Committee Member
Statement of Confidentiality**

I, the undersigned, am a member of the Operations Committee or an ex-officio member of the Committee as current Chair of the Houston Ryan White Planning Council.

I understand that in the course of my service as a member of the Operations Committee, or Chair of the Ryan White Planning Council (RWPC), I may learn certain facts about individuals in the application/nomination and membership selection process that are of a highly personal and confidential nature (i.e. information such as, but not limited to: HIV status, medical conditions, sexual orientation, or other personal matters).

I agree to the best of my ability to protect the information of a personal and confidential nature of a Council applicant. I further agree to the best of my ability to protect any information of a personal and confidential nature learned while on the Operations Committee, or during my tenure as Chair, after my membership on the Operations Committee and my relationship with the Houston Ryan White Planning Council has ceased.

I also understand that a violation of this confidentiality agreement may result in my removal from the Houston Ryan White Planning Council.

Printed Name: _____

Signature: _____

Date: _____

2019 Ryan White Planning Council

STANDING COMMITTEE LIST

(Updated 01-28-19)

Red Text = Committee Mentor

STEERING	
Bruce Turner, RWPC Chair	Ronnie Galley, Co-Chair, Operations
John Poole, Vice Chair	Allen Murray, Co-Chair, Operations
Tana Pradia, Secretary	Bobby Cruz, Co-Chair, Priority and Allocations
Rodney Mills, Co-Chair, Affected Community	Peta-Gay Ledbetter, Co-Chair, Priority and Allocations
Isis Torrente, Co-Chair, Affected Community	Denis Kelly, Co-Chair, Quality Improvement
Daphne L. Jones, Co-Chair, Comprehensive HIV Planning	Gloria Sierra, Co-Chair, Quality Improvement
Ted Artiaga, Co-Chair, Comprehensive HIV Planning	

AFFECTED COMMUNITY			
1. Rodney Mills, Co-Chair	8. Holly McLean	<i>External Members:</i>	
2. Isis Torrente, Co-Chair	9. John Poole	1. Ardry "Skeet" Boyle	
3. Veronica Ardoin	10. Tana Pradia	2. Ma'Janae Chambers	
4. Rosalind Belcher		3. Eddie Gonzalez	
5. Tony Crawford		4. Lionel Pennamon	
6. Ronnie Galley		5. Roy Wesley	
7. Arlene Johnson			

COMPREHENSIVE HIV PLANNING			
1. Ted Artiaga, Co-Chair	8. Shital Patel	<i>External Members:</i>	
2. Daphne L. Jones, Co-Chair	9. Faye Robinson	1. Dominique Brewster	7. Anthony Williams
3. Dawn Jenkins	10. Imran Shaikh	2. Ryan Clark	8. Larry Woods
4. Denis Kelly	11. Isis Torrente	3. Elizabeth Drayden	
5. Holly McLean		4. Nancy Miertschin	
6. Rodney Mills		5. Stephen Nazareus	
7. Matilda Padilla		6. Steven Vargas	

OPERATIONS			
1. Ronnie Galley, Co-Chair	4. Bobby Cruz	7. Tana Pradia	
2. Allen Murray, Co-Chair	5. Johnny Deal		
3. Veronica Ardoin	6. Angela F. Hawkins		

PRIORITY AND ALLOCATIONS			
1. Bobby Cruz , Co-Chair	4. Hoxi Jones	7. Allen Murray	
2. Peta-gay Ledbetter, Co-Chair	5. Melvin Joseph		
3. Allison Hesterman	6. Niquita Moret		

QUALITY IMPROVEMENT			
1. Denis Kelly, Co-Chair	8. Gregory Hamilton	15. Carol Suazo	
2. Gloria Sierra, Co-Chair	9. Daphne L. Jones	<i>External Members:</i>	6. Cecilia Oshingbade
3. Connie Barnes	10. Tom Lindstrom	1. Kevin Aloysius	7. Tracy Sandles
4. Rosalind Belcher	11. Robert Noble	2. Savi Bailey	
5. Tony Crawford	12. John Poole	3. Ma'Janae Chambers	
6. Ronnie Galley	13. Pete Rodriguez	4. Billy Ray Grant Jr.	
7. Ahmier Gibson	14. Crystal Starr	5. Marcelly Hernandez	

(Over)

Training Topics for 2019 Ryan White Planning Council Meetings (updated: 01/30/19)

DRAFT

Shading = may be room on agenda for a second speaker

Month 2019	Topic	Speaker
January 24	Council Orientation	See Orientation agenda
February 14	Open Meetings Act Requirements	Venita Ray, Attorney at Law
March 14	How to Best Meet the Need Training & Process	Denis Kelly & Gloria Sierra, Co-Chairs, Quality Improvement Committee
April 11	Houston HSDA HIV Care Continuum	Ann Dills, Texas Dept. of State Health Services
TENTATIVE May 9		
June 13	Project LEAP Presentation	2019 Project LEAP Students
July 11	Priority Setting and Allocations Processes	Bobby Cruz & Peta-gay Ledbetter, Co-Chairs, Priority & Allocations Committee
August 8	Trauma Informed Care	HAWC Rep?
September 12	Intimate Partner Violence and HIV	Heather Keizman, RN, RW Grant Administration
October 10	EIIHA Update	Amber Harbolt, Health Planner
November 14	We Appreciate Our External Members Election Policy	Bruce Turner, Chair, Ryan White Planning Council Ronnie Galley and Allen Murray, Co-Chairs, Operations Committee
December 12	Elections for the 2020 Officers	Ronnie Galley and Allen Murray, Co-Chairs, Operations Committee

Required: Opioid and Other Drug Use, Prevention of Domestic & Sexual Violence and Trauma Informed Care

Requests: *Dept. of State Health Services (DSHS Updates) (2 x per year)
END HIV – State and Local Plan. Interface with Comprehensive Plan
Transgender Health Issues by Dr. Lake – recommended by Dr. Patel

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 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 Gilbreath presentation (10 min.)	Camden Hallmark, Analyst, Houston Health Department Gilbreath Representative
September 13 CANCELLED		
October 11	Trauma Informed Care EIIHA Update	Aly Jacobs, Manager, Counseling & Advocacy, HAWC Amber Harbolt, Health Planner
November 8	Intimate Partner Violence and HIV We Appreciate Our External Members Election Policy	Heather Keizman, RN, RW Grant Administration 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