

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

**Operations Committee Meeting**

12 noon, May 14, 2019

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

**AGENDA**

\* = Handout to be distributed at the meeting

- 
- 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

- II. Public Comments and Announcements  
(NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV status. All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a person living with HIV", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization. If you work for an organization, but are representing yourself, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to a member of the staff who would be happy to read the comments on behalf of the individual at this point in the meeting. All information from the public must be provided in this portion of the meeting.)

- III. How To Best Meet the Need Workgroup Meeting
  - A. 2020-2021 Blue Book Budget
    - 1. General Information
    - 2. Proposed FY 2020 Budget – see attached
  - B. The How To Best Meet the Need Workgroup Meeting Adjourns

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

- V. Old Business
  - A. Quarterly Committee Report

- VI. Announcements  
June agenda items: 2019 attendance & survey re: Task Force Reports to Steering Committee

- VII. Adjourn

OPTIONAL: Members meet with Committee Mentor

Johnny Deal

## Houston Area HIV Services Ryan White Planning Council

### Operations Committee Meeting

12:00 pm, Tuesday, March 19, 2019

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

### MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Ronnie Galley, Co-Chair	Allen Murray	Honorary Committee Member
Veronica Ardoin		Bruce Turner
Bobby Cruz		
Johnny Deal		Staff
Angela F. Hawkins		Tori Williams, Director
Tana Pradia		Rod Avila, Assistant Coordinator

**Call to Order:** Ronnie Galley, Co-Chair, called the meeting to order at 12:08 p.m. and asked for a moment of reflection.

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Hawkins, Pradia) to approve the February 19, 2019 minutes. Motion carried.* Abstention: Deal

**Public Comment:** None

**Open Meetings Act:** Texas Health and Human Services requires their appointees to take the Open Meetings Act (OMA) training every five years. Since Part B funds come to the State of Texas, the Committee wondered if Council members are therefore also required to take the OMA training every five years. After much discussion **Motion #3:** *it was moved and seconded (Hawkins, Cruz) to continue to follow the state law at this time, which requires Planning Council members to take the Open Meetings Act online training once in a lifetime.* The justification for this decision is because Council members are appointed by the County Judge, and not a representative of HHS. Also, the Council makes recommendations (not final decisions) to the Texas Department of State Health Services regarding Part B funds.

**Project LEAP applications:** Williams went over the immediate summary of the demographic for the 2019 Project LEAP applicants. It was noted that there is still need for diversity and in the next two week, student recruitment and interviews will continue.

**Memorandum of Understanding: Part A Stakeholders:** Williams reviewed the *Memorandum of Understanding* with Ryan White Part A Stakeholders with the Committee, see attached. After a brief discussion, it was agreed by consensus that all handouts distributed at Steering Committee meetings will be posted online and emailed to the Council members after the Steering Committee

adjourns so that Council members will have more time to review the documents before the next Council meeting. The Committee also agreed by consensus to conduct a survey in June 2019 to find out if it is possible for Council members to submit Task Force reports in time to be reviewed at Steering Committee meetings.

**Announcements:** The Operations Committee will not meet in April because of the How To Best Meet the Need process.

**Adjournment:** *Motion 5#*: *it was moved and seconded (Cruz, Deal) to adjourn the meeting at 12:49 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Proposed  
Budget for the  
2020-2021 Blue Book**

**FY 2019 Budget – Prepare the new Blue Book for printing**

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

**FY 2020 Budget – Print and release the new Blue Book**

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

**TOTAL COST OF THE 2020-2021 BLUE BOOK** **\$62,800**

\* The exact cost of reproducing the 2020–2021 Blue Book is not available at this time since the largest budget item, which is the cost of printing, fluctuates with the price of oil/ink.

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

# HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

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EST. JULY 10, 2008

REV JANUARY 1, 2018

POLICY No. 400.03

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## PROCESS FOR APPROVING THE COUNCIL SUPPORT BUDGET

### 1 PURPOSE

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

### 6 AUTHORITY

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

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

### 29 INTENT

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

### 34 PROCEDURE

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

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

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

## FY 2019 vs. FY 2020 Council Support Budget Comparison

(as of 05/06-19)

Budget Item	FY 2019 Amount	FY 2020 Amount	Difference	Notes
<b>Employee Fringe</b> <ul style="list-style-type: none"> <li>• Health Insurance Changed from \$13,650/FTE/year to \$13,900/FTE/year</li> <li>• Workers Comp changed from .94% to .50%</li> </ul>	\$118,605	\$118,470	- \$135	
Travel	3,500	13,500	+ 10,000	HRSA Conference in 2020
Resource Guide	8,000	51,000*	+ 43,000	New edition in 2020
Needs Assessment	10,700	0	- 10,700	
PC member expenses	23,686	26,686	+ 3,000	Comp Planning Process
Road 2 Success	11,220	5,000	- 6,220	Added in FY 2017
Postage	10,000	5,000	- 5,000	
Copier Rental	\$9,250	8,250	- 1,000	
<b>TOTALS</b>			<b>+ \$32,945</b>	<b>Increase between FY 2019 and FY 2020</b>

\* Office of Support printed 50,000 copies of the Blue Book in FY 2018 but will only print 30,000 in FY 2020 and approximately 10,000 reprints in FY 2021 if necessary.

FY 2019 Budget Total	\$491,963
FY 2020 Budget Total	<u>524,908</u>
Difference	+ 32,945

**Houston Ryan White Planning Council**  
**FY 2020 Council Support Budget**  
 March 1, 2020 - February 28, 2021  
 (DRAFT - 05-06-19)

	Subtotal	Total
<b>PERSONNEL</b>		
<b>RWPC Manager (V. Williams)</b>	\$79,446	<b>\$258,002</b>
(\$6621/mo. X 12 mos. X 100%) Responsible for overall functioning of planning council, supervises all support staff.		
<b>RWPC Health Planner (A. Harbolt)</b>	\$72,820	
(\$6068/mo. X 12 mos. X 100%) Responsible for coordinating Comprehensive Planning and Needs Assessment activities. Analyzing and presenting data.		
<b>RWPC Coordinator (D. Beck)</b>	\$56,611	
(\$4,718/mo x 12 mos. X 100%) Coordinates support activities for the RW Planning Council and committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.).		
<b>Assistant Coordinator (R. Avila)</b>	\$49,125	
(\$4094/mo x 12 mos. X 100%) Coordinates support activities for assigned committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.)		
<b>FRINGE</b>		<b>\$118,470</b>
Social Security @ 7.65%	\$19,737	
Health Insurance (4 x \$13,900/FTE)	\$55,600	
Retirement @ 14.5%	\$37,410	
Workers Compensation @ 0.50%	\$1,290	
Supplemental Death Insurance @ 0.50	\$1,290	
Unemployment Insurance @ 0.23%	\$593	
Incentives/allowances	\$2,550	



**Houston Ryan White Planning Council**  
**FY 2020 Council Support Budget**  
 March 1, 2020 - February 28, 2021  
 (DRAFT - 05-06-19)

		Subtotal	Total
<b>EQUIPMENT</b>	\$2,000	<b>\$2,000</b>	
Replacement computers to replace obsolete units			
<b>TRAVEL</b>		<b>\$13,500</b>	
Local travel @ \$0.58/mile for Planning Council Support Staff	\$500		
Out of EMA travel:	\$13,000		
One out of state trip to a national conference for two Office of Support staff and two Ryan White volunteers and four in State trips for staff and/or Ryan White volunteers.			
<b>SUPPLIES</b>	\$5,000	<b>\$5,000</b>	
General consumable office supplies including materials for Council Members and Public Meetings			
<b>CONTRACTUAL</b>	\$0	<b>\$0</b>	
<b>OTHER</b>		<b>\$127,936</b>	
Resource Guide	\$51,000		
Reimbursement for Ryan White volunteer expenses	\$26,686		
Reimbursement for travel, childcare, meals and other eligible expenses resulting from participation in Council approved/ HRSA grant required activities.			
Advertising for PC Activities:	\$6,000		
For publication of meeting announcements in community papers; invitations to participate in needs assessment activities and focus groups; advertisements for additional volunteers.			
Communications (phone, pagers):	\$3,500		
For local and long distance phone expenses and internet charges.			
Web Page Technical Assistance Costs:	\$500		
For additional training/consultation to staff in order to update/improve web site.			

**Houston Ryan White Planning Council**  
**FY 2020 Council Support Budget**  
 March 1, 2020 - February 28, 2021  
 (DRAFT - 05-06-19)

		Subtotal	Total
Council Education: For speakers & training costs primarily for room rentals & the cost of speakers for ongoing training to insure that key decision-makers receive necessary & relevant information. This includes the January Orientation and one Council meeting to be held off-site in Harris County.	\$4,000		
Project LEAP Student Reimbursement: 30 participants for 17 week course including travel, childcare and other eligible expenses resulting from participation in Council approved training activities related to the HRSA grant.	\$5,500		
Project LEAP Education: Training costs for 17 weeks including speaker fees, room rental for off-site meetings & educational materials.	\$9,500		
Consumer Education: Training costs for 5 seminars including speaker fees & room rental for off-site meetings & educational materials.	\$5,000		
Interpreter Services For Spanish-speaking and sign-language interpretation services during public meetings, focus groups, etc.	\$1,500		
Fees and Dues Registration costs for attending meetings, trainings and conferences related to HIV/AIDS health planning.	\$500		
English/Spanish Translation (written): For professional translation of Council materials into Spanish.	\$1,000		
Postal Machine Rental & Postage: For mailouts of Committee and Council agendas, minutes and attachments; HIV/AIDS Resource Guides for those who are unable to pickup in person; other office of support communications.	\$5,000		
Copier Rental: For rental, service agreement of high-use Xerox machine used for Council and Office of Support.	\$8,250		
<b>TOTAL</b>			<b>\$524,908</b>

# 2019 QUARTERLY REPORT OPERATIONS COMMITTEE

(submitted May 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. In November, review and, if necessary, recommend amendments to the Memorandum of Understanding among Part A stakeholders and/or the Letter of Agreement among Part B stakeholders.  
**Status:**
5. When necessary, review and revise policies and procedures for the Council support staff.  
**Status:**
6. \*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:**
7. \*Resolve any grievances brought forward.  
**Status:**
8. \*Make nominations to the CEO, which ensure the reflectiveness and representativeness of the Council.  
**Status:**
9. Evaluate the performance of the Director in conjunction with the Planning Council Chair and CEO.  
**Status:**
10. Ensure that the Council is complying with HRSA, County and other open meeting requirements.  
**Status:**
11. Annually, review the status of Committee activities identified in the Comprehensive Plan.

## **Status of Tasks on the Timeline:**

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date