

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

**Operations Committee Meeting**

10:00 a.m., August 26, 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. New Business
- A. 2019 Attendance Records
  - B. 2020 Membership Requirements
    - Male
    - Youth
    - Hispanic or White
  - C. Review the do's and don'ts of interviewing
  - D. Practice the interview questions

- IV. Announcements

- V. Adjourn

OPTIONAL: Members meet with Committee Mentor

Johnny Deal

**INTERVIEW COUNCIL APPLICANTS**

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

**Operations Committee Meeting**

12:00 p.m., Tuesday, June 18, 2019

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

**MINUTES**

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Ronnie Galley, Co-Chair		<b>Staff</b>
Allen Murray, Co-Chair		Tori Williams, Director
Angela F. Hawkins ( <i>via phone</i> )		Rod Avila, Assistant Coordinator
Tana Pradia		
Veronica Ardoin ( <i>via phone</i> )		
Bobby Cruz		
Johnny Deal		

**Call to Order:** Ronnie Galley, Co-Chair, called the workgroup 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 (Pradia, Murray) to adopt the agenda. Motion carried unanimously.*

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Hawkins, Pradia) to approve the May 14, 2019 minutes. Motion carried.* Abstentions: Cruz, Deal, and Ardoin

**Public Comment:** none

**New Business**

**2019 Attendance Records:** Committee members reviewed the attendance policy before reviewing the 2019 attendance list for Council and External Committee members. The committee instructed the Office of Support to send letters to John Poole, Billy Ray Grant Jr., Elizabeth Drayden, Rosalind Belcher, Robert Noble, Veria Steptoe, Roy Wesley, and Ma’Janae Chambers regarding their poor attendance.

**Task force reports survey:** Williams reported that, per their request, the staff surveyed Steering Committee members about asking members to submit task force reports before Steering Committee meetings. The Steering Committee elected not to get the task force reports since by the time the Task Force reports move forward to Council meetings the reports are outdated. After a brief discussion, it was agreed that the staff will continue to scan handouts from Steering Committee meetings and sending them to Council members so that they have ample opportunity to read the handouts before the Council meeting.

**Announcements:** Williams informed the Committee that, since the September, October and November meetings will be unusually long, the Committee can afford to have a hiatus in July and

# DRAFT

August. Galley and Pradia requested that the Office of Support replace the refrigerator since the icemaker no longer works. Williams announced that the small handout entitled *Life Just Changed* has had great reviews since being updated and reprinted. The small size makes it easy for people to receive and carry with them at events. Murray announced that parking passes are still available around City Hall for those attending PRIDE festival.

Adjournment: **Motion 3#**: *it was moved and seconded (Pradia, Deal) to adjourn the meeting at 12:37 p.m.* **Motion carried unanimously.**

Submitted by:

Approved by:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**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

## 2019 Summary of Attendance

The following individuals have missed 4 or more Council and/or committee meetings in 2019 and have received telephone calls and/or letters resulting in the following information:

### **COUNCIL MEMBERS:**

Rosalind Belcher No longer employed so her schedule is in flux right now.

John Poole Recently started a full time teaching position and is not available during the day. John suggested that the Council consider having evening meetings to accommodate others like himself.

Robert Noble The certified letter was returned

### **EXTERNAL COMMITTEE MEMBERS:**

Ma'Janae Chambers No response

Elizabeth Drayden She has been attending most meetings via speaker phone.

Billie Ray Grant He will be attending his August committee meeting.

Veria Steptoe She will be attending her August committee meeting.

Roy Wesley No response

**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  
[www.rwpcHouston.org](http://www.rwpcHouston.org)

**EXAMPLE**

July 3, 2019

NAME  
ADDRESS

Dear NAME,

We have missed seeing you at Council, Quality Improvement and Affected Community Committee meetings. I hope everything is all right. If a member misses four meetings in a calendar year, they can be asked to resign. According to our records, you have missed \_\_\_\_\_ meetings in 2019.

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

Please call Tori Williams in the Office of Support to let us know if you wish to remain a Ryan White volunteer in 2019.

With best wishes,

C. Bruce Turner  
Chair  
Ryan White Planning Council

# Questions Employers Should Not Ask

Federal and state laws prohibit prospective employers from asking certain questions that are not related to the job they are hiring for. Questions should be job-related and not used to find out personal information.

In a nutshell, employers should not be asking about your race, gender, religion, marital status, age, disabilities, ethnic background, country of origin, sexual preferences or age.

## **Illegal Interview Questions**

Employers should not ask about any of the following, because to not hire a candidate because of any one of them is discriminatory:

- Race
- Color
- Sex
- Religion
- National origin
- Birthplace
- Age
- Disability
- Marital/family status

## **Your Options**

Answer the question.

Answer the "intent" of the question.

**Applicant Name:**

**Date of Interview:**

**Does the Committee recommend applicant as a Council member to the County Judge:**

Yes    No    External member then Council member    External member only

Justification (at least one sentence): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Membership Committee Interview Evaluation**

Use the following rating scale to evaluate the applicant’s interview. **Reviewer must justify if rating candidate as a 1 or 4:**

- 1 = Unacceptable: Applicant did not understand or fully answer the question. Final response was incorrect or unacceptable. Did not demonstrate an understanding of the issues.
- 2 = Borderline acceptable: Applicant understood the question, but final response was vague or incomplete. It was not clear that the applicant understood the issues.
- 3 = Acceptable: Applicant’s response was acceptable. Final response addressed most aspects of the question and demonstrated a basic understanding of the issues.
- 4 = Exceptional: Applicant’s response was thorough, clear and well-presented. Final response addressed all aspects of the question and demonstrated a thorough understanding of the issues.

\*\*\*\*\*

**1. Applicant’s application form.**

1                      2                      3                      4

\_\_\_\_\_  
\_\_\_\_\_

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional



**2. Please tell us about yourself.**

1                      2                      3                      4

---

---

**3. Please tell us about any special interests, qualifications, and strengths that you can bring to the Ryan White Planning Council.**

1                      2                      3                      4

---

---

**4. What does the Ryan White Planning Council do?**

1                      2                      3                      4

---

---

**5. Please tell us why you want to be a member of the Ryan White Planning Council.**

1                      2                      3                      4

---

---

**6. Membership on the Planning Council requires a significant time commitment. Council meetings are at 12 noon on the second Thursday of every month and committees usually meet during working hours on Mondays, Tuesdays and Thursdays. This often equals 4 hours in meetings and 2 - 4 hours of reading between meetings. Please share how you would meet these requirements. Has your supervisor approved your time off for two monthly meetings and travel time?**

1                      2                      3                      4

---

---

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional

**7. Please describe or give an example of conflict of interest as described in the “Conflict of Interest Disclosure” form that was part of your application package.**

1                      2                      3                      4

---

---

**8. Most of the work of the Planning Council is done in committees. Our standing committees are: Comprehensive HIV Planning, Operations, Priority and Allocations, Quality Assurance, and the Affected Community. Which of these committee(s) is of interest to you and why?**

1                      2                      3                      4

---

---

**9. Describe how you would work as a team player to build consensus with other Council and committee members, as well as with staff.**

1                      2                      3                      4

---

---

**10. Additional Questions:**

1                      2                      3                      4

---

---

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional

**If applicant was previously a member of the Planning Council:**

**11. Why did you leave the Planning Council?**

1                      2                      3                      4

---



---

**12. Please describe your experience on the Council and how you plan to use that experience if appointed again.**

1                      2                      3                      4

---



---

**Applicant Strengths & Weaknesses**

	<b>3</b>	<b>2</b>	<b>1</b>
<b>1) Communication Skills</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>2) Self-Expression</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>3) Responsiveness</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>4) Leadership Potential</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>5) Basic Ryan White Knowledge</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>6) Motivational Level</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>7) Basic Leadership Skills</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>8) Adaptability</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>9) Growth &amp; Develop. Potential</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>10) Team Player</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement

Comments: \_\_\_\_\_

---

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional