

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 a.m., September 17, 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

- 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. Change name of External Committee Members to Associate Members? Tori Williams

- IV. Old Business
- A. Youth Recruitment
 - Meeting with AFH Youth Group on October 2, 2019
 - Curriculum for Project LEAP classes for Youth*
 - B. Review the do's and don'ts of interviewing

- V. Announcements

- VI. Adjourn

OPTIONAL: Members meet with Committee Mentor

Johnny Deal

INTERVIEW COUNCIL APPLICANTS

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

10:00 am, Monday, August 26, 2019

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

MINUTES

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

Call to Order: Ronnie Galley, 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 (Deal, Murray) to adopt the agenda.*
Motion carried unanimously.

Approval of the Minutes: **Motion #2**: *it was moved and seconded (Pradia, Deal) to approve the June 18, 2019 minutes.* **Motion carried unanimously.**

Public Comment: Pradia read the public comment by John Poole related to Council elections, see attached. The committee felt that the Council saw the comments when they were first submitted in December 2018 and therefore, there was no need to send them back to the Council.

New Business

2019 Attendance Records: Galley gave an update on the Council and External members that were sent a letter for excess absences. It was noted that the certified letter sent to Robert Noble was returned to the Office of Support and Roy Wesley has not made any contact as well.

2020 Membership Requirements: Williams stated that the Houston Planning Council has fallen out of alignment with the demographics of the EMA’s HIV community. This is a HRSA requirement, therefore, the next year or two must be dedicated to bringing more men, Latinx, whites and youth on the Council. Deal suggested that Williams meet with the youth group from AIDS Foundation Houston to see if there are any good candidates there. Williams will also create an outline of a mini Project LEAP that would be designed specifically for youth to prepare them for Council membership.

Review the do’s and don’ts of interviewing: Committee members reviewed the applicant-screening process as well as the do’s and don’ts of interviewing.

Practice Interview questions: The committee members briefly went over the interview questions. Pradia agreed to the designated note taker.

Announcements: None

Adjournment: ***Motion 5#:** it was moved and seconded (Deal, Murray) to adjourn the meeting at 10:51 a.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

After the meeting adjourned, committee members interviewed six individuals interested in membership on the 2020 Planning Council.