

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

10:30 am, Thursday, January 16, 2020

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
 - 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. 2020 Ryan White Planning Council Orientation
 - A. Assign tasks
 - IV. New Business
 - A. Training Topics for 2020
 - V. Announcements
 - VI. Adjourn

Ronnie Galley and
Allen Murray, Co-Chairs

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

12:00 pm, Tuesday, November 19, 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		Tori Williams, Director
Bobby Cruz		Rod Avila, Assistant Coordinator
Johnny Deal		
Angela F. Hawkins		
Tana Pradia		

Call to Order: Ronnie Galley, Co-Chair, called the meeting to order at 12:00 p.m.

Motion #1: it was moved and seconded (,) to postpone the start time of the meeting until later in order to interview one Council applicant. **Motion carried unanimously.**

At 12:29 p.m. Galley called the meeting back to order and asked for a moment of reflection.

Adoption of the Agenda: **Motion #2:** *it was moved and seconded (Hawkins, Deal) to adopt the agenda.* **Motion carried unanimously.**

Approval of the Minutes: **Motion #3:** *it was moved and seconded (Hawkins, Deal) to approve the October 15, 2019 minutes.* **Motion carried unanimously.**

Public Comment: none

Old Business

Change name of External Committee Members - The committee reviewed a list of names that might feel more inclusive than "External Committee Member". **Motion #4:** *it was moved and seconded (Deal, Hawkins) to change the name of "External Committee member" to "Affiliate Committee member", effective January 1, 2020.* **Motion carried unanimously**

Officer Attendance - Committee members reviewed the current Ryan White policies and bylaws regarding officer responsibilities. **Motion #5:** *it was moved and seconded (Deal, Hawkins) that if an officer of the Houston Ryan White Planning Council misses four (4) consecutive Steering and/or Council meetings, they must step down as an officer and an election will be held to fill the position. (Example: an officer must step down if he/she misses the October Steering Committee, October Planning Council, November Steering Committee and November Council meetings.)* Staff is asked to remind nominees running for an office for the subsequent year of this new requirement. And, when

presenting their qualifications to the Council before an election, nominees must state that, to the best of their knowledge, they will not have difficulty meeting this additional attendance requirement.
Motion carried unanimously.

Ryan White Part A Memorandum of Understanding and Ryan White Part B/SS Letter of Understanding - *Motion #6: it was moved and seconded, (Hawkins, Deal) to review the Ryan White Part A Memorandum of Understanding and Ryan White Part B/SS Letter of Understanding in the year 2020.* Motion carried unanimously

Important event dates (this committee stays in place through the 2020 Orientation):

- Performance Evaluation with the Director – Dec. 16, 2019
- Mentor Luncheon – Thurs. Jan. 16, 2020
- Operations Committee Meeting – Jan. 16, 2020
- Ryan White Orientation – Thurs. Jan. 23, 2020

Agenda for Mentor Luncheon- The committee agreed by consensus to follow and keep the same agenda for the 2020 Mentor Luncheon.

Agenda for Ryan White Orientation- The committee reviewed and made slight changes to the agenda for the 2020 Ryan White Planning Council Orientation.

New Business

LEAP 2020 - After the committee discussed, ***Motion #6: it was moved and seconded (Deal, Hawkins) to approve the 2020 LEAP Service Definition as presented.*** **Motion passed unanimously.**

Youth Council - Galley, Murray and Williams are meeting monthly with the AIDS Foundation Houston's Youth Group and continue to provide qualified speakers with information about HIV prevention, care and treatment. In 2020, the Committee will begin to work on the development of a Youth Council using the information gathered from working with the AFH Youth group.

Announcements: None

Adjournment: *Motion 7#:* it was moved and seconded (Deal, Hawkins) to adjourn the meeting at 1:46 p.m. **Motion carried unanimously.**

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

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

- Photographs
- Optional breakfast

8:00 a.m. WELCOMING REMARKS

- Opening Remarks, Housekeeping & Review Agenda
Tana Pradia, 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
_____, Member, Operations Committee
- Meeting Packets & Agendas
_____, Member, Operations Committee
- Bylaws & Policies
Alternating Members, Operations Committee
- Attendance
Tana Pradia, Chair, Ryan White Planning Council

9:25 a.m. FORMAL RELATIONSHIPS

Tana Pradia, Facilitator

- Tori Williams, Liaison for County Judge
Lina Hidalgo, Chief Elected Official
- Tana Pradia, 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

10:00 a.m. MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

The Honorable Lina Hidalgo, County Judge

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

Tana Pradia, Chair, Ryan White Planning Council

10:05 a.m. RECOGNIZE THE MENTORS

Tana Pradia, Chair, Ryan White Planning Council

10:10 a.m. COMMITTEE ORIENTATION

_____, Facilitator

11:00 a.m. BREAK

11:30 a.m. TIMELINE OF CRITICAL COUNCIL ACTIVITIES

Tori Williams, Director, Office of Support

11:40 a.m. RYAN WHITE, THE BOY

Tori Williams, Director, Office of Support

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

Tana Pradia, Chair, Ryan White Planning Council

12:00 p.m. LUNCH

- Icebreaker - Introduce the Person Next to You
_____, Facilitator and _____, 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 a.m. BREAK

2:30 p.m. TRENDS IN PREVENTION AND CARE

- Molecular Surveillance
Camden Hallmark, Houston Health Department
- Test and Treat
Carin Martin, Harris County Health Department
- Other Ryan White Programs
Pete Rodriguez, HRSA Consultant

3:30 p.m. CLOSING REMARKS

Tana Pradia, Chair, Ryan White Planning Council