

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

12 noon, Tuesday, February 18, 2020

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
Carol Suazo, 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 Tori Williams
 - A. Public Comment
 - 1. Proposed edits to policies
 - 2. Combine RW Orientation with that of CPG
 - 3. Request for a Waiver
 - B. Purpose of the Committee
 - C. 2020 Committee Goals
 - D. 2020 Committee Meeting Dates & Critical Timeline
 - E. Critique the 2020 Mentor Luncheon
 - F. Critique the 2020 Council Orientation Amber Harbolt, Health Planner
 - G. Sign Member Statement of Confidentiality Forms Tori Williams
 - H. Elect a Committee Vice Chair

 - IV. Old Business
 - A. 2020 Council Training Schedule - HIV Molecular Surveillance++ Tori Williams

 - V. Announcements

 - VI. Adjourn

 - OPTIONAL: Members meet with Committee Mentor Johnny Deal

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

MINUTES

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

Call to Order: Ronnie Galley, Co-Chair, called the meeting to order at 10:37 a.m.

Adoption of the Agenda: Motion #1: it was moved and seconded (Cruz, Deal) to adopt the agenda with one change: under New Business, add Date for Affiliate Orientation. Motion carried unanimously.

Approval of the Minutes: Motion #2: it was moved and seconded (Deal, Ardoin) to approve the November 19, 2019 minutes. Motion carried. Abstention: Veronica.

Public Comment: none

2020 Council Orientation Itinerary: Williams walked the Committee through the itinerary for the 2020 Council Orientation and members signed up for tasks as hosts for the event.

New Business

Training topics for 2020: See attached draft of the 2020 Council Training Schedule

Date for Affiliate Orientation: Committee members agreed by consensus to have the new Affiliate Member Orientation on February 10, 2020 at 10 a.m.

Announcements: Pradia wished everyone a happy new year

Adjournment: Motion 5#: it was moved and seconded (Deal, Cruz) to adjourn the meeting at 11:11 a.m. Motion carried unanimously.

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

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.

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
Affiliate Members, Ryan White Committees

Copy: Carin Martin

From: Tori Williams, Director, Office of Support

Date: January 23, 2020

Re: End of Year Petty Cash Procedures

The fiscal year for Ryan White Part A funding ends on February 29, 2020. 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 Affiliate Committee members must turn in all requests for petty cash reimbursements **at or before 2 p.m. on Friday, February 14, 2020.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2020 **will not be reimbursed at all if they are turned in after March 31, 2020.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and May 31, 2020. This means that volunteers should give Rod the usual reimbursement request forms for transportation, food and childcare expenses incurred after March 1, 2020 but the Office may not be able to reimburse volunteers for these expenses until mid to late May 2020.

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

2019.....

Beginning of
fiscal year 2019

Feb 14

2020.....

Turn in all
receipts

Feb 29

2020.....

End of fiscal
year 2019. No
money available
to write checks until
possibly the end of
May

March 31

2020

Turn in all remaining receipts
for fiscal year 2019 or you
will not be reimbursed for
those expenses incurred between
March 1, 2019 and Feb. 29, 2020

Houston Area HIV Services Ryan White Planning Council
Office of Support
2223 West Loop South, Suite 240, Houston, Texas 77027
713 572-3724 telephone; 713 572-3740 fax
www.rwpchouston.org

Memorandum

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

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

Date: February 6, 2020

Re: Open Meetings Act Training

Please note that all Council members, and Affiliate 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, 2020. 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, March 12th and 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.

Houston Area HIV Services Ryan White Planning Council
Office of Support
2223 West Loop South, Suite 240, Houston, Texas 77027
713 572-3724 telephone; 713 572-3740 fax
www.rwpchouston.org

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 Affiliate 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.

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:

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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.

PUBLIC COMMENT

Over for original format

EMAIL DATED 01-31-20

Hi Tori,

I hope all is well, I spoke with Bobby Cruz about a suggestion to amend the bylaws:

- 1.) under section 5.04. Duties of Officer under "Chair" to propose to change from "his/her" to They/Them.
- 2.) Also I found this under the Policy and Procedures: Subject Letters of Support, Business Cards and Event Co-Sponsorship Policy NO. 300.15 Business Cards to propose to change his/her to They/Them.

Bobby told me I need to make the proposals in writing or come to the meeting as public comment in the Operations Committee.

Is there a specific document that I need to fill out or how does that work?

Thank you,
Josh Mica

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 7, 2001

REV JANUARY 1, 2018

POLICY No. 300.01

LETTERS OF SUPPORT, BUSINESS CARDS AND EVENT CO-SPONSORSHIP

1 PURPOSE

2
3 This policy is to establish the roles and responsibilities of the Ryan White Planning Council when
4 interacting with other organizations, determining events that will be co-sponsored by the Council
5 and determining if a letter of support can be provided by the Council.
6

7 AUTHORITY

8
9 The authority given to the Operations Committee by the council adoption and approval of the most
10 current By-laws and under the order of the Chief Elected Official (CEO) of Harris County, initiates
11 procedures by which day to day business of the Council is to take place.
12

13 BUSINESS CARDS

14
15 The Council will have two types of business cards: 1.) As the only authorized spokesperson for
16 the Council, the Chair will have a business card that includes his/her name. 2.) For all other
17 members of the Council, the staff will prepare one generic card that explains how to contact the
18 Office of Support and does not include personal identifying information. ←
19

20 LETTERS OF SUPPORT

21
22 When appropriate, letters of support will be written collaboratively between the Council Chair and
23 the Office of Support.
24

25 PROCESS

26 EVENT CO-SPONSORSHIP

27
28 The Ryan White Planning Council will consider co-sponsorship of an event when the following
29 has happened:

- 30
- 31 • Ninety-day advance notice is given so that the Council can review information about the event.
 - 32 • When the 90-day advance notice is not possible, the Affected Community Committee is
33 authorized to make a recommendation to the Planning Council regarding co-sponsorship
34 of the event.
 - 35 • Events relating to a State of Emergency will take precedence over other events.
36

37 At appropriate Ryan White Planning Council approved events, a booth/table will be set up to
38 distribute information about Council activities as well as applications for Council membership.
39

40 If the sponsoring organization requests the use of a Council logo or permission to add the Council's
41 website link to the sponsoring organization's website, the following applies. The Council does
42 not have a logo and is not authorized to use the Harris County logo. Adding the Council's website
43 link to the sponsoring organization's website can only be done when the Chair of the Planning
44 Council and the Manager of the Office of Support have provided written approval for 1.) Adding
45 the link to the other organization's website and 2.) The text describing the link to the Council's
46 website. If the sponsoring agency requests that their logo or website link be added to the Council's
47 website, the Council will only include the agency's website address within the electronic version
48 of the Blue Book which is posted on the Council's website.

Section 5.04. Duties of Officers. The officers of the duly appointed Council shall have the responsibility for the performance of the following duties:

Chair: The Chair of the Council shall serve as the Chief Executive Officer of the Council and shall preside at all meetings of the Council and the Steering Committee. The Chair is the only official spokesperson for the Council and will be responsible for interfacing with the public and with the media. As the only authorized spokesperson, the Chair will have a business card that includes his/her name. He/she will also be responsible for correspondence to members regarding attendance and participation issues. The Chair shall perform such other duties as are normally performed by a chair of an organization or such other duties as the Council may prescribe from time to time. The Chair of the Council is an ex-officio member of all committees (standing, subcommittee, and work groups). Ex-officio means that he/she is welcome to attend and is allowed to be a part of committee discussion. They are not allowed to vote. In the absence of the Chair of the Council, the next officer will assume the ex-officio role with committees.

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←

Vice Chair: The Vice Chair of the Council shall preside at meetings of the Council and Steering Committee in the absence of the Chair. The Vice Chair shall perform such other duties as the Chair may designate or the Council shall prescribe from time to time.

Secretary: Per Texas law, the Secretary may not chair a meeting. The position of Secretary shall include the following duties:

- 1) The Secretary will ensure that minutes are taken, approved, and filed as mandated by the Ryan White Program.
- 2) The Secretary will be responsible for keeping an up-to-date roll of Planning Council members.
- 3) When a roll call vote is taken, the Secretary will call the roll call vote, note the vote and announce the results of the roll call vote. The Secretary will monitor voting for possible conflicts of interest, the Secretary will process inquiries into votes made in conflict of interest.
- 4) The Secretary will keep a copy of the Planning Council Bylaws and other relevant Policies and Procedures at the Planning Council meetings, and will provide the Council with clarification from the Bylaws and Policies & Procedures, as requested.
- 5) The Secretary will keep a record of all committees of the Planning Council. When (if) new committees are established, the Secretary will assure or cause to be assured the actual formation and implementation of the new committees.
- 6) The Secretary will be responsible for notification of specially called Planning Council meetings, corresponding to the members as required by the Bylaws.

Standing Committee Chairs/Co-Chairs: The Standing Committee Chairs, or one of the Standing Committee Co-Chairs, shall preside at all meetings of their respective committees. The Committee Vice Chair shall preside at all committee meetings in the absence of the Chair, or both of the Co-chairs. If none is present, committee members shall use consensus to select another committee member to chair that particular meeting. The Committee Chairs/Co-chairs are responsible for the execution of the duties prescribed herein for the Committees and for such other duties as may be prescribed by the Chair of the Council or the Council from time to time. The Committee Chairs/Co-chairs are responsible for the recording of or cause to be recorded all deliberations

undertaken by each respective Committee. Copies of all approved minutes are available in the Office of Support for the Ryan White Planning Council.

ARTICLE VI

Quorum, Voting, Proxies and Attendance

Section 6.01. Quorum. A majority of the members of the Council are required to constitute a quorum at Council meetings. In computing a quorum, vacant seats on the Council or Committee shall not be counted. A minimum of one (1) self-identified HIV positive member must be present to constitute a quorum.

At least two (2) committee members and a Chair must be present; one of these must be a self-identified HIV positive member, to constitute a Standing Committee quorum.

Section 6.02. Voting. Each member of the Council shall be entitled to one vote on any regular business matter coming before the Council. A simple majority of members present and voting is required to pass any matter coming before the Council except for that of proposed Bylaw changes, which shall be submitted (in written form) for review to the full Council at least fifteen (15) days prior to voting and will require a two-thirds (2/3) majority for passage. The Chair of the Council shall not vote except in the event of a tie. The Chairs of the Standing Committees shall not vote at Committee meetings except in the event of a tie.

Section 6.03. Proxies. There shall be no proxy voting.

Section 6.04. Council Attendance.

Council members are required to attend meetings of the Houston Area HIV Health Services (Ryan White) Planning Council. Any Council member with four (4) absences from Council meetings within a calendar year or who fails to perform the duties of a Council member described herein without just cause, is subject to removal by the CEO. The Secretary shall cause attendance records to be maintained and shall regularly provide such records to the Chair.

Standing Committee Attendance:

Committee members are required to attend regularly scheduled committee meetings. Four (4) absences from committee meetings in a calendar year may be grounds for reassignment or termination of committee membership. The Council Chair will be responsible for determining reassignment or termination of committee membership. Reasons for absences that would be used for determining reassignment or termination include: 1) sickness; 2) work related conflicts (in or out of town and vacations); and 3) unforeseeable circumstances. The Chair of the Operations Committee will notify the Planning Council Chair if a member is absent for four (4) committee meetings and, if warranted, the Planning Council Chair will formally notify the member in writing of removal from committee membership. The member will be given an opportunity to request assignment to another committee. If the member continues to fail to meet committee requirements, it is the sole responsibility of the County Judge to determine if the member will be discharged from membership on the Planning Council.

Any Planning Council member who is unable to attend a Planning Council meeting or standing committee meeting of the committee must notify the Office of Support prior to such meeting. The Office of Support staff will document why a member is absent. The Operations Committee will

review attendance records quarterly.

ARTICLE VII

Administration of Funds, Information Regarding Funding
and Council Oversight of Funding

Section 7.01. Administration of Funds. The County Judge shall designate the lead agency which will be charged with the administration and distribution of any funds granted to the Eligible Area under the Act. The Council shall report to the County Judge its findings and recommendations regarding the prioritization and allocation of funds granted under the Act, together with its recommendations as to the use of any such funds in accordance with the provisions of the Act.

Section 7.02. Information Regarding Funding. Ryan White Grant Administration will be responsible for the collection and dissemination of monthly reports to the Council on the administration of the funds granted to the Eligible Metropolitan Area under the Act.

Section 7.03. Council Oversight of Funding. The Council is responsible for an annual assessment of the administrative mechanism and distribution of the funds granted to the Eligible Metropolitan Area under the Act by the lead agency designated by the County Judge. The Council shall perform such other oversight duties as may be required by the Act or any regulation promulgated there under.

ARTICLE VIII

Conflicts of Interest

Section 8.01. Conflict of Interests. A conflict of interest (COI) occurs: 1) when an appointed or voting member of the planning council has a direct or indirect fiduciary or other personal or professional interest in a council decision or the outcome of a vote, 2) when a member uses his/her positions for purposes that are motivated by pursuit of private gain for themselves or their families, friends, or business associates. COI is defined to include interests that existed within 12 months preceding the date when the conflict ended. The mere perception of COI is a significant concern.

2 of 2
←

The Council, acknowledging that perception is as important as reality, has elected to voluntarily adopt the following code of conduct regarding conflict of interest to be followed during all deliberations and decisions.

- 1) In order to make members aware of any potential positive bias, Council members agree to disclose their associations with any organization seeking to do business with the Ryan White Part A or B Administrative Agencies for which they or their spouse or domestic partner, during the past twelve months:
 - a) own, have ownership interest, or have been employed;
 - b) are or have been a Board member;
 - c) are or have been a consultant; or
 - d) are or have been involved in a contractual relationship.

- 3) In order to make other members aware of any potential negative bias, Council members agree to disclose their associations with any organization seeking to do business with the Ryan White Part A or B Administrative Agencies with which they or their spouse or domestic partner, during the past twelve months are or were involved in mediation, arbitration or litigation over any employment, contract, service delivery or other matter.
- 4) Council members agree to abstain from voting on any decision related to any organization for which they or their spouses or domestic partner have association as specified in number 1, above.
- 4) Council members will not serve on Grantee proposal review panels.

Section 8.02. Disclosure of Conflicts of Interests. Council members who have COI must declare that conflict before the discussion of a motion. This will be recorded in the official minutes. All council members must submit signed affidavits disclosing any COI when joining the Council, and at least annually, and/or more often as needed, thereafter. Members who are closely affiliated with an applicant are excluded from the prioritization process.

ARTICLE IX

Regular Meetings, Special Meetings, Notice and Business to be Considered

Section 9.01. Regular Meetings. Regular Meetings of the Council shall be held no less than quarterly at such times and places as shall be designated by the Council. Written Notice of Regular Meetings shall be given by email no less than five (5) calendar days prior to such Regular Meeting.

Section 9.02. Special Meetings. Special Meetings of the Council shall be held at such times and places as shall be designated by the Chair of the Council or upon the written request of one-half (1/2) of the members of the Council. Notice of Special Meetings shall be given by telephone or email no less than three (3) **working** days prior to such Special Meeting.

Section 9.03. Notice. It shall be the duty of the Secretary to give or cause to be given such notice to each member of the Council. Notice of Regular Meetings shall be given in writing. Notice of Special Meetings may be given telephonically, by email or by fax. Notice of Council meetings shall be posted in accordance with the Open Meeting Act, TEX. GOV'T CODE ANN. §§ 551.001-551.146, as amended.

Section 9.04. Business to be Considered. Any business coming before the Council shall be considered at a duly constituted and noticed Regular Meeting or Special Meeting. Only items approved by the Steering Committee for presentation to the Council and posted on the agenda may be voted on.

Section 9.05. Public Comment. There is an opportunity for public comment at all meetings. Persons wishing to speak must follow the Policies and Procedures for Public Comment.

ARTICLE X

Grievance

Section 10.01. Grievance. There is a Ryan White Planning Council grievance process and the

Williams, Victoria (County Judge's Office)

From: Steven Vargas <sivargas68@gmail.com>
Sent: Tuesday, January 14, 2020 1:50 PM
To: Williams, Victoria (County Judge's Office)
Subject: SHARING AN IDEA
Attachments: Orientation Planning Notes SV.docx; Cascade-Diagram_slide-5_English2-e1486467791887.png; double-helix_HIV continuum.gif; HIV-prevention-diagnosis-treatment-and-care-continuum.png

Tori,

Just got off a CPG Orientation Planning Call. Beau shared a great idea which I want to share with you. He said he knows it is too late right now, but would like to investigate the idea of doing a semi-combined RWPC/CPG Orientation.

My response was that the RWPC for this year has already planned out its Orientation and the idea is certainly too late to establish for this year. I also shared the RWPC Orientation is strictly for Planning Council members. Unlike the rest of the meetings of the year, this is a closed meeting only for Council members and the invited speakers. So, this would be a barrier that would need to be negotiated.

Otherwise, I loved the idea for a number of reasons.

1. Though the funding and rules may differ between HIV Prevention (CDC) and HIV care/treatment (HRSA), that the lines have become more blurred since 2012 when PrEP was approved by the FDA. I remember using this initial blurring of the lines as an argument for why we needed to develop a combined HIV Prevention and HIV care services plan if we intend to be truly comprehensive with addressing HIV. And then we took the plunge and developed the combined plan.
2. Today, we have developed visual representations of an HIV Continuum which encompasses both the Prevention and Treatment side of addressing HIV. So, even here we have been presenting information in a combined fashion. *see the colorful attachments*
3. Since the funding for both Prevention and Treatment go to different governmental bodies (Prevention > City; Treatment > County) a combined Orientation provides an opportunity for members of both planning bodies to experience what we see visually in combined Treatment Cascade representations, read in the NHAS and will more likely see in the EtE plans, particularly the 4th goal to develop a more coordinated system to address HIV.
4. It also reminds me of what Judge Emmett shared about his tradition of having a weekly recurring, when possible) breakfast with the Mayor of Houston. I wish more people knew about that so they could see people working together across across governmental systems...and our HIV Prevention and Treatment bodies would essentially reflect that example.

I know a number of hurdles and barriers could pop up as we look into this further, but on the face of it all, I think it could benefit the people serving on the respective planning bodies and our community as a whole. I have attached notes from what I submitted as an ideal CPG Orientation for this year in case you have the time to look it over and find the commonalities between both orientations. I imagine combined sessions for the items which affect both groups, and separating to orient to the particulars of their individual duties and

responsibilities. This would not be combining planning bodies, but demonstrating how we all work together under a number of initiatives and plans to end the epidemic levels of HIV with different roles (and funding and rules, etc), but the same goal.

Sorry for the long email. I just wanted to share this while it was still fresh in my mind.

REQUEST FOR WAIVER
FROM RYAN WHITE PLANNING COUNCIL
PETTY CASH POLICY 900.01

Date: 02/06/2020

Dear Members of the Operations Committee:

Regarding the Ryan White Planning Council Petty Cash Policy 900.01, dated

01/01/2018, I am requesting a waiver from lines:

“PROCESS/Transportation” in the policy, which refer to: “Full Time Employed Members work hours overlapping with Ryan White meetings, then the member must use their primary work address as their designated starting point for determining mileage reimbursement”. I believe that I should be exempt from this portion of the policy for the following reasons:

For the Mentor/Mentee Luncheon, I went to work late because it did not make sense to fight traffic to go to work for an hour only to have to leave to be at the Office of Support for 10:30. Attached, please find my leave of absence email confirmations showing my time approved by my manager for 5 hours on 1/16/2020 and 8 hours for Council Orientation on 1/23/2020 and Account Activity from the Harris County Toll Road Authority.

My regular work hours are 9:00 a.m. to 6:00 p.m. (5:30 if I take a 30-minute lunch) Currently, I live in the Greenspoint Area but work in Downtown Houston. Due to the traffic in the Downtown/Galleria-Area and because I have other comorbidities which affect my health and well-being, I either arrange to be completely off or arrive to work late and/or depart early, depending on the time/location of the scheduled Ryan White meeting. *{i.e. If a meeting is scheduled to begin prior to 11:00 a.m., I arrange to arrive to work late and leave from home traveling to the RW meeting location. If a meeting begins and/or is scheduled to end between 2:00-5:00 p.m., I leave work for the day about--30 minutes prior to the meeting start-time.}*

Using the afore-mentioned work schedule enables me to practice “self-care” and not needlessly tax myself and, since I am also on Intermittent FMLA with my employer, sometimes allows me to make medical appointments as needed. With this in mind, I respectfully request Petty Cash reimbursement(s) with designations as follows:

- **1/16/2020—Mentor/Mentee Luncheon at RW Office**
 - From 1000 Greens Rd, Houston, TX 77060 to 1021 Main St, Houston, TX 77002
- **1/23/2020 —RWPC Orientation at Third Coast in the Medical Center**
 - Round trip from/to 1000 Greens Rd, Houston, TX 77060 on 1/23/2020 with 2 tolls

Going forward, I further request this waiver remain on record and allows my designated start/end point(s) calculated using the time(s) stated within the *{bracketed section}* of preceding paragraph for all future reimbursement requests.

Humbly Submitted,


Angela F. Hawkins

Hawkins, Angela (HOU)

From: WasteMan601Ops@sedgwickcms.com
Sent: Friday, January 17, 2020 10:30 AM
To: Hawkins, Angela (HOU)
Cc: Dotson, Joy
Subject: [EXTERNAL] Absence Change for ANGELA HAWKINS

A leave of absence has been changed for ANGELA HAWKINS

Employee ID:	208035
Date and Time of Intake:	01/13/2020 10:42 AM
Leave Type:	Other time off - Floating Holiday
Leave Total Time:	8:00
Begin Date:	01/23/2020
End Date:	01/23/2020
Leave Status:	Approved

***** Please be sure to request documentation from your employee if your local attendance policy requires it.**

***** If appropriate, you must add this Other time off - Floating Holiday to the KRONOS time keeping system.**

If you are not the supervisor of this employee please forward this notice to the correct supervisor. Also, please contact your HR Representative to have company records updated to reflect the correct supervisor. If you do not know who the correct supervisor is, please contact your HR Representative immediately.

If your employee is going to be on an extended LOA, and does not need access to WM systems while on leave, you are asked to email the WM Information Technology Service Center (ITSC) to request a "Suspension of the employee's Network Logon ID." In your email to the ITSC, please be sure to identify the Employee, his/her Work Location, Email Address, Employee ID, and the expected return to work date, if available. Once the employee returns from leave, you may request reactivation of the Logon ID. Without this "Suspension Request," accounts that are inactive for more than 90 days are routinely deleted.

Please do not reply to this notification. If you have any questions regarding the information provided, please contact WM TOPS at 877-216-8677. You may also check the status of this claim 24 hours a day, 7 days a week through mywmtotalrewards.com or from the [TOPS link](#) on the Visor WM Applications page.

Sedgwick's messaging system has detected that you, as the email recipient, use an email system that supports and enables Transport Layer Security (TLS) email encryption. This message and its contents were transmitted securely to this recipient's email gateway via industry-standard TLS encryption.

Any personal data acquired, processed or shared by us will be lawfully processed in line with applicable data protection legislation. If you have any questions regarding how we process personal data refer to our Privacy Notice <https://www.sedgwick.com/global-privacy-policy>. Any communication including this email and files/attachments transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. If this message has been sent to you in error, you must not copy, distribute or disclose of the information it contains and you must notify us immediately (contact is within the privacy policy) and delete the message from your system.

Hawkins, Angela (HOU)

From: WasteMan601Ops@sedgwickcms.com
Sent: Friday, January 17, 2020 10:30 AM
To: Hawkins, Angela (HOU)
Cc: Dotson, Joy
Subject: [EXTERNAL] Absence Change for ANGELA HAWKINS

A leave of absence has been changed for ANGELA HAWKINS

Employee ID:	208035
Date and Time of Intake:	01/13/2020 10:40 AM
Leave Type:	Other time off - Floating Holiday
Leave Total Time:	5:00
Begin Date:	01/16/2020
End Date:	01/16/2020
Leave Status:	Approved

***** Please be sure to request documentation from your employee if your local attendance policy requires it.**

***** If appropriate, you must add this Other time off - Floating Holiday to the KRONOS time keeping system.**

If you are not the supervisor of this employee please forward this notice to the correct supervisor. Also, please contact your HR Representative to have company records updated to reflect the correct supervisor. If you do not know who the correct supervisor is, please contact your HR Representative immediately.

If your employee is going to be on an extended LOA, and does not need access to WM systems while on leave, you are asked to email the WM Information Technology Service Center (ITSC) to request a "Suspension of the employee's Network Logon ID." In your email to the ITSC, please be sure to identify the Employee, his/her Work Location, Email Address, Employee ID, and the expected return to work date, if available. Once the employee returns from Leave, you may request reactivation of the Logon ID. Without this "Suspension Request," accounts that are inactive for more than 90 days are routinely deleted.

Please do not reply to this notification. If you have any questions regarding the information provided, please contact WM TOPS at 877-216-8677. You may also check the status of this claim 24 hours a day, 7 days a week through mywmtotalrewards.com or from the [TOPS link](#) on the Visor WM Applications page.

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Account Activity

ANGELA HAWKINS | EZ TAG Account: ██████████
 TX DL. ***-178 | Balance: \$48.40 as of February 06, 2020 CST

[Transactions](#) |
 [Statements](#) |
 [Yearly Summary](#) |
 [Receipts](#)

Search Transactions

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Transaction Types	License Plate	Date Range	Date Range Type
HCTRA Tolls <input type="checkbox"/>	TX CDH1777	01/23/2020	Transaction Date <input type="checkbox"/>

Account Transactions

Subtotal: -\$3.00
 (based on your filtered transactions)

HCTRA toll transactions typically post within a few business days. Toll transactions from other agencies may take up to 60 days to post to your EZ TAG Account.

Toll transaction credits appear in PDF download only.

Transaction Date/Time	Posted Date/Time	License Plate	Nickname	Axis Count	Location	Description	Amount
01/23/2020 08:49:52 PM CST	01/23/2020 09:00:11 PM CST	TX-7MMLF	The Black Pearl	2	HCTRA - 281-875-3279-HARDY TOLL ROAD-HARDY SOUTH PLAZA-HDY-HOYS-04 NORTH	AVI Transaction	-\$1.50
01/23/2020 07:44:53 AM CST	01/23/2020 08:18:20 AM CST	TX-7MMLF	The Black Pearl	2	HCTRA - 281-875-3279-HARDY TOLL ROAD-HARDY SOUTH PLAZA-HDY-HOYS-11 SOUTH	AVI Transaction	-\$1.50

Houston Area HIV Services Ryan White Planning Council

Standing Committee Structure

(Reviewed 01-14-20)

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 affiliate 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 affiliate 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 affiliate 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 affiliate members.

**2020 QUARTERLY REPORT
OPERATIONS COMMITTEE**
(submitted April 2020)

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 2020.
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

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2020 Council Activities

(Revised 01-28-20)

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 2020 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. 23 Council Orientation. 2020 Committee meeting dates will be established at this meeting.
- Thurs. Feb. 6 12 noon. First Steering Committee meeting for the 2020 planning year.
- Mon. Feb. 10 10:00 am. Orientation for new 2020 Affiliate Committee Members.
- Thurs. Feb. 13 12 noon. First Council meeting for the 2020 planning year.
- Mon. Feb. 17 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. 27 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2020 unspent funds, FY 2021 priority setting process** and more.
- March Date and time TBD. EIIHA Workgroup meeting.
- Friday, March 13 5 pm Deadline for submitting a Project LEAP application form. See April 1 for description of Project LEAP. Call 832 927-7926 for an application form.
- March 17 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 2021 service categories** for Part A, Part B and *State Services* funding.
- Mon. March 23 12 noon. **Consumer Training** on the How to Best Meet the Need process.
- Wed. April 1 **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.
- Thurs. April 2 12 noon. Steering Committee meets.

(Continued)

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Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2020 Council Activities

(Revised 01-28-20)

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Thurs. April 9

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.

Mon. April 13

10 am – 5 pm, Special workgroup meetings. Topics to be announced. **Room 416**

Tues. April 21

Room 416

10:30 am. **How To Best Meet the Need Workgroup #1** at which the following services for FY 2021 will be reviewed:

- Ambulatory/Outpatient Medical Care (including Emergency Financial Assistance, Local Pharmacy Assistance, Medical Case Management, Outreach and Service Linkage – Adult and Rural)
- Ambulatory/Outpatient Medical Care (including Medical Case Management and Service Linkage – Pediatric)
- Referral for Health Care and Support Services
- Clinical Case Management
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Vision Care

1:30 pm. **How To Best Meet the Need Workgroup #2** at which the following services for FY 2021 will be reviewed:

- Health Insurance Premium & Co-pay Assistance
- Medical Nutritional Therapy (including Nutritional Supplements)
- Mental Health
- Substance Abuse Treatment/Counseling
- Non-Medical Case Management (Substance Use)
- Oral Health – Untargeted & Rural

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

Wed. April 22

Room 416

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 23

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

Mon. May 4

5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 17 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 2020 Council Activities

(Revised 01-28-20)

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 19 11 am. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2021 Council Support Budget.
- Tues. May 19 2:00 pm. Quality Improvement Committee meets to approve the **FY 2021 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.

Tues. May 26 7:00 pm., Public Hearing on the **FY 2021 How To Best Meet the Need results**.

Wed. May 27 Time TBD. Special Quality Improvement Committee meeting to review public comments regarding **FY 2021 How To Best Meet the Need results**.

Thurs. May 28 12 noon. Priority & Allocations Committee meets to recommend the **FY 2021 service priorities** for Ryan White Parts A and B and *State Services* funding.

Thurs. June 4 12 noon. Steering Committee meets to approve the **FY 2021 How to Best Meet the Need results**.

Thurs. June 11 12 noon. Council approves the **FY 2021 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 15-19 Dates and times TBD. Special Priority & Allocations Committee meetings to draft the **FY 2021 allocations for RW Part A and B and State Services funding**.

Tues. June 16 2:00 pm. Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.

Thurs. June 25 12 noon. Priority & Allocations Committee meets to approve the **FY 2021 allocations for RW Part A and B and State Services funding**.

Mon. June 29 7 pm. Public Hearing on the **FY 2021 service priorities and allocations**.

Tues. June 30 Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2021 service priorities and allocations**.

July/Aug. Workgroup meets to complete the proposed **FY 2021 EIIHA Plan**.

Thurs. July 2 12 noon. Steering Committee approves the **FY 2021 service priorities and allocations**.

Thurs. July 9 12 noon. Council approves the **FY 2021 service priorities and allocations**.

Thurs. July 23 12 noon. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2021 priority & allocations**. They also allocate **FY 2020 carryover funds**. **(Allocate even though dollar amount will not be avail. until Aug.)**

(continued)

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2020 Council Activities

(Revised 01-28-20)

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- Thurs. Aug. 6 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 2021 GRANT**. (Mail out date for the August Steering Committee meeting is July 30, 2020.)
- Aug. 11 – 14 2020 National Ryan White Conference, Washington DC.
- Mon. Aug. 24 12 noon. **Consumer Training** on Standards of Care and Performance Measures.
- Fri. Sept. 4 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 17 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. 15 2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Mon. Sept. 21 12 noon. **Consumer-Only Workgroup** meeting to review FY 2021 Standards of Care and Performance Measures.
- Tues. Oct. 13 12 noon. Review and possibly update the Memorandum of Understanding between all Part A stakeholders and the Letter of Agreement between Part B stakeholders.
- October or November Date & time TBD. Community Workgroup meeting to review **FY 2021 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 22 12 noon. Priority & Allocations Committee meets to allocate FY 2021 unspent funds.
- November Date & time TBD. Review the evaluation of 2020 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2020 Project LEAP.
- Tues. Nov. 10 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- Thurs. Nov. 12 12 noon. Council recognizes all Affiliate committee members.
- Tues. Dec. 1 **World AIDS Day.**
- Thurs. Dec. 10 12 noon. Election of Officers for the 2021 Ryan White Planning Council.

2020 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/24/20)

AFFECTED COMMUNITY

Meetings are on the second Mondays following Council starting at 12 noon.

February 24	July 20
March 17*	August 24
March 23	September 21
April no meeting	October 19
May 25 - Holiday	November 23
June 22	December no mtg

COMPREHENSIVE HIV PLANNING

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

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

OPERATIONS

Meetings are on the Tuesdays following Council starting at 11:30 am:

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

PLANNING COUNCIL

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

February 13	Aug. 13 – HRSA
March 12	September 10
April 9	October 8
May 14	November 12
June 11	December 10
July 9	

PRIORITY & ALLOCATIONS

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

February 27	July 23
March 17*	August 27
March 26	September 24
April 23	October 22
May 28	November no mtg
June 25	December no mtg

QUALITY IMPROVEMENT

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

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

STEERING

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

February 6	August 6
March 5	September 3
April 2	October 1
May 7	November 5
June 4	December 3
July 2	

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

**** Time to be announced**

BOLD = Special meeting date, time or place

2020 Council Orientation Evaluation Results

Introduction

The 2019 Operations Committee hosted the 2020 Houston Area Ryan White Planning Council Orientation on January 23, 2020 at Third Coast Restaurant and Conference Center. Staff asked members who attended Orientation to complete evaluation forms. Twenty-seven attendees completed an evaluation form, **33%** of whom were new members.

Members were asked to:

- Describe their favorite part of Orientation
- Rate the quality of logistic features of the event
- Rate the helpfulness of each session for preparing the members to serve on Council
- Rate their confidence in their ability to successfully participate in Council following Orientation
- Suggest any topics they thought would be useful to include in the 2021 Council Orientation

Successes

1. In descending order, the favorite parts of Orientation were:
 - a. Getting to know new and returning members
 - b. Trends in HIV Prevention and Care (particularly molecular HIV surveillance)
 - c. Lunch
 - d. Jeopardy
2. All meeting logistic features had mean quality ratings of **4.68** or higher. This means that, on average, the location, meeting space, food and drink provided, materials, overall agenda, facilitators, and staff communication were rated as **“Very Good”** or **“Excellent”**.
3. All Orientation sessions had a mean helpfulness rating of **4.60** or higher. This means that, on average, attendees rated all sessions as **“Very Helpful”**, or **“Extremely Helpful”**. Lunch/introductions received the highest mean helpfulness rating (**4.63**), followed by the Committee Orientation (**4.61**), and Trends in HIV Prevention and Care (**4.61**).
4. All new member sessions received helpfulness ratings of **5.00**, meaning that, on average, attendees rated all new member sessions as **“Extremely Helpful”**.
5. The mean confidence rating was **4.46**. This means, on average, members reported being **“Very Confident”** following the 2020 Orientation.

Challenges

1. Though the overall agenda received an **“Excellent”** average rating (**4.65**), two attendees commented on the need to limit the time spent on introductions, and manage pacing of the agenda.

Opportunities

The following are direct quotes from members who attended Orientation on what topics they would like to see included in the 2021 Council Orientation:

- “More info on molecular science.”

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: _____

Training Topics for 2020 Ryan White Planning Council Meetings (updated: 01/28/2020)

DRAFT

Shading = may be room on agenda for a second speaker

Month 2020	Topic	Speaker
January 23	Council Orientation	See Orientation agenda
February 13	People First Language	Tana Pradia and Angela F. Hawkins, Positive Women's Network
March 12	How to Best Meet the Need Training & Process 2021 End the HIV Epidemic Community Plan(s) Updates from the Texas Dept. of Health Services	Denis Kelly & Pete Rodriguez, Co-Chairs, Quality Improvement Committee Staff, Houston Health Department Shelley Lucas, MPH, Manager, HIV/STD Prevention and Care Branch, TDSHS
April 9	Houston HSDA HIV Care Continuum	Ann Dills, Texas Dept. of State Health Services
May 14		
June 11	TENTATIVE: Project LEAP Presentation	2020 Project LEAP Students
July 9	HRSA SITE VISIT Priority Setting and Allocations Processes	Bobby Cruz & Allen Murray, Co-Chairs, Priority & Allocations Committee
NEW DATE: August ____	TENTATIVE: Intimate Partner Violence and HIV	Staff, Ryan White Grant Administration
September 10	Updates from the Texas Dept. of Health Services	Shelley Lucas, MPH, Manager, HIV/STD Prevention and Care Branch, TDSHS
October 8	EIIHA Update TENTATIVE: Trauma Informed Care	Amber Harbolt, Health Planner, Ryan White Office of Support Aly Jacobs, Houston Area Women's Center (HAWC)
November 12	We Appreciate Our External Members Election Policy	Tana Pradia, Chair, Ryan White Planning Council Ronnie Galley and Carol Suazo, Co-Chairs, Operations Committee
December 10	Elections for the 2021 Officers	Ronnie Galley and Carol Suazo, Co-Chairs, Operations Committee

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

Requests: Updates from the Texas Department of State Health Services (TDSHS) - 2 x per year

END HIV – State and Local Plan. Interface with Comprehensive Plan

Transgender Health Issues by Dr. Lake – recommended by Dr. Patel