

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

MEMO

To: 2020 Operations Committee
Ronnie Galley, Co-Chair
Carol Suazo, Co-Chair
Bobby Cruz
Johnny Deal
Angela F. Hawkins
Crystal Starr
Allen Murray

Copy: Tana Pradia
Carin Martin
Yvette Garvin

From: Tori Williams

Date: Friday, May 29, 2020

Re: Meeting Announcement

Please note the following meeting information:

Operations Committee Meeting
11:00 am, Friday, June 5, 2020

Click on the following link to join the Zoom Meeting:
<https://us02web.zoom.us/j/81995523121?pwd=SkNqK01kaDNHZncyLytuU3lEaGlNdz09>
Meeting ID: 819 9552 3121
Password: 729828

Or, call to participate by telephone: 346 248-7799

Please RSVP to Rod, even if you cannot attend the meeting. She can be reached at:
Rodriga.Avila@cjo.hctx.net or by telephone at 832 927-7926.

We look forward to seeing you next week.

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

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AGENDA

* = Handout to be distributed at the meeting

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- 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

- 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. 2022-2023 Blue Book Budget
 - 1. General Information
 - 2. Proposed FY 2021 Budget
 - 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 2021 Blue Book Budget
 - B. Council Support Budget
 - 1. Policy for Approving the Council Support Budget
 - 2. Proposed FY 2021 Council Support Budget

- V. Announcements
July agenda items: 2020 attendance

- VI. Adjourn

OPTIONAL: Members meet with Committee Mentor

Johnny Deal

Comparison of FY 2020 and 2021 Council Support Budgets

(Prepared 05-30-20)

Item	Current FY 2020 Budget	Proposed FY 2021 Budget (4% Merit Increase)	Difference between FY 2020 and Proposed FY 2021 Budgets
Salaries	\$258,002	\$268,333	\$ 10,331
Fringe	118,470	120,886	2,416
Equipment	2,000	3,000	1,000
Travel	13,500	3,500	- 10,000
Supplies	5,000	7,000	2,000
HIV Resource Directory/Blue Book	51,000	12,000	- 39,000
Web Page Technical Assistance	500	2,500	2,000
App Training/Tech Assistance	0	5,000	5,000
Interpreter Services (speaking)	1,500	3,000	1,500
Translation Services (written)	1,000	5,000	4,000
Postage Machine Rental & Postage	5,000	10,000	5,000
TOTAL	\$524,908	\$509,155	- 15,753

Houston Ryan White Planning Council
FY 2021 Council Support Budget
 March 1, 2021 - February 28, 2022

	Subtotal	Total
PERSONNEL		
RWPC Manager (V. Williams)	\$82,630	\$268,333
(\$6886/mo. X 12 mos. X 100%) Responsible for overall functioning of planning council, supervises all support staff.		
RWPC Health Planner (A. Harbolt)	\$75,729	
(\$6311/mo. X 12 mos. X 100%) Responsible for coordinating Comprehensive Planning and Needs Assessment activities. Analyzing and presenting data.		
RWPC Coordinator (D. Beck)	\$58,881	
(\$4,907/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.).		
Assistant Coordinator (R. Avila)	\$51,093	
(\$4258/mo x 12 mos. X 100%) Coordinates support activities for assigned committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.)		
 FRINGE		 \$120,886
Social Security @ 7.65%	\$20,527	
Health Insurance (4 x \$13,900/FTE)	\$55,600	
Retirement @ 14.5%	\$38,908	
Workers Compensation @ 0.50%	\$1,342	
Supplemental Death Insurance @ 0.50	\$1,342	
Unemployment Insurance @ 0.23%	\$617	
Incentives/allowances	\$2,550	

Houston Ryan White Planning Council
FY 2021 Council Support Budget
 March 1, 2021 - February 28, 2022

		Subtotal	Total
EQUIPMENT		\$3,000	
Replacement obsolete computers and tablets	\$3,000	\$3,000	
TRAVEL		\$3,500	
Local travel @ \$0.58/mile for Planning Council Support Staff	\$500		
Out of EMA travel:	\$3,000		
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.			
SUPPLIES		\$7,000	
General consumable office supplies including materials for Council Members and Public Meetings	\$7,000		
CONTRACTUAL		\$0	
	\$0		
OTHER		\$106,436	
Resource Guide	\$12,000		
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:	\$2,500		
For additional training/consultation to staff in order to update/improve web site.			
App Technical Assistance Costs:	\$5,000		
For training/consultation to staff in order to create an app for the Houston Area HIV Resource Guide.			

Houston Ryan White Planning Council
FY 2021 Council Support Budget
 March 1, 2021 - February 28, 2022

	Subtotal	Total
<p>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.</p>	\$4,000	
<p>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.</p>	\$5,500	
<p>Project LEAP Education: Training costs for 17 weeks including speaker fees, room rental for off-site meetings & educational materials.</p>	\$9,500	
<p>Consumer Education: Training costs for 5 seminars including speaker fees & room rental for off-site meetings & educational materials.</p>	\$5,000	
<p>Interpreter Services For Spanish-speaking and sign-language interpretation services during public meetings, focus groups, etc.</p>	\$3,000	
<p>Fees and Dues Registration costs for attending meetings, trainings and conferences related to HIV/AIDS health planning.</p>	\$500	
<p>English/Spanish Translation (written): For professional translation of Council materials into Spanish.</p>	\$5,000	
<p>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.</p>	\$10,000	
<p>Copier Rental: For rental, service agreement of high-use Xerox machine used for Council and Office of Support.</p>	\$8,250	
TOTAL		\$509,155

Houston Ryan White Planning Council
FY 2020 Council Support Budget
 March 1, 2020 - February 28, 2021
 (Council approved - 06-13-19)

		Subtotal	Total
PERSONNEL			
RWPC Manager (V. Williams) (\$6621/mo. X 12 mos. X 100%) Responsible for overall functioning of planning council, supervises all support staff.	\$79,446	\$258,002	
RWPC Health Planner (A. Harbolt) (\$6068/mo. X 12 mos. X 100%) Responsible for coordinating Comprehensive Planning and Needs Assessment activities. Analyzing and presenting data.	\$72,820		
RWPC Coordinator (D. Beck) (\$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.).	\$56,611		
Assistant Coordinator (R. Avila) (\$4094/mo x 12 mos. X 100%) Coordinates support activities for assigned committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.)	\$49,125		
FRINGE		\$118,470	
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
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 (Council approved - 06-13-19)

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

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Copier Rental: For rental, service agreement of high-use Xerox machine used for Council and Office of Support.	\$8,250	
TOTAL		\$524,908