

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: Tuesday, July 7, 2020

Re: Meeting Announcement

Please note the following meeting information:

Operations Committee Meeting
11:30 am, Tuesday, July 14, 2020

Click on the following link to join the Zoom Meeting:
<https://us02web.zoom.us/j/8899837982?pwd=anE5RjczelRhT0RFcTlxTmlsQXZBZz09>
Meeting ID: 889 983 7982
Password: Ryanwhite

Or, call to participate by telephone: 346 248-7799
Meeting ID: 889 983 7982
Password: 895480

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

11:30 am, Tuesday, July 14, 2020

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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,
Committee Co-Chairs
- A. Moment of Reflection
 - B. Adoption of the Agenda
 - C. Approval of the Minutes
 - June 5, 2020
 - July 2, 2020

- 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 Tori Williams
- A. Revisions to the FY 2020 Council Support Budget
 - B. 2020 Council Attendance

- IV. Announcements

- V. Adjourn

OPTIONAL: Members meet with Committee Mentor Johnny Deal

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Thursday, July 2, 2020

Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Carol Suazo, Co-Chair	Ronnie Galley, excused	Tana Pradia, RWPC Chair
Bobby Cruz		
Johnny Deal		Staff
Angela F. Hawkins		Tori Williams, Director
Allen Murray		Diane Beck, Coordinator
Crystal Starr		Rod Avila, Assistant Coordinator

Call to Order: Carol Suazo, Co-Chair, called the meeting to order at 11:11 a.m.

Adoption of the Agenda: **Motion #1:** it was moved and seconded (Hawkins, Cruz) to adopt the agenda. **Motion carried unanimously.**

Public Comment: none

Project LEAP: Williams informed the Committee that Amber Harbolt has received an exciting opportunity and has asked to reduce her work hours to half time starting on September 1, 2020. The best way to accommodate this request is to bring in a contract employee to co-facilitate Project LEAP 2020. One excellent candidate for this temporary position is a current Council member. The Committee agreed that Council members can be applicants for such positions and can take the position while remaining on the Council as long as they do not run for Chair of the Council and abstain from voting on any Project LEAP related agenda items.

Announcements: July agenda items: 2020 attendance and FY 2020 Office of Support Budget.

Adjournment: **Motion #2:** it was moved and seconded (Hawkins, Cruz) to adjourn the meeting at 11:26 a.m. **Motion carried unanimously.**

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11 am, Friday, June 5, 2020

Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Ronnie Galley, Co-Chair	Allen Murray, excused	Tana Pradia, RWPC Chair
Carol Suazo, Co-Chair		
Bobby Cruz		Staff
Johnny Deal		Tori Williams, Director
Angela F. Hawkins		Rod Avila, Assistant Coordinator
Crystal Starr		

Call to Order: Ronnie Galley, Co-Chair, called the meeting to order at 11:08 a.m.

Adoption of the Agenda: **Motion #1:** *it was moved and seconded (Starr, Deal) to adopt the agenda.*
Motion carried unanimously.

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Deal, Starr) to approve the February 18, 2020 minutes.* **Motion carried unanimously.**

Public Comment: none.

How To Best Meet the Need Workgroup Meeting

2022 – 2023 Blue Book Budget

General Information: Williams explained that the first part of the meeting would be a How to Best Meet the Need Workgroup meeting to make recommendations regarding the 2022-2023 Blue Book. Then, the Operations Committee will review and vote on any recommendations coming from the workgroup, as well as take action on the FY 2021 Council Support Budget

Proposed FY 2021 Budget for the Blue Book: Williams provided an overview of the tasks necessary to publish The Blue Book every other year. Williams added that staff has noted that the paper copies of the Blue Book continue being requested in fewer and fewer quantities compared to previous years.

Williams also explained that staff recommends that, from here forward, we should rely more on electronic copies and less on hard copies since there has been a decrease over time in the number of requests for paper copies. The committee discussed the concept of creating a Blue Book app and training more than one staff member on app maintenance. **Motion #3:** *it was moved and seconded (Starr, Cruz) to approve the attached FY 2021 budget for the 2020-2021 Blue Book and moving forward with the concept of creating a Blue Book app at a cost of up to \$25,000.* **Motion carried unanimously.**

Motion #4: *it was moved and seconded (Hawkins, Starr) to adjourn the How to Best Meet the Need Workgroup meeting. Motion carried unanimously.*

The How to Best Meet the Need Workgroup adjourned.

The Operations Committee meeting resumed.

New Business

Recommendations from the How To Best Meet the Need Workgroup

Proposed FY 2022 – 2023 Blue Book Budget: The Committee reviewed the recommendation from the How To Best Meet the Need Workgroup regarding the budget for the 2022-2023 Blue Book.

Motion #5: *it was moved and seconded (Starr, Hawkins) to approve the attached FY 2021 budget for the 2022-2023 Blue Book and moving forward with the concept of creating a Blue Book app at a cost of up to \$25,000.. Motion carried unanimously.*

Council Support Budget

Policy for Approving the Council Support Budget: Williams reviewed the policy for approving the Council Support Budget.

Proposed FY 2021 Council Support Budget: The committee reviewed the attached, proposed FY 2021 Council Support Budget. **Motion #6:** *it was moved and seconded (Starr, Suazo) to approve the attached FY 2021 Council Support Budget, which includes a staff increase of 4% in FY 2021. Upon final approval of the staff increase, it is to be made effective immediately. Motion carried unanimously.*

Announcements: July agenda items: 2020 attendance and FY2020 Budget.

Adjournment: **Motion #7:** *it was moved and seconded (Hawkins, Starr) to adjourn the meeting at 12:00 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

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		
Social Security @ 7.65%	\$19,737	\$118,470
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
 March 1, 2020 - February 28, 2021
 (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	\$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:	 \$500		
For additional training/consultation to staff in order to update/improve web site.			

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

	Subtotal	Total
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.	\$4,000	
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.	\$5,500	
Project LEAP Education: Training costs for 17 weeks including speaker fees, room rental for off-site meetings & educational materials.	\$9,500	
Consumer Education: Training costs for 5 seminars including speaker fees & room rental for off-site meetings & educational materials.	\$5,000	
Interpreter Services For Spanish-speaking and sign-language interpretation services during public meetings, focus groups, etc.	\$1,500	
Fees and Dues Registration costs for attending meetings, trainings and conferences related to HIV/AIDS health planning.	\$500	
English/Spanish Translation (written): For professional translation of Council materials into Spanish.	\$1,000	
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.	\$5,000	
Copier Rental: For rental, service agreement of high-use Xerox machine used for Council and Office of Support.	\$8,250	
TOTAL		\$524,908

Summary of Proposed Revisions to the FY 2020 Council Support Budget

(Prepared 07-14-20)

Select Budget Items from the FY 2020 Council Support Budget	FY 2020 Select Budget Items Totals as of 03/01/20	Proposed Changes	Proposed FY 2020 Select Budget Item Totals	Notes
Salaries	258,002	- 18,204	239,798*	FTE changing to part time on 09/01/20
Fringe	118,470	- 7,891	110,579	FTE changing to part time on 09/01/20
Travel – National RW Conference	13,500	- 13,500	0	Conference cancelled
Resource Guide	51,000	- 15,000	36,000	Printing fewer books
Reimbursement RW Volunteers	26,686	- 18,000	8,686	No onsite meetings/no petty cash reimbursements or meals
Project LEAP – English	15,000	- 3,000	12,000**	No onsite meetings/no petty cash reimbursements
Consumer Education	5,000	- 2,000	3,000	Road 2 Success & Youth Group
TOTAL		- 77,595		
Salaries	239,798*	+ 10,000	249,390	4% salary increase for 4 employees pending approval
Advertising for PC Activities	6,000	+ 6,000	12,000	
Project LEAP – English	12,000**	+ 5,000	17,000	Co-facilitator fee
Project LEAP - Spanish	0	+ 15,000	15,000	Co-facilitator fees
English/Spanish Translation (written)	1,000	+ 10,000	11,000	Translate large documents
Blue Book App & Website	0	+ 25,000	25,000	
Update & Print Mini Blue Books	0	+ 6,000	6,000	For use at Harris Co. Jail. Maybe Outreach Workers
TOTAL		+ 77,000		

2020 Council Attendance
Updated 7-7-20

NUMBER OF COUNCIL MEETINGS HELD IN 2020: 4

Council Members <small>Shaded = retiring from Council on 12/31/20</small>	Number of meetings attended in 2020	Number of meetings unable to attend in 2020
Tana Pradia	4	
Allen Murray	4	
Crystal Starr	4	
Kevin Aloysius	4	
Veronica Ardoin	4	
Rosalind Belcher	2	2
Mauricia E. Chatman	4	
Enrique Chavez	4	
Tony Crawford	2	2
Robert "Bobby" Cruz	4	
Johnny Deal	1	3
Ronnie Galley	4	
Ahmier Gibson	2	2
Gregory Hamilton	1	3
Angela F. Hawkins	4	
Dawn Jenkins	4	
Arlene Johnson	1	3
Daphne L. Jones	2	2
J. Hoxi Jones	2	2
Mel Joseph	1	3
Denis Kelly	4	
Tom Lindstrom	3	1
Holly Renee McLean	4	
Josh Mica	4	
Rodney Mills	4	
Deondre Moore	2	2
Niquita Moret	0	4
Matilda Padilla	3	1
Shital Patel	4	
Oscar Perez	2	
John Poole	0	4
Rashel Richardson	2	
Faye Robinson	4	
Pete Rodriguez	3	1
Imran Shaikh	3	1
Gloria Sierra	0	4
Carol Suazo	3	1
Bruce Turner	3	1
Steven Vargas	4	
Andrew Wilson	4	