

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:30 am, Tuesday, November 17, 2020

Click on the following link to join the Zoom Meeting:

<https://us02web.zoom.us/j/86874507283?pwd=RWtXeFF1ZlVhWW9ZOCtMVDNwMHYwdz09>

Meeting ID: 868 7450 7283

Passcode: 041266

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

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
- 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.
- III. New Business
- A. 2021 Orientation: **10 am – 3:30 pm, Thurs. January 21, 2021**
- Location: United Way Resource Center or Zoom
 - Judge Hidalgo addresses the Council 2:40 – 3 pm
 - Develop Program
 1. See attached 2020 program
 2. Entertaining speakers
 3. 15 min. break every 2 hours
 4. Incentives/drawings
 5. Reimbursement for lunch – Kroger cards?
- B. 2021 New Member Orientation & Mentor Luncheon: **Thurs. January 14, 2021**
- 10 am – 12 noon, New Member Orientation: see attached 2020 Program
 - 12 – 1:30 pm, Luncheon: move into breakrooms when necessary
 - 1:30 pm, Operations Committee meeting to finish Orientation Program
- C. Practice with the Interview Form
- IV. Old Business
- A. Election of 2021 Ryan White Officers
- V. Announcements
- The Committee meets 11am - 2pm on Mon, November 30th, Tues, December 15th?, and after Mentor Luncheon**
- VI. Adjourn

❖ INTERVIEW COUNCIL APPLICANTS

Houston Area HIV Services Ryan White Planning Council**Operations Committee Meeting**

11:30 am, Thursday, October 13, 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		Rebecca Edwards, RWGA
Allen Murray		Tori Williams, Director
Crystal Starr		Rod Avila, Assistant Coordinator

Call to Order: Carol Suazo, Co-Chair, called the meeting to order at 11:37 a.m.

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Hawkins, Starr) to approve the September 15, 2020 minutes. Motion carried.* Abstention: Suazo.

Public Comment: none

New Business

Memorandum of Understanding – Part A Stakeholders and Letter of Agreement – Part B Stakeholders: **Motion #3:** *it was moved and seconded, (Starr, Hawkins) to review and update the Memorandum of Understanding for Ryan White Part A and the Letter of Agreement for Part B stakeholders in the year 2021. Motion carried unanimously.*

Team Building: Williams reviewed the 2020-2021 schedule of Team Building/Fun activities for all Ryan White Volunteers, Staff and Project LEAP students. See attached.

2021 Council Orientation: Williams stated that the 2021 reservation at Third Coast Restaurant was canceled due to the anticipated stay at home orders in the winter months of 2021 due to the COVID-19 pandemic. Therefore, the following meetings will probably be held virtually:

- 10 am – 1:30 pm, Thurs. Jan. 14, 2021 – Orientation for new members followed by the Mentor Luncheon
- 10 am – 3 pm, Thurs. Jan. 21 OR Jan. 28 – Orientation for all 2021 Council members with social distancing at United Way, a hotel or via Zoom

Old Business

Election of 2021 Ryan White Officers: Committee members reviewed the attached Slate of Nominees for the 2021 Ryan White Planning Council Officers. **Motion:** It was moved and seconded (Cruz, Hawkins) that the attached slate of nominees for officers of the 2021 Ryan White Planning Council be approved.

Interview Schedule for New Members: Interviews will be scheduled on Tuesday, November 17, 2020 for 2021 Council applicants.

Youth Group: Williams informed the Committee that the Youth Group met with Rebecca Edwards, Ryan White Grant Administration, to provide input into the FY 2021 Standards of Care and Performance Measures. Then, Rod provided box lunches, gift cards and cloth masks from Tana Pradia.

Announcements: none.

Adjournment: Motion #4: *it was moved and seconded (Hawkins, Starr) to adjourn the meeting at 12:46 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
Bobby Cruz, Member, Operations Committee
 ■ Meeting Packets & Agendas
Angela F. Hawkins, 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 the Ryan White Program to 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

- 10:30 a.m. INTRODUCTION OF OFFICERS & COMMITTEE CO-CHAIRS**
Tana Pradia, Chair, Ryan White Planning Council
- 10:35 a.m. RECOGNIZE THE MENTORS**
Tana Pradia, Chair, Ryan White Planning Council
- 10:45 a.m. COMMITTEE ORIENTATION**
Tana Pradia, Facilitator
- 11:15 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**
Diane Beck, Council Coordinator, 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
Allen Murray, Facilitator and Ronnie Galley, 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 HIV PREVENTION AND CARE**
 ■ Molecular Surveillance
Staff, Houston Health Department
 ■ Test and Treat
Carin Martin, Ryan White Grant Administration
 ■ Other Ryan White Programs
Pete Rodriguez, HRSA Consultant
- 3:30 p.m. CLOSING REMARKS**
Tana Pradia, Chair, Ryan White Planning Council



Ryan White Planning Council Mentor / Mentee Luncheon

12 noon, Thursday, January 16, 2020

AGENDA

- | | |
|---------------------------------------|---|
| I. Welcome | Tana Pradia,
Chair, Ryan White
Planning Council |
| II. Roles of the Mentor
and Mentee | Tana Pradia |
| III. Expectations | New Members |
| IV. Experiences | Current Members |
| V. Attendance & Paperwork | Tori Williams |
| VI. Closing Remarks | Tana Pradia |



Ryan White Planning Council Mentor / Mentee Luncheon





12 noon, Thursday, January 16, 2018

AGENDA





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JOB DESCRIPTIONS

MENTOR




-  Attend the Mentor/Mentee Luncheon.
 -  Help Mentee fill out paperwork at the Luncheon.
 -  At the first committee meeting of the year, determine if the committee mentors are going to make themselves available before or after committee meetings.
 -  Be available to meet with new committee members before or after each committee meeting.
-

MENTEE





-  Attend the Mentor/Mentee Luncheon.
-  Work with Mentor to fill out paperwork at the Luncheon.
-  Ask LOTS of questions in meetings!
-  Contact committee mentors via email or telephone to let them know they will be needed for consultation before or after the next committee meeting.

JOB DESCRIPTIONS

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MENTEE

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-  Work with Mentor to fill out paperwork at the Luncheon.
-  Ask LOTS of questions in meetings!
-  Contact committee mentors via email or telephone to let them know they will be needed for consultation before or after the next committee meeting.

Applicant Name:

Date of Interview:

Does the Committee recommend applicant as a Council member to the County Judge:

☐ Yes ☐ No ☐ External member then Council member ☐ External member only

Justification (at least one sentence): _____

Membership Committee Interview Evaluation

Use the following rating scale to evaluate the applicant's interview. **Reviewer must justify if rating candidate as a 1 or 4:**

- 1 = Unacceptable: Applicant did not understand or fully answer the question. Final response was incorrect or unacceptable. Did not demonstrate an understanding of the issues.
- 2 = Borderline acceptable: Applicant understood the question, but final response was vague or incomplete. It was not clear that the applicant understood the issues.
- 3 = Acceptable: Applicant's response was acceptable. Final response addressed most aspects of the question and demonstrated a basic understanding of the issues.
- 4 = Exceptional: Applicant's response was thorough, clear and well-presented. Final response addressed all aspects of the question and demonstrated a thorough understanding of the issues.

1. Applicant's application form.

1 2 3 4

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional

2. Please tell us about yourself.

1 2 3 4

3. Please tell us about any special interests, qualifications, and strengths that you can bring to the Ryan White Planning Council.

1 2 3 4

4. What does the Ryan White Planning Council do?

1 2 3 4

5. Please tell us why you want to be a member of the Ryan White Planning Council.

1 2 3 4

6. Membership on the Planning Council requires a significant time commitment. Council meetings are at 12 noon on the second Thursday of every month and committees usually meet during working hours on Mondays, Tuesdays and Thursdays. This often equals 4 hours in meetings and 2 - 4 hours of reading between meetings. Please share how you would meet these requirements. Has your supervisor approved your time off for two monthly meetings and travel time?

1 2 3 4

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional
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7. Please describe or give an example of conflict of interest as described in the "Conflict of Interest Disclosure" form that was part of your application package.

1 2 3 4

8. Most of the work of the Planning Council is done in committees. Our standing committees are: Comprehensive HIV Planning, Operations, Priority and Allocations, Quality Assurance, and the Affected Community. Which of these committee(s) is of interest to you and why?

1 2 3 4

9. Describe how you would work as a team player to build consensus with other Council and committee members, as well as with staff.

1 2 3 4

10. Additional Questions:

1 2 3 4

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional

If applicant was previously a member of the Planning Council:

11. Why did you leave the Planning Council?

1 2 3 4

12. Please describe your experience on the Council and how you plan to use that experience if appointed again.

1 2 3 4

Applicant Strengths & Weaknesses

	3	2	1
1) Communication Skills	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
2) Self-Expression	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
3) Responsiveness	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
4) Leadership Potential	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
5) Basic Ryan White Knowledge	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
6) Motivational Level	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
7) Basic Leadership Skills	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
8) Adaptability	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
9) Growth & Develop. Potential	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
10) Team Player	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement

Comments: _____

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional

SLATE OF NOMINEES

As of Thursday, October 22, 2020, the following people have been nominated and accepted the nomination to run for an officer position on the 2021 Ryan White Planning Council:

Chair:

Allen Murray
Gloria Sierra
Crystal Starr

Vice Chair:

Denis Kelly
Deondre Moore
Crystal Starr

Secretary:

Tony Crawford
Josh Mica
Crystal Starr

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV NOVEMBER 14, 2019

POLICY No. 500.01

ELECTION OF OFFICERS, ELECTION OF COMMITTEE CHAIRS, DUTIES OF OFFICERS & CHAIRS

PURPOSE

This policy establishes the guidelines by which the officers of the Houston Area HIV Health Services Ryan White Planning Council will be elected. In addition, this outlines and defines the duties of RWPC Officers and duties of the Chairs of each of the Standing Committees. (See RWPC Policy No.400.01)

AUTHORITY

Bylaws (01/18) Article V, Sec5.01 - Sec5.06 ensures that the nomination and selection of officers and committee chairs will be in accordance with those principles.

DEFINITIONS

Ryan White Planning Council Officers refers to the positions of Chair, Vice Chair, and Secretary.

PROCESS

Nominations for officers may be submitted to the Planning Council Support Staff up until the end of the November Steering Committee meeting. After this time, nominations are added from the floor the day of the election. Nominations for officers will be announced at least one month prior to the December Houston Area HIV Health Ryan White Planning Council meeting. Any member may submit a nomination for himself/herself or another member for a specific office. Before the December Steering Committee meeting, each candidate must submit to the Office of Support a brief written description of their qualifications for the office they are seeking and prepare a short presentation describing their qualifications. The annual election will be held at the December RWPC meeting. Before the election takes place, members will be reminded that any member can ask for a call vote if that is their preference. If paper ballots are used, voters must print their name on their ballot before submitting. If voter does not print their name on the ballot, the ballot will be disqualified and not included in the election results. Paper ballots are to be stored in a fire proof safe in the Office of Support for twelve months after the election so that they can be accessed by anyone who wishes to review them. During the election, the Operations Committee will announce the slate of nominees, which will include but not be limited to, each candidate verbally expressing his or her interest in and qualifications for the office they are seeking. Typically, election to office will be by written ballot unless there is only one candidate running for a specific office. A simple majority vote will be required for election. (Per letter from Judge Eckels dated 12-13-00: "As in any political election, the number of candidates is not regulated. Following the first vote in the race, if one candidate has not received the majority, a run-off election is held between the two candidates receiving the most votes. The Council may accept nominations for the slate of officers that exceeds two candidates and may receive nominations from the floor regardless of the number

of candidates already nominated.”) 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 election of the officers will be done one at a time in the following order: Chair, Vice-Chair, and Secretary.

QUALIFICATIONS FOR RWPC OFFICERS:

Ryan White Part A or B or State Services funded providers/employees/subcontractors/Board Members and or employees/subcontractors of the Grantee(s) shall not be eligible to run for office of Chair of the Ryan White Planning Council. Except as otherwise required by the Ryan White Program, staff representing the Office of Support and Part A and B administrative agencies cannot serve as members of the Ryan White Planning Council. Staff representing these entities is requested to attend Council, committee and other meetings when work products are being developed and approved.

Candidates will have served as an appointed member of the RWPC for the preceding twelve (12) months and, if needed, have been reappointed by the CEO. If subsequent to the election the Chair of the RWPC becomes a provider/employee of a subcontractor/Board member of a subcontractor/of the Grantee he/she shall be immediately removed from office. A new election will be held to fill any open positions. In the event of a mid-year election, once an officer has vacated a position, a call to accept nominations will be announced at the Steering Committee meeting immediately following the resignation. Nominations for the vacated position may be submitted to the Planning Council Support Staff up until the end of the following Steering Committee meeting (approximately 30 days after the call for nominations). At this time, Office of Support staff will distribute the slate of nominees to all members of the Planning Council. After the close of the Steering Committee meeting, nominations can only be added from the floor the day of the election, which will take place at the Council meeting approximately seven days after the slate of nominees is closed at the Steering Committee meeting. At all times, any one of the three officers must be a self-identified HIV positive person.

ATTENDANCE REQUIREMENTS FOR RWPC OFFICERS:

If an officer of the Ryan White Planning Council misses three, unexcused consecutive meetings of the Steering Committee and Planning Council, 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 does not contact the Office of Support and request an excused absence and if they miss the October Steering Committee, October Planning Council and the November Steering Committee meetings.) Staff is asked to remind nominees for officer positions 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.

DUTIES OF OFFICERS:

The officers of the RWPC will be responsible for the following:

Chair: Chief Executive Officer of the Council; preside at all meetings of the Council; appoint Standing Committee Chairs; represent (or designate a representative to serve) on behalf of the Council at meetings, conferences, etc. where “Council representation” is requested. Chair assigns committee participation of Council members, and performs 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 will be responsible for correspondence to members regarding attendance and participation issues. The Chair will also sign and date the final version of the minutes as indication of PC approval. 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. He/she is not allowed to vote. In the absence of the Chair of the Council, the next officer will assume the ex-officio role with committees.

Vice Chair: Preside at meetings of the Council in the absence of the Chair. Perform such other duties as the Chair may designate or the Council shall prescribe from time to time. Performs the above duties in the absence of the Chair.

Secretary: The position of Secretary will oversee the following tasks:

1. The Secretary will ensure that minutes are taken, approved, and filed as mandated by the Ryan White Program.
2. Keep an up-to-date roll of PC members. The PC Operations Committee (RWPC Policy 400.01) will file membership management reports with the Secretary for presentation to the PC.
3. Call the roll call vote, noting voting and will announce the results of the roll call vote. The Secretary will monitor voting for possible conflicts of interest (COI), the Secretary will process inquiries into votes made in COI.
4. Keep a copy of the RWPC Bylaws and other relevant Policies and Procedures at the PC meetings, and will provide the Council with clarification from the Bylaws and Policies & Procedures, as requested.
5. Keep a record of all committees of the PC. 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. Be responsible for notification of specially called PC meeting, corresponding to the members as required by the Bylaws.

COMMITTEE CHAIRS:

Committee Chairs will be appointed by the Planning Council Chair. Committee Chairs must be members of the PC for at least one year. If committee leadership is not available from among PC members with at least one year's service, the Chair may seek leadership among remaining PC members. The Standing Committee Chairs will preside at all meetings of their respective committees. The Committee Vice Chair shall preside at all committee meetings in the absence of the Chair. If neither are present, committee members shall use consensus to select another committee member to chair that particular meeting. The Committee Chairs are responsible for the execution of the duties prescribed herein (see RWPC Policy 400.01) 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 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 from the Office of Support (713-572-3724). Minutes from full Council meetings are available on the PC website (www.rwpc.org) once the draft copy has been approved by the Chair of the Council.