

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday, March 16, 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/86882221703?pwd=cCtKeXh6a3JlVEN2WnZmMERYN28wdz09>

Meeting ID: 868 8222 1703

Passcode: 327913

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

AGENDA

* = Handout to be distributed at the meeting

-
- I. Call to Order Veronica Ardoin and
Ronnie Galley, 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. Old Business Tori Williams
 - A. Review Interview Process
 - B. Critique the 2021 Mentor Meeting
 - C. Critique the 2021 Council Orientation Ricardo Mora, Health Planner
 - D. Purpose of the Committee
 - E. Conflict of Interest
 - F. 2021 Committee Goals
 - G. 2021 Committee Meeting Dates & Critical Timeline
 - H. Sign Member Statement of Confidentiality Forms Tori Williams
 - I. 2021 Council Training Schedule
 - J. Elect a Committee Vice Chair

 - IV. New Business
 - A. Interview Mr. K. Martin for Council Membership
 - B. Policy for Distributing Food Cards 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

11:30 am, Tuesday, November 17, 2020

Meeting Location: Zoom teleconference

MINUTES

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

Call to Order: Ronnie Galley, Co-Chair, called the meeting to order at 11:35 a.m.

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Hawkins, Starr) to approve the October 13, 2020 minutes. Motion carried unanimously.*

Public Comment: none

New Business

2021 Council Orientation: Williams informed the Committee that 2021 Council Orientation will probably have to be hosted virtually due to the COVID-19 pandemic and orders that prohibit large gatherings. Staff was asked to make a reservation at a hotel or United Way in case orders are lifted and in-person gatherings are possible in late January. During the discussion, some of the committee members agreed that it would be best to prepare for a virtual orientation, which would require interactive and “upbeat” speakers since it is often difficult to keep members engaged while participating from home.

- 10 am – 1:30 pm, Thurs. Jan. 14, 2021 – Orientation for new members followed by the Mentor Luncheon
- 10 am – 3:30 pm, Thurs. Jan. 21 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.

Interview Schedule for New Members: Committee members Practice with the Interview Form. Interviews for 2021 Council applicants are to be scheduled on Tuesday, November 17, 2020.

DRAFT

Youth Group: Williams informed the Committee that the Youth Group will be meeting virtually during the month of the December. Then, Rod will provide box lunches, gift cards and cloth masks from Tana Pradia.

Announcements: none.

Adjournment: *Motion #4*: *it was moved and seconded (Galley, Deal) to adjourn the meeting at 12:44 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Nuts and Bolts for New Members

Please take into account that some of the procedures described below have been changed due to stay at home orders because of COVID-19.

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 will also be 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 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 described in the minutes. If you were absent at the meeting, please abstain from voting.

Due to County budgeting policy, there may be no petty cash reimbursements in March and April. Please turn in 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 21, 2021

Re: End of Year Petty Cash Procedures

The fiscal year for Ryan White Part A funding ends on February 28, 2021. 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 12, 2021.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2021 **will not be reimbursed at all if they are turned in after March 31, 2021.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and May 31, 2021. If meetings are held in person during this time, then volunteers should give Rod the usual reimbursement request forms for transportation, food and childcare expenses incurred after March 1, 2021 but the Office may not be able to reimburse volunteers for these expenses until mid to late May 2021.

We apologize for what could be an 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

2020.....

Beginning of
fiscal year 2020

Feb 12

2021.....

Turn in all
receipts

Feb 28

2021.....

End of fiscal
year 2020. No
money available
to write checks until
possibly the end of
May

March 31

2021

Turn in all remaining receipts
for fiscal year 2020 or you
will not be reimbursed for
those expenses incurred between
March 1, 2020 and Feb. 28, 2021

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: January 21, 2021

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, 2021. 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 contact Rod in the Office of Support and we will see if we can help you access the information.

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.

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

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

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**2021 QUARTERLY REPORT
OPERATIONS COMMITTEE**
(submitted April)

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 2021.
Status:
2. When necessary, address member needs for additional orientation and training, including through the Committee Mentoring Program.
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

2021 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/25/21)

AFFECTED COMMUNITY

TENTATIVE: Meetings are on the Monday after Council meets starting at 12 noon.

February 15	July 12
March 15	August 16
March 16*	September 13
April - no meeting	October 18
May 17**	November 15
June 14	December - no mtg

COMPREHENSIVE HIV PLANNING

Meetings are the second Thursday of the month starting at 2:00 pm:

February 11	August 12
March 11	September 9
April 8	October 14
May 13	November 11
June 10	December – no mtg
July 8	

OPERATIONS

Meetings are Tuesdays following the Council meeting starting at 11:00 am:

February 16	August 17
March 16	September 14
April 13	October 19
May 18	November 16
June 15	December 14
July 13	

PLANNING COUNCIL

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

February 11	August 12
March 11	September 9
April 8 – HRSA site visit	October 14
May 13	Nov 11 – LEAP presents
June 10	December 9
July 8	

PRIORITY & ALLOCATIONS

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

February 25	July 22
March 16*	August 26
March 25	September 23
April 22	October 28
May 27	November - no mtg
June 24	December - no mtg

QUALITY IMPROVEMENT

Meetings are on the Tuesdays following Council starting at 1:00 pm:

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

STEERING

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

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

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

BOLD = Special meeting date, time or place



Ryan White Mentor / Mentee Meeting

12 noon, Thursday, January 14, 2021

To join the Zoom meeting, click on the following link:

<https://us02web.zoom.us/j/83742099932?pwd=eFVnNDVOZyt4Q1VEaUN6MXdEY2xnUT09>

Meeting ID: 837 4209 9932

Passcode: 910241

Or dial in on your telephone at: 346-248-7799

AGENDA

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

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.

HOUSTON RYAN WHITE PLANNING COUNCIL 2021 ORIENTATION

Thursday, January 21, 2021

To join the Zoom meeting, click on the following link:

<https://us02web.zoom.us/j/87590137506?pwd=bmZiK2RQUtFYaWNNnkI0R0haaWxSQT09>

Meeting ID: 875 9013 7506 Passcode: 313866

Or dial in on your telephone at: 346-248-7799

- 10:00 a.m. WELCOME & INTRODUCTIONS**
Allen Murray, Chair, Ryan White Planning Council
- Member Introductions
 - Introduction of Planning Council Officers & Committee Co-Chairs
 - Recognize the Mentors
- 10:35 a.m. COMMITTEE ORIENTATION**
Facilitated by the Committee Co-Chairs,
- 11:00 a.m. HOUSTON'S ROLE IN ENDING THE HIV EPIDEMIC & A SEARCH FOR THE CURE**
Thomas Giordano, M.D., MPH.
Medical Director, HIV Services & the Thomas Street Health Center, Harris Health System
- 11:45 a.m. DANCE THE HOKEY POKEY**
Denis Kelly, Facilitator
- 11:50 a.m. LUNCH**
- 12:30 p.m. TIMELINE OF CRITICAL 2021 COUNCIL ACTIVITIES & THE 2021 GOAL FOR HOW TO BEST MEET THE NEED**
Tori Williams, Director, Ryan White Office of Support
- 1:45 p.m. COVID-19 VACCINES & HIV**
Shital Patel, M.D.
Assistant Professor, Baylor College of Medicine
- 1:45 p.m. DANCE THE YMCA**
Denis Kelly, Facilitator
- 2:00 p.m. BREAK**
- 2:10 p.m. FORMAL RELATIONSHIPS**
Allen Murray, Facilitator
- Tori Williams, Liaison for the Ryan White Program to County Judge Lina Hidalgo, Chief Elected Official
 - Allen Murray, 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, Health Planner, The Resource Group
- 2:40 p.m. MESSAGE FROM THE CHIEF EXECUTIVE OFFICER**
The Honorable Lina Hidalgo, County Judge
- 3:00 p.m. CLOSING REMARKS**
Allen Murray, Chair, Ryan White Planning Council

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.

Ryan White Definition of Conflict of Interest

“Conflict of Interest” (COI) is defined as an actual or perceived interest by a Ryan White Planning Council member in an action which results or has the appearance of resulting in personal, organizational, or professional gain. COI does not refer to persons living with HIV disease (PLWH) whose sole relationship to a Ryan White Part A or B or State Services funded provider is as a client receiving services. The potential for conflict of interest is present in all Ryan White processes: needs assessment, priority setting, comprehensive planning, allocation of funds and evaluation.

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2021 Council Activities

(Revised 01-13-21)

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 2021 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. 21 Council Orientation. 2021 Committee meeting dates will be established at this meeting.
- Thurs. Feb. 4 12 noon. First Steering Committee meeting for the 2021 planning year.
- TBD in early Feb. Orientation for new 2021 Affiliate Committee Members.
- Thurs. Feb. 11 12 noon. First Council meeting for the 2021 planning year.

Mon. Feb. 15 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 an Idea Form. Contact the Office of Support at 832 927-7926 to request required forms

Thurs. Feb. 25 Time TBD. Priority & Allocations Committee meets to approve the **policy on allocating FY 2021 unspent funds, FY 2022 priority setting process** and more.

TBD in March EIIHA Workgroup meeting.

TBD in March Time TBD. Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2022 service categories** for Part A, Part B and *State Services* funding.

TBD in March **Consumer Training** on the How to Best Meet the Need process.

Thurs. April 1 12 noon. Steering Committee meets.

Thurs. April 8 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.

(Continued)

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2021 Council Activities

(Revised 01-13-21)

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.

Mon. April 12 10 am – 5 pm, Special workgroup meetings. Topics to be announced.

Tues. April 20
Room _____

10:30 am. **How To Best Meet the Need Workgroup #1** at which the following services for FY 2022 will be reviewed:

- Ambulatory/Outpatient Medical Care (including Emergency Financial Assistance – Pharmacy 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 21
Room _____

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
- Emergency Financial Assistance - Other
- 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 22 Time TBD. Priority & Allocations Committee meets to allocate **Part A unspent funds**.

Mon. May 3 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 15 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.

TBD in May Time TBD. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2022 Council Support Budget.

TBD in May Time TBD. Quality Improvement Committee meets to approve the **FY 2022 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.

DRAFT
Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2021 Council Activities

(Revised 01-13-21)

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 25	7:00 pm., Public Hearing on the FY 2022 How To Best Meet the Need results.
Wed. May 26	Time TBD. Special Quality Improvement Committee meeting to review public comments regarding FY 2022 How To Best Meet the Need results.
Thurs. May 27	Time TBD. Priority & Allocations Committee meets to recommend the FY 2022 service priorities for Ryan White Parts A and B and <i>State Services</i> funding.
Thurs. June 3	12 noon. Steering Committee meets to approve the FY 2022 How to Best Meet the Need results.
Thurs. June 10	12 noon. Council approves the FY 2022 How to Best Meet the Need results.
Week of June 14-18	Dates and times TBD. Special Priority & Allocations Committee meetings to draft the FY 2022 allocations for RW Part A and B and State Services funding.
In June or Aug.	Time TBD. Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.
Thurs. June 24	Time TBD. Priority & Allocations Committee meets to approve the FY 2022 allocations for RW Part A and B and State Services funding.
Mon. June 28	7 pm. Public Hearing on the FY 2022 service priorities and allocations.
Tues. June 29	Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the FY 2022 service priorities and allocations.
July/Aug.	Workgroup meets to complete the proposed FY 2022 EIIHA Plan.
Thurs. July 1	12 noon. Steering Committee approves the FY 2022 service priorities and allocations.
Thurs. July 8	12 noon. Council approves the FY 2022 service priorities and allocations.
Fri. July 9	5 pm Deadline for submitting a Project LEAP application form. See July 28 for description of Project LEAP. Call 832 927-7926 for an application form.
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.)
Wed. July 28	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.

(continued)

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Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2021 Council Activities

(Revised 01-13-21)

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.

- Thurs. Aug. 5 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 2022 GRANT**. (Mail out date for the August Steering Committee meeting is July 22, 2021.)
- TBD in Aug. Time TBD. **Consumer Training** on Standards of Care and Performance Measures.
- Fri. Sept. 3 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 15 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.
- TBD in Sept. Time TBD. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- TBD in Sept. Time TBD. **Consumer-Only Workgroup** meeting to review FY 2022 Standards of Care and Performance Measures.
- TBD in Oct. Time TBD. 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 2022 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 28 12 noon. Priority & Allocations Committee meets to allocate FY 2022 unspent funds.
- Tues. Nov. 9 or 30 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- Thurs. Nov. 11 12 noon. Council recognizes all Affiliate Committee Members.
- Wed. Dec. 1 **World AIDS Day.**
- Thurs. Dec. 9 12 noon. Election of Officers for the 2022 Ryan White Planning Council.

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 2021 Ryan White Planning Council Meetings (updated: 02/05/21)

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Shading = may be room on agenda for a second speaker

Month 2020	Topic	Speaker
January 21	Council Orientation	See Orientation agenda
February 11	Updates on ADAP and Program Budgets	Shelley Lucas, MPH, Manager, HIV/STD Prevention and Care Branch, TDSHS
March 11	How to Best Meet the Need Training	Denis Kelly & Pete Rodriguez, Co-Chairs, Quality Improvement Committee
April 8	Houston HSDA HIV Care Continuum TENTATIVE: Updates on ADAP	Ann Dills, Texas Dept. of State Health Services Shelley Lucas, MPH, Manager, HIV/STD Prevention and Care Branch, TDSHS
May 13	COUNCIL MEETING CANCELED IN 2020	
June 10		
July 8	Priority Setting and Allocations Processes	Bobby Cruz & Allen Murray, Co-Chairs, Priority & Allocations Committee
August 11		
September 9	TENTATIVE: Intimate Partner Violence and HIV	Rebecca Edwards, Ryan White Grant Administration
October 14	EIIHA Update Trauma Informed Care	Ricardo Mora, Ryan White Office of Support Rebecca Edwards, Project Coordinator, Quality Management Development Ryan White Grant Administration
November 11	We Appreciate Our Affiliate Committee Members Election Policy Project LEAP Special Presentations	Tana Pradia, Chair, Ryan White Planning Council Ronnie Galley and Carol Suazo, Co-Chairs, Operations Committee 2021 Project LEAP Students
December 9	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

2021 Ryan White Planning Council

STANDING COMMITTEE MEMBERSHIP

(Updated 01-21-21)

Red = Committee Vice Chair Yellow = Committee Mentor

STEERING	
Allen Murray, RWPC Chair	Ronnie Galley, Co-Chair, Operations
Denis Kelly, Vice Chair	Veronica Ardoin , Co-Chair, Operations
Crystal Starr, Secretary	Bobby Cruz, Co-Chair, Priority and Allocations
Rosalind Belcher, Co-Chair, Affected Community	Peta-Gay Ledbetter, Co-Chair, Priority and Allocations
Tony Crawford, Co-Chair, Affected Community	Kevin Aloysius, Co-Chair, Quality Improvement
Daphne L. Jones, Co-Chair, Comprehensive HIV Planning	Steven Vargas , Co-Chair, Quality Improvement
Rodney Mills Co-Chair, Comprehensive HIV Planning	

AFFECTED COMMUNITY			
1. Rosalind Belcher, Co-Chair	8. Rodney Mills	<i>Affiliate Members:</i>	
2. Tony Crawford, Co-Chair	9. Holly McLean	1. Ashley Barnes	7.
3. Veronica Ardoin	10. Diana Morgan	2. Ms Dee Francis	8.
4. Ardry "Skeet" Boyle Jr.	11.	3. Josie Rodriguez	9.
5. Enrique Chavez	12.	4. Beto Ramirez	
6. Johnny Deal	13.	5. Trina Wright	
7. Ronnie Galley		6.	

COMPREHENSIVE HIV PLANNING			
1. Daphne L. Jones, Chair	8. Imran Shaikh	<i>Affiliate Members:</i>	
2. Rodney Mills, Chair	9. Robert Sliepka	1. Dominique Brewster	7.
3. Dawn Jenkins	10. Steven Vargas	2. Lisa Felix	
4. Deondre Moore		3. Herman Finley	
5. Tom Lindstrom		4. Esther Ogunjimi	
6. Shital Patel		5. Debra Reagans	
7. Faye Robinson		6.	

OPERATIONS			
1. Ronnie Galley, Co-Chair	4. Johnny Deal	7. Crystal Starr	
2. Veronica Ardoin, Co-Chair	5. Denis Kelly		
3. Bobby Cruz	6. Matilda Padilla		

PRIORITY AND ALLOCATIONS			
1. Bobby Cruz, Co-Chair	4. Mauricia E. Chatman	7. Josh Mica	<i>Affiliate Members:</i>
2. Peta-Gay Ledbetter, Co-Chair	5. Kimberley Collins	8. Robert Sliepka	1.
3. Ardry "Skeet" Boyle Jr.	6. Roxane May	9. Bruce Turner	

QUALITY IMPROVEMENT			
1. Kevin Aloysius, Co-Chair	8. Pete Rodriguez	<i>Affiliate Members:</i>	
2. Steven Vargas, Co- Chair	9. Gloria Sierra	1. Marcey Macias	
3. Johanna Castillo	10. Crystal Starr	2. Karla Mills	
4. Ahmier Gibson	11. Andrew Wilson	3. Cecilia Oshingbade	
5. Josh Mica		4. Tana Pradia	
6. Nkechi Onyewuenyi		5. Deborah Somoye	
7. Oscar Perez		6.	

(Over)