

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: 2021 Operations Committee
Veronica Ardoin, Co-Chair
Ronnie Galley, Co-Chair
Bobby Cruz
Johnny Deal
Denis Kelly
Matilda Padilla
Crystal Starr

Copy: Allen Murray
Carin Martin
Yvette Garvin

From: Tori Williams

Date: Tuesday, October 12, 2021

Re: Meeting Announcement

Please note the following meeting information:

Operations Committee Meeting
11:00 am, Tuesday, October 19, 2021

Click on the following link to join the 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

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

11:00 am, October 19, 2021

Join Zoom Meeting

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AGENDA

* = Handout to be distributed at the meeting

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- I. Call to Order
- 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.
- III. New Business
- A. Memorandum of Understanding – Part A Stakeholders
- B. Letter of Agreement – Part B Stakeholders
- C. 2022 Council Orientation: In-Person? Location?
- IV. Old Business
- A. Election of 2022 Ryan White Officers
1. Nominations
- B. Interview Schedule for New Members
- C. Policy for Honorariums and Incentives
- D. Informal Intergroup Proposal
- V. Announcements
- VI. Adjourn

Veronica Ardoin and
Ronnie Galley, Co- Chairs

OPTIONAL: Members meet with Committee Mentor

Johnny Deal

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

11:00 am, Tuesday, August 17, 2021

Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Ronnie Galley, Co-Chair	Johnny Deal, excused	Staff
Bobby Cruz	Veronica Ardoin, excused	Tori Williams, Director
Denis Kelly	Crystal Starr, excused	Rod Avila, Assistant Coordinator
Matilda Padilla		

Call to Order: Ronnie Galley, Co-Chair, called the meeting to order at 11:18 a.m

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Cruz, Kelly) to approve the June 15, 2021 minutes.* **Motion carried.** Abstention: Starr.

Public Comment and Announcements: none

New Business

Proposed Policy for Distributing Incentives: Williams spoke with the HRSA Project officer who clarified that incentives are not allowed for regularly scheduled Ryan White meetings but, during mealtimes, the Council is allowed to provide food to those attending an in-person meeting.

FY 2021 Attendance Records: Williams reported that, per Committee instructions, Office of Support staff sent letters to volunteers with poor attendance in 2021. Those members included: Deondre Moore (moved outside of the EMA), Ahmier Gibson (unable to reach) and the following individuals who apologize for their absences and will return to attending meetings: Tom Lindstrom, Herman Finley, Marcely Macias, and Alberto Ramirez.

Round Table Discussions Before Council Meetings Adjourn: Committee members briefly discussed options for addressing the suggestion made during the 2021 HRSA site visit that the Council may wish to add a time during Council meetings when the public is invited to have an informal, open discussion with the Council. The Committee expressed concerns about: facilitation so that the discussion is productive, time limits, when the Council would implement such an idea, how this time would be different from Public Comment and should there be a topic announced in advance and a subject expert at the session to make sure that information provided is correct and/or factual. **Motion #4:** *it was moved and seconded (Cruz, Denis) to postpone the discussion until 2022.* **Motion carried unanimously.**

DRAFT

Old Business

Quorum: The motion about revising quorum indefinitely at Council meetings will move forward since the Committee announced it at the September meeting in order to provide the Council with the 30 days' notice required for changes to the bylaws. (See the agenda and minutes for the September 9, 2021 Council meeting.)

Announcements: None.

Adjournment: Motion#6: *it was moved and seconded (Cruz, Kelly) to adjourn the meeting at 12:08 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Members Eligible to Run for Chair of the 2022 Ryan White Planning Council

(as of 10-07-21)

According to Council Policy 500.01 regarding election of officers: "Ryan White Part A, B and State Services funded providers/employees/subcontractors/Board Members and/or employees/subcontractors of the Grantees for these entities shall not be eligible to run for office of Chair of the Ryan White Planning Council. 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. One of the three officers must be a self-identified HIV positive person. "Nominations for all three positions: Council Chair, Vice Chair and Secretary, must be submitted to the Director of the Office of Support before the end of the November Steering Committee or at the December Council meeting, which is the day of the election.

Eligible To Run for Chair (* must be reappointed):

Not Eligible To Run for Chair

Veronica Ardoin	Kevin Aloysius* (Legacy Community Health)
Rosalind Belcher*	Kimberley Collins (City of Houston)
Skeet Boyle	Ahmier Gibson-conflicted? Unable to locate
Johanna Castillo	Dawn Jenkins*-conflicted (Harris Health System)
Enrique Chavez*	Daphne Jones*-conflicted (City of Houston)
Tony Crawford	Denis Kelly-conflicted (Avenue 360)
Bobby Cruz*	Nkechi Onyewuenyi-conflicted (Legacy Community Health)
Johnny Deal	Matilda Padilla-conflicted (AIDS Healthcare Foundation)
Ronnie Galley*	Shital Patel*-conflicted (Harris Health System)
Peta-gay Ledbetter	Oscar Perez*-conflicted (Avenue 360)
Tom Lindstrom	Paul Richards (joined Fall 2021)
Roxane May*	Faye Robinson*-conflicted (City of Houston)
Holly Renee McLean	Imran Shaikh-conflicted (City of Houston)*
Josh Mica	
Diana Morgan	
Pete Rodriguez	
Robert Sliepka	
Crystal Starr	
Bruce Turner*	
Steven Vargas*	
Andrew Wilson*	

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL (RWPC)

EST. OCT. 2002

REVISED XXXXXX

POLICY NO. 1200.00

HONORARIUMS AND INCENTIVES

PURPOSE

The purpose of this policy is to establish guidelines by which honorariums, incentives or other forms of gratuity are allowable.

SCOPE

This policy encompasses Ryan White Planning Council and Affiliate Committee members, Project LEAP students, consumer input group participants, needs assessment survey participants, and needs assessment focus group participants who are living with HIV.

AUTHORITY

Consumer input group participants, needs assessment survey participants, and needs assessment focus group participants who are living with HIV can receive an incentive but it must be purchased as described in Health Services and Resource Administration Policy Clarification Notice (PCN) #16-02: Eligible Individuals & Allowable Uses of Funds: store gift cards, vouchers, coupons, or tickets that can be exchanged for a specific service or commodity (e.g., food or transportation) must be used. Store gift cards that can be redeemed at one merchant or an affiliated group of merchants for specific goods or services that further the goals and objectives of the RWHAP are also allowable as incentives for eligible program participants. Health Services and Resource Administration (HRSA) RWHAP recipients are advised to administer voucher and store gift card programs in a manner which assures that vouchers and store gift cards cannot be exchanged for cash or used for anything other than the allowable goods or services, and that systems are in place to account for disbursed vouchers and store gift cards.

PROCESS

Office of Support staff will provide procedures and internal controls for gift cards, including but not limited to:

- Documented processes for purchasing, requesting, distributing, and tracking of gift cards held by Office of Support staff.
- Gift cards for all grant participation incentives will meet the following qualifications:
 - Eligible participants are people living with HIV

- **Participants in consumer input meetings must actively engage in event/meeting that furthers the goals and objectives of the RWHAP.**

No member of the Ryan White Planning Council **or Affiliate Committee member, Project LEAP student,** or any other Council-related volunteer, may accept an honorarium, **incentive** or other form of gratuity for services performed in connection to his or her service to the Council. This does not pertain to reimbursements for travel, meals, hotel or other expenses incurred in performance of these services. If an honorarium is sent, the recipient is to turn it in to the Office of Support who will return the check with a letter declining the check and a suggestion that the money be distributed to an HIV organization, such as those listed in the Blue Book.

Ryan White Planning Council
Operations Committee
Attention: Co-chairs of Operations Committee

Intergroup Proposal

Intent

This document is an intergroup proposal for the consideration of the Operations Committee, as part of the Houston Ryan White Planning Council.

Proposal

Create an intergroup within the infrastructure of the Houston Ryan White Planning Council to serve as the informal arm to the Affected Community Committee. This intergroup would aid as a space for council members, affiliates, and community to raise issues of importance in a less formal environment.

Purpose

The purpose of this intergroup is to adhere to HRSA's FY20 recommendation to 'add a round table discussion space for the at-large community to express important issues in a less formal environment'.

Goal

The goal of the intergroup is to create an informal, nonhierarchical, space for multiple individuals to express concerns, share ideas, and ask questions in a less formal environment.

Suggested recommendations for flow of intergroup: *Council Community & Affiliates Reflection & Engagement (C.A.R.E.)*

- Serve as an arm to the Affected Community Committee
- Open to all council members, affiliates, and community at large (no application, interviews, or any other formal selections)
- Does not use Robert Rules of Order
 - Instead, Round Robin Discussions (*see expectations*)
- No formal Chair
 - Affected Community Chair/Co-Chair oversee the intergroup's dialogues and maintain order as needed.
- Limited Office of Support Staff presence (*no more than one staff member present*)

Expectations

- Co-Chair serves as the liaison between the (C.A.R.E.) intergroup and the Affected Community
- Reports high level information or group-driven actions, suggestions, or concerns to the Affected Community Committee
- All concerns of this group will be fleshed out by the Affected Community Committee
- Any actions adopted from the C.A.R.E. group should be integrated into the motions/activities of the Affected Community Committee
- Participants of the C.A.R.E. intergroup should never report directly to the Full Council
- Set-ground rules (How meeting will flow, respect of others, equity in discussion) in the absence of Roberts Rules of Order
- Group should be led by the participants (Community-driven)
- No formal meeting minutes or reports

Meeting Frequency

- The intergroup should assemble monthly at the initial rollout of the group and move to quarterly- following the calendar for the Affected Community Committee.
- Affected Community Committee subject to cancel or convene intergroup meetings based on prioritization of council needs, identified needs, or unforeseen changes.
- Meeting dates and times should be pre-determined and rotate days of the week, morning, afternoon, and evening hours to allow flexibility in participating.

* *Council Community & Affiliates Reflection & Engagement (C.A.R.E.)* is just a suggested name for the intergroup.