

**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  
<http://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, November 9, 2021

Re: Meeting Announcement

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Please note the following meeting information:

**Operations Committee Meeting**  
11:00 am, Tuesday, November 16, 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](mailto: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, November 15, 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
  
  - 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. FY 2021 Budget Revisions
      - 1. Staff vacancy and the 2022 Comprehensive Plan
      - 2. Print mini Blue Books for Individuals in Jail or Prison (amend to \$10,000)
    - B. Determine a date for another November Committee meeting to:
      - 1. Create the agenda for the **January 27, 2022** Council Orientation
      - 2. Finish interviewing 2022 Council applicants
    - B. Determine dates for the:
      - 1. 2022 January Committee meeting to confirm Orientation agenda
      - 2. 2022 Mentor/Mentee Luncheon
      - 3. 2022 New member orientation (same day as the all-member orientation?)
  
  - IV. Adjourn

**INTERVIEW 4 COUNCIL APPLICANTS**

Houston Area HIV Services Ryan White Planning Council

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

MINUTES

Table with 3 columns: MEMBERS PRESENT, MEMBERS ABSENT, OTHERS PRESENT. Rows include Bobby Cruz, Denis Kelly, Matilda Padilla, Crystal Starr, Johnny Deal, Ronnie Galley, Veronica Ardoin, Mauricio Chatman, Staff, Tori Williams, and Rod Avila.

Call to Order: Bobby Cruz, Co-Chair, called the meeting to order at 11:07 a.m

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

Approval of the Minutes: Motion #2: it was moved and seconded (Kelly, Starr) to approve the August 17, 2021 minutes. Motion carried. Abstention: Starr.

Public Comment and Announcements: none

New Business

Memorandum of Understanding – Part A Stakeholders and Letter of Agreement – Part B Stakeholders: Motion #3: it was moved and seconded, (Starr, Kelly) to table reviewing and updating the Ryan White Part A Memorandum of Understanding and the Part B Letter of Agreement until the year 2022. Motion carried unanimously

2022 Council Orientation: Committee members discussed options and suggestions for a possible in-person Council Orientation in January 2022. The program either virtual or in an in-person setting could include 3 different speakers that could present each topic for 45 – 90 minutes. The Committee agrees that if the orientation is held in-person, participants will be encouraged to follow CDC recommendations regarding masks and socially distancing. The Committee requested the Office of Support to find an in-person meeting location.

Old Business

Election of 2022 Ryan White Officers: The Committee reviewed the current slate of nominees for the 2022 Ryan White Planning Council officers. There were no additional nominations. Motion #4: it was moved and seconded (Cruz, Padilla) to accept the attached slate of nominees for officer positions on the 2022 Ryan White Planning Council with the understanding that additional nominations can be made at the November Steering Committee and on the day of the election. Motion carried. Abstention: Starr.

## DRAFT

**Interview Schedule for New Members:** After some discussion about making the interview process safe and accessible to all **Motion #5:** *it was moved and seconded (Kelly, Padilla) to allow Council applications to have the option of being interviewed virtually or in-person. Motion passed unanimously.*

**Policy for Honorariums and Incentives:** Recently, Williams spoke with the HRSA Project Officer who clarified that incentives can only be provided to people living with HIV and they cannot be provided for regularly scheduled activities, such as meeting. If a meeting is being conducted in-person and during a meal time, staff is allowed to provide food to all who are attending in-person. **Motion #6:** *it was moved and seconded (Kelly, Starr) to approve the attached, revised Policy for Honorariums and Incentives. See the attached draft. Motion passed unanimously.*

**Informal Intergroup Proposal:** Committee members discussed a suggestion that was made during the HRSA site visit to create a time and space where the Council can have informal discussions or open dialogues with the public. M. Chatman submitted a proposal for one way to do that, see the attached. **Motion #7:** *it was moved and seconded (Starr, Kelly) to table conversation about the proposal until the staff can organize a joint meeting of the Affected Community and Operations Committees in March 2022. Motion carried unanimously.*

**Announcements:** None.

**Adjournment:** **Motion#8:** *it was moved and seconded (Starr, Kelly) to adjourn the meeting at 12:42 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

\_\_\_\_\_  
Tori Williams, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Date

**REVISED**

**Summary of Proposed Revisions to the  
FY 2021 Council Support Budget**

(On 06/15/21 the Operations Committee approved giving the Director permission to implement parts or all of these reallocations as it gets closer to the end of the fiscal year.)

Select Budget Items from the FY 2021 Council Support Budget	FY 2021 Select Budget Item Totals as of 03/01/21	Proposed Changes 06/08/21	Proposed FY 2021 Select Budget Item Totals as of 06/08/21	Notes
Salaries	\$388,046	- \$8,037	\$380,009	Salary adjustments due to delayed merit increases & COL increase
Reimbursement for RW Volunteers	\$ 9,000	TBD	TBD	Contingent upon when in-person meetings start
Technical Assistance Costs	\$27,500	TBD	TBD	Cost of developing a Blue Book app vs. web based access
<b>TOTAL</b>		- \$8,037 +		
Consultant fees	0	+ \$10,000	\$10,000	Advancing Racial Justice through the HIV Response & other
Room rental fees		+ 2,000	2,000	Off-site meeting space when in-person meetings start
Update & Print Mini Blue Books	0	+ 5,000	5,000	For possible use at Harris Co. Jail, high risk homeless community and Outreach Workers
<b>TOTAL</b>		+ 17,000		

UPDATED:  
11/05/21

**PUBLIC**

Unless otherwise  
noted, all meetings  
will be held via  
Zoom

# November

2021

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b>	<b>2</b>	<b>3</b> Project LEAP <i>z</i>	<b>4</b> 12 noon <i>z</i> Steering Committee	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> Court 9:30 am Commissioner's Court World AIDS Day Resolution	<b>10</b> <del>Project LEAP <i>z</i></del> 8:30 a.m. <i>z</i> CM Supervisors Mtg	<b>11</b> 12 noon <i>z</i> Planning Council w/Project LEAP CANCELLED Comp HIV Planning 3:30 p.m. United Way	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> 10:00 a.m. <i>z</i> Staff Meeting  12 noon <i>z</i> Affected Community	<b>16</b> 11:00 a.m. <i>z</i> Operations  1:00 p.m. Quality Improvement	<b>17</b>	<b>18</b> 11:00 a.m. – 1:00 p.m. AFH Youth Group	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b> 10:00 a.m. <i>z</i> Staff Meeting	<b>23</b>	<b>24</b>	<b>25</b> Thanksgiving Day OFFICE CLOSED	<b>26</b> OFFICE CLOSED	<b>27</b>
						
<b>28</b>	<b>29</b> 10:00 a.m. <i>z</i> Staff Meeting	<b>30</b> Court LEAP GRADUATION AT UNITED WAY	<b>1</b> WORLD AIDS DAY	<b>2</b> 12 noon <i>z</i> Steering Committee	<b>3</b>	<b>4</b>

UPDATED:  
11/09/21

**PUBLIC**

Unless otherwise  
noted, all meetings  
will be held via  
Zoom??

# January 2022

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>2</b>	<b>3</b> STAFF VACATION THIS WEEK	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>1</b>
						<b>8</b>
<b>9</b>	<b>10</b> 10:00 am <b>z</b> Staff Meeting	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> MLK Day Office Closed	<b>18</b>	<b>19</b>	<b>20</b> 11:00 a.m. – 1:00 p.m. AFH Youth Group	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> 9:30 a.m. SIRR Meeting	<b>27</b> COUNCIL ORIENTATION	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

**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.

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**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

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**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

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**4. What does the Ryan White Planning Council do?**

1                      2                      3                      4

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

1                      2                      3                      4

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**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

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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

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**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

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**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

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**10. Additional Questions:**

1                      2                      3                      4

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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

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

1                      2                      3                      4

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**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: \_\_\_\_\_

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