

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday, June 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. Proposed Revisions to the FY 2021 Budget
 - B. Proposed Policy for Distributing Incentives
 - C. FY 2021 Attendance Records

 - IV. Old Business Tori Williams
 - A. 2021 Council Training Schedule

 - V. Announcements

 - VI. Adjourn

 - OPTIONAL: Members meet with Committee Mentor Johnny Deal

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday, May 18, 2021
Meeting Location: Zoom teleconference

MINUTES

| MEMBERS PRESENT | MEMBERS ABSENT | OTHERS PRESENT |
|---------------------------|-----------------------|---------------------------------|
| Veronica Ardoin, Co-Chair | Crystal Starr | Allen Murray, RWPC Chair |
| Ronnie Galley, Co-Chair | | Rebecca Edwards, RWGA |
| Bobby Cruz | | Staff |
| Johnny Deal | | Tori Williams, Director |
| Denis Kelly | | Diane Beck, Council Coordinator |
| Matilda Padilla | | |

Call to Order: Ronnie Galley, Co-Chair, called the meeting to order at 11:03 a.m.

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Deal, Kelly) to approve the March 16, 2021 minutes.* **Motion carried.** Abstention: Padilla.

Public Comment and Announcements: None.

How To Best Meet the Need Workgroup Meeting

Williams explained that the first part of the meeting would be a How to Best Meet the Need Workgroup meeting to make recommendations regarding the 2023-2024 Blue Book. Then, the Operations Committee will review and vote on any recommendations coming from the workgroup, as well as take action on the FY 2022 Council Support Budget.

2023 – 2024 Blue Book Budget

Proposed FY 2022 Budget: Williams provided an overview of the tasks necessary to publish The Blue Book every other year. She said that staff is currently looking into creating a Blue Book app. Many nonprofits pay a lot of money to create an app and then don't have the funds to update it. Williams added that staff has noted that the hard copies of the Blue Book are being requested less and less compared to previous years. Hence, the Office of Support ordered fewer paper copies of the 2021-2022 book. She said that from here forward, we should rely more on electronic copies and less on hard copies but we will always need to have some paper copies for those who can't use the electronic version or an app.

Murray asked if we can just direct people to the website for the electronic version instead of creating an app. Beck said that our website is listed on everything that comes from our office. The blue book is on the website as a pdf and she and Rod tell people that they can download it and

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search it on a computer or phone. The app we are looking to create would be web based, meaning you would not have to download an app to use it – it would be a web address that functions like an app similar to what we had previously. We continue to pay for the web address so we can use it for this web-based app. It would be simple and easy to navigate and not use a lot of memory because users would not have to download anything.

Because staff is still looking for the most cost effective way to create and maintain a Blue Book “app”, there is nothing to present to the Committee until the budget is discussed.

The How to Best Meet the Need Workgroup adjourned.

The Operations Committee meeting resumed.

New Business

Council Support Budget

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

Proposed FY 2022 Council Support Budget: Williams reviewed the proposed FY 2022 Council Support Budget and showed a chart comparing the FY22 budget against the FY21 budget. Some of the differences include: funds were added for new computers in FY21. While it’s an expensive proposition, staff needs good equipment to run meetings, work from home, and work during an emergency event, such as a hurricane. Next year we’ll go back to our usual budget of \$2,000 for equipment. Also, the bi-annual Ryan White conference should be held in FY22, but it is not known if it will happen or if it will be virtual. Hence, the FY22 budget includes \$5,000 for travel next year in case we need to send people to an in-person conference. We may start having in-person meetings in the next few months but nothing is certain at this time. Williams talked about trying a Spanish version of Project LEAP since there is extra money in the budget this year. She added funds to continue the program in FY22 in hopes that the Spanish version is a success. Bi-lingual contractors will need to be hired to facilitate the Spanish class. Regarding the English version of Project LEAP, the new health planner will be very busy with the development of the Comprehensive Plan and will not be available to facilitate the LEAP class so it would be prudent to hire an outside co-facilitator or facilitators (one for the morning class and one for the evening class). The LEAP Advisory Committee agreed that this was a good idea. ***Motion #3: it was moved and seconded (Kelly, Padilla) to approve the attached FY 2022 Council Support Budget. Motion carried unanimously.***

Project LEAP Advisory Committee: See the attached evaluation report, service category definition, student selection guidelines and a memo regarding motions recommended by the committee.

Motion #4: it was moved and seconded (Deal, Kelly) to budget funds to include a non-Office of Support staff member to co-facilitate the English version of Project LEAP 2021. Motion carried.

Motion: #5: it was moved and seconded (Deal, Cruz) to approve the attached 2021 Service Definition, which includes edits from the staff. Motion carried.

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Motion #6: *it was moved and seconded (Deal, Cruz) to approve the attached 2021 Student Selection Criteria. Motion carried.*

Motion #7: *it was moved and seconded (Deal, Padilla) to table discussion about the FY21 Budget (Motion #5) from the LEAP Advisory Committee until additional information is available. Motion carried.*

Old Business

2021 Training Schedule: See the attached 2021 Council Training Schedule.

Policy for Distributing Food Cards: Williams stated that the Committee will need to develop a policy for distributing incentives to Project LEAP students and others. The options are to send incentives only to PLWH, per HRSA policy, or to send them to no one. HRSA will not allow the distribution of incentives to persons who are not living with HIV. When Ryan White volunteers meet in person, staff is allowed to purchase sandwich trays, which everyone is allow to eat. The committee will discuss this at the next meeting.

Update on the Ad Hoc Committee: Williams said that a number of people have signed up for the committee but the group is waiting for some Houston HIV Community Planning Group (CPG) members to volunteer. As soon as that happens, the group will get started. In the meantime, Venita is doing work on Advancing Racial Justice in the HIV Community with the Joint Training Sessions that are being co-hosted by CPG and the Ryan White Planning Council.

Announcements: None.

Adjournment: Motion: *it was moved and seconded (Deal, Cruz) to adjourn the meeting at 12:05 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 _____ 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 |
| Technical Assistance Costs | \$27,500 | TBD | TBD | Cost of developing a Blue Book app vs. web based access |
| TOTAL | | - \$8,037 + | | |
| Consultant fees | 0 | + \$10,000 | \$10,000 | Advancing Racial Justice through the HIV Response & other |
| Room rental fees | | TBD | TBD | Off-site meeting space when in-person meetings start |
| Reimbursement for RW Volunteers | | TBD | TBD | Contingent upon 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 |
| TOTAL | | + 15,000 | | |

Training Topics for 2021 Ryan White Planning Council Meetings (updated: 05/26/21)

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Shading = may be room on agenda for a second speaker

| Month 2021 | 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 | Steven Vargas & Kevin Aloysius, Co-Chairs, Quality Improvement Committee |
| April 8 | Houston HSDA HIV Care Continuum | Ann Dills, Texas Dept. of State Health Services |
| May 13 | COUNCIL MEETING CANCELED IN 2021 | |
| June 10 | COVID-19 Vaccines and HIV Video Intimate Partner Violence and HIV | Tori Williams and Mauricia Chatman Rebecca Edwards, Ryan White Grant Administration |
| July 8 | Priority Setting and Allocations Processes In-home HIV Testing | Bobby Cruz & Peta-gay Ledbetter, Co-Chairs, Priority & Allocations Comm. Nkechi Onyewuenyi, Patient Educator, Legacy Community Health |
| August 12 | Rapid Start Program | Carin Martin, Manager, Ryan White Grant Administration |
| September 9 | The Opioid Epidemic | The Opioid Network |
| 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 | Allen Murray, Chair, Ryan White Planning Council Ronnie Galley and Veronica Ardoin, Co-Chairs, Operations Committee 2021 Project LEAP Students |
| December 9 | Elections for the 2022 Officers | Ronnie Galley and Veronica Ardoin, Co-Chairs, Operations Committee |

Required: Opioid and Other Drug Use, Prevention of Domestic & Sexual Violence and Trauma Informed Care
Requests: Transgender Health Issues by Dr. Lake – recommended by Dr. Patel
 Updates from the Texas Department of State Health Services (TDSHS) - 2 x per year

Gift Card Policy - DRAFT

As of: 06-08-21

PURPOSE:

The purpose of this document is to establish a policy for the purchase and distribution of gift cards to ensure proper handling and accountability of these cards.

AUTHORITY:

Health Services and Resource Administration (HRSA) Ryan White HIV/AIDS Program (RWHAP) Services: Eligible Individuals & Allowable Uses of Funds Policy Clarification Notice (PCN) #16-02: *Where direct provision of the service is not possible or effective, store gift cards, 2 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.*

GUIDELINES:

Support Staff will purchase gift cards that meet the following requirements:

- Gift cards cannot be exchanged for cash or used for anything other than the allowable goods or services for which the gift card was provided, and systems are in place to account for disbursed gift cards.
- Every attempt will be made to purchase gift cards on which it states 'Alcohol/Tobacco/Firearms/Lottery purchases are prohibited,' when applicable.
- Gift cards shall not be purchased for or given to any employee of the Ryan White HIV/AIDS program, which includes the Office of Support , Ryan White Grant Administration and The Houston Area HIV Resource Group.

SCOPE:

This policy encompasses all consumer input group participants, educational meetings, needs assessment survey participants, and needs assessment focus group participants who are living with HIV and otherwise eligible for incentives that further the goals and objectives of the RWHAP under HRSA authority.

PROCEDURES:

Ryan White Support Staff will have procedures and internal controls for gift cards, including but not limited to:

- Documented processes for purchasing, distributing, and tracking of gift cards held by Ryan White Office of Support Staff.

Gift cards for all grant participation incentives will meet the following qualifications: Eligible participants must be people living with HIV.

2021 RWPC Attendance Records
(as of 06-08-20)

| a-absent, p-present, e-excused, re-resigned, shaded-do not include in count, Ssh-came but unable to stay, nm- no meeting | | | | | | | | | | | | |
|--|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Kevin Aloysius | | p | p | p | nm | | | | | | | |
| Quality Improvement | | nm | p | nm | p | | | | | | | |
| Steering | | p | p | p | nm | | | | | | | |
| Veronica Ardoin | | p | p | p | nm | | | | | | | |
| Affected Community | | p | p | nm | p | | | | | | | |
| Operations | | nm | p | nm | p | | | | | | | |
| Steering | | p | p | p | nm | | | | | | | |
| Rosalind Belcher | | p | p | p | nm | | | | | | | |
| Affected Community | | nm | p | nm | p | | | | | | | |
| Steering | | p | p | p | nm | | | | | | | |
| Ardry "Skeet" Boyle | | p | p | a | nm | | | | | | | |
| Affected Community | | nm | p | nm | p | | | | | | | |
| Priority & Allocations | | p | e | p | p | | | | | | | |
| Johanna Castillo | | e | p | p | nm | | | | | | | |
| Quality Improvement | | nm | p | nm | p | | | | | | | |
| Mauricia E. Chatman | | p | p | p | nm | | | | | | | |
| Priority & Allocations | | p | p | p | p | | | | | | | |
| Enrique Chavez | | p | p | p | nm | | | | | | | |
| Affected Community | | nm | p | nm | p | | | | | | | |
| Kimberley Collins | | p | p | e | nm | | | | | | | |
| Priority & Allocations | | p | e | p | p | | | | | | | |
| Tony Crawford | | a | p | a | nm | | | | | | | |
| Affected Community | | nm | p | nm | a | | | | | | | |
| Steering | | p | p | p | nm | | | | | | | |
| Bobby Cruz | | p | p | p | nm | | | | | | | |
| Operations | | nm | p | e | p | | | | | | | |
| Priority & Allocations | | p | e | e | p | | | | | | | |
| Steering | | p | p | p | nm | | | | | | | |
| Johnny Deal | | p | a | p | nm | | | | | | | |
| Affected Community | | nm | p | nm | a | | | | | | | |
| Operations | | nm | p | nm | p | | | | | | | |
| Ronnie Galley | | p | p | p | nm | | | | | | | |
| Affected Community | | nm | p | nm | p | | | | | | | |
| Operations | | nm | p | nm | p | | | | | | | |
| Steering | | p | p | p | nm | | | | | | | |
| Ahmier Gibson | | a | a | a | nm | | | | | | | |
| Quality Improvement | | nm | a | nm | a | | | | | | | |
| Daphne L. Jones | | p | p | p | nm | | | | | | | |
| Comp HIV Plan | | p | p | nm | e | | | | | | | |
| Steering | | p | p | p | nm | | | | | | | |
| Peta-Gay Ledbetter | | a | p | p | nm | | | | | | | |
| Priority & Allocations | | p | p | p | p | | | | | | | |
| Steering | | p | a | p | nm | | | | | | | |
| Denis Kelly | | p | p | p | nm | | | | | | | |
| Operations | | nm | p | nm | p | | | | | | | |
| Steering | | p | p | p | nm | | | | | | | |
| Tom Lindstrom | | a | e | a | nm | | | | | | | |
| Comp HIV Plan | | a | e | nm | e | | | | | | | |
| Roxane May | | p | p | e | nm | | | | | | | |
| Priority & Allocations | | p | p | e | p | | | | | | | |
| Holly McLean | | p | p | a | nm | | | | | | | |
| Affected Community | | nm | p | nm | p | | | | | | | |
| Josh Mica | | p | p | p | nm | | | | | | | |
| Priority & Allocations | | p | p | p | p | | | | | | | |
| Quality Improvement | | nm | p | nm | e | | | | | | | |

2021 RWPC Attendance Records
(as of 06-08-20)

| a-absent, p-present, e-excused, re-resigned, shaded-do not include in count, Ssh-came but unable to stay, nm- no meeting | | | | | | | | | | | | |
|--|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Rodney Mills | | a | p | p | nm | | | | | | | |
| Affected Community | | nm | p | nm | p | | | | | | | |
| Comp HIV Plan | | p | p | nm | p | | | | | | | |
| Steering | | p | p | p | nm | | | | | | | |
| Deondre Moore | | a | a | a | nm | | | | | | | |
| Comp HIV Plan | | a | a | nm | a | | | | | | | |
| Diana Morgan | | p | p | e | nm | | | | | | | |
| Affected Community | | nm | p | nm | p | | | | | | | |
| Allen Murray | | p | p | p | nm | | | | | | | |
| Steering | | p | p | p | nm | | | | | | | |
| Nkechi Onyewuanyi | | p | p | p | nm | | | | | | | |
| Quality Improvement | | nm | e | nm | p | | | | | | | |
| Matilda Padilla | | p | p | a | nm | | | | | | | |
| Operations | | nm | a | nm | p | | | | | | | |
| Shital Patel | | p | e | e | nm | | | | | | | |
| Comp HIV Plan | | p | e | nm | p | | | | | | | |
| Oscar Perez | | p | e | p | nm | | | | | | | |
| Quality Improvement | | nm | a | nm | p | | | | | | | |
| Faye Robinson | | p | p | e | nm | | | | | | | |
| Comp HIV Plan | | p | p | nm | a | | | | | | | |
| Pete Rodriguez | | e | p | e | nm | | | | | | | |
| Quality Improvement | | nm | p | nm | p | | | | | | | |
| Imran Shaikh | | p | p | p | nm | | | | | | | |
| Comp HIV Plan | | p | p | nm | e | | | | | | | |
| Gloria Sierra | | p | p | p | nm | | | | | | | |
| Quality Improvement | | nm | p | nm | p | | | | | | | |
| Robert Sliepka | | p | p | p | nm | | | | | | | |
| Comp HIV Plan | | e | p | nm | p | | | | | | | |
| Priority & Allocations | | e | p | e | p | | | | | | | |
| Crystal Starr | | p | p | p | nm | | | | | | | |
| Operations | | nm | p | nm | e | | | | | | | |
| Quality Improvement | | nm | p | nm | a | | | | | | | |
| Steering | | p | p | p | nm | | | | | | | |
| C. Bruce Turner | | p | p | a | nm | | | | | | | |
| Priority & Allocations | | p | p | p | p | | | | | | | |
| Steven Vargas | | p | p | p | nm | | | | | | | |
| Comp HIV Plan | | p | p | nm | p | | | | | | | |
| Quality Improvement | | nm | p | nm | p | | | | | | | |
| Steering | | p | p | p | nm | | | | | | | |
| Andrew Wilson | | p | a | a | nm | | | | | | | |
| Quality Improvement | | nm | a | nm | a | | | | | | | |
| EXTERNAL MEMBERS | | | | | | | | | | | | |
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Ashley Barnes | | | | | | | | | | | | |
| Affected Community | | nm | p | nm | a | | | | | | | |
| Dominique Brewster | | | | | | | | | | | | |
| Comp HIV Plan | | p | p | nm | p | | | | | | | |
| Lisa Felix | | | | | | | | | | | | |
| Comp HIV Plan | | p | p | nm | p | | | | | | | |
| Herman Finley | | | | | | | | | | | | |
| Comp HIV Plan | | a | a | nm | a | | | | | | | |
| Marcely Macias | | | | | | | | | | | | |
| Quality Improvement | | nm | e | nm | a | | | | | | | |
| Karla Mills | | | | | | | | | | | | |

2021 RWPC Attendance Records
(as of 06-08-20)

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|--|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Quality Improvement | | nm | p | nm | p | | | | | | | |
| Esther T. Ogungimi | | | | | | | | | | | | |
| Comp HIV Plan | | p | p | nm | p | | | | | | | |
| Cecilia Ligons | | | | | | | | | | | | |
| Quality Improvement | | nm | p | nm | p | | | | | | | |
| Tana Pradia | | | | | | | | | | | | |
| Quality Improvement | | nm | p | nm | p | | | | | | | |
| Alberto Ramirez | | | | | | | | | | | | |
| Affected Community | | nm | a | nm | a | | | | | | | |
| Josie Rodriguez Jimenez | | | | | | | | | | | | |
| Affected Community | | nm | p | nm | p | | | | | | | |
| Debra Reagans | | | | | | | | | | | | |
| Comp HIV Plan | | p | a | nm | a | | | | | | | |
| Deborah O Somoye | | | | | | | | | | | | |
| Quality Improvement | | nm | p | nm | p | | | | | | | |
| Trina Wright | | | | | | | | | | | | |
| Affected Community | | nm | p | nm | a | | | | | | | |
| Anthony Williams | | | | | | | | | | | | |
| Affected Community | | | | nm | a | | | | | | | |
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |