

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: 2022 Operations Committee
Ronnie Galley, Co-Chair
Matilda Padilla, Co-Chair
Kevin Aloysius
Skeet Boyle
Johnny Deal
Denis Kelly
Cecilia Lignons
Peta-Gay Ledbetter

Copy: Crystal Starr
Rodriga Avila
Heather Keizman
Yvette Garvin
Mauricia Chatman

From: Tori Williams

Date: Tuesday, November 8, 2022

Re: Meeting Announcement

Please note the following meeting information:

Operations Committee Meeting

NOTE UNUSUAL TIME:

10 am – 1:30 pm, Tuesday, November 15, 2022

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

<https://us02web.zoom.us/j/81938771756?pwd=cnhFMHBsdTJWMTdZWmNEbjBjdG82Zz09>

Meeting ID: 819 3877 1756 Passcode: 817550

Or, use your telephone to dial in at: 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 soon!

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

10:00 am, November 15, 2022

Join Zoom Meeting link:

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Meeting ID: 819 3877 1756

Passcode: 817550

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

AGENDA

* = Handout to be distributed at the meeting

-
- I. Call to Order Ronnie Galley and
Matilda Padilla, 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. Old Business
 - A. Election of the 2023 RWPC Officers – see slate of officers
 - B. 2023 Orientation
 - 1. In person only so all training in one day
 - 2. Location: III Wolfgang Puck, Medical Center
 - 3. Dates: Mentor Luncheon 01/19/23 and Orientation 01/26/23
 - 4. 2022 Committee Meetings: 11/___/22 & 01/19/23
 - 4. Orientation Agenda

 - IV. Adjourn

INTERVIEW 4 COUNCIL APPLICANTS

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday October 18, 2022
Meeting Location: Zoom teleconference

MINUTES

Table with 3 columns: MEMBERS PRESENT, MEMBERS ABSENT, OTHERS PRESENT. Rows include names like Ronnie Galley, Johnny Deal, Crystal Starr, etc.

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

Adoption of the Agenda: Motion #1: it was moved and seconded (Ligons, Kelly) to adopt the agenda with the following amendment: under New Business, add item D. 100% In Person Council Meetings? Motion carried unanimously.

Public Comment and Announcements: None

New Business

Review Memorandum of Understanding Among RW Part A Stakeholders. The committee reviewed the suggested changes to the Ryan White Memorandum of Understanding Among Part A Stakeholders. Most of the edits related to name changes and grammatical errors, see attached.

Motion #3: it was moved and seconded (Boyle, Ligons) to approve the Ryan White Memorandum of Understanding Part A with the suggested changes. Motion carried unanimously.

Old Business

Committee Meeting Calendar – interview applicants: By consensus, committee members agreed to interviewing Council applicants as follows:

- 10 am – 1:30 pm, Tuesday, November 15th
• If needed, 10 am, Tuesday, November 22nd and
• As a last resort, 10 am, November 29th

Election of the 2023 RWPC Officers: Committee members nominated the following individuals as candidates for the 2023 Ryan White Planning Council Officers: Crystal Starr for Chair and Skeet Boyle for Vice Chair. Both accepted the nomination. Motion #4: it was moved

DRAFT

and seconded (Ligons, Kelly) to approve the attached slate of nominees to be presented to the Steering Committee for additional nominees. **Motion carried unanimously.**

2023 Orientation: Committee members discussed options for Council Orientation in January 2023. **Motion #5:** *it was moved and seconded (Boyle, Ligons) to have the January Council Orientation in person. Motion carried. Abstention: Kelly.* The Committee requested the Office of Support to contact speakers for topics that will be informative and keep the attendees engaged. Topics include: sexually transmitted infections, aging, quality of life and/or Ending the HIV Epidemic. They also asked the Office of Support to provide information on the process and structure for implementing Integrating Planning goals. The Committee also asked the Office of Support to find an in-person meeting location and make the needed reservations that are within a sensible budget. The committee agreed by consensus to the following dates for events in 2023:

- Thursday, January 12 or 19 - Mentor Luncheon followed by an Operations Committee meeting
- Thursday, January 19 or 26 depending upon location availability – all-day Council Orientation

In Person Council Meetings: **Motion#6:** *it was moved and seconded (Ligons, Kelly) to table continued discussion on this topic until the Chair of the Council has had an opportunity to prepare a memo inviting ideas, input and suggestions from Council members. Motion carried unanimously.*

Announcements: None

Adjournment: **Motion#5:** *it was moved and seconded (Ligons, Kelly) to adjourn the meeting at 12:42 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

SLATE OF NOMINEES

As of Thursday, November 3, 2022, the following people have been nominated and accepted the nomination to run for an officer position on the 2023 Ryan White Planning Council:

Chair:

Crystal Starr

Vice Chair:

Skeet Boyle

Secretary:

Josh Mica

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV NOVEMBER 14, 2019

POLICY No. 500.01

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

1 PURPOSE

2
3 This policy establishes the guidelines by which the officers of the Houston Area HIV Health
4 Services Ryan White Planning Council will be elected. In addition, this outlines and defines the
5 duties of RWPC Officers and duties of the Chairs of each of the Standing Committees. (See RWPC
6 Policy No.400.01)
7

8 AUTHORITY

9
10 Bylaws (01/18) Article V, Sec5.01 - Sec5.06 ensures that the nomination and selection of officers
11 and committee chairs will be in accordance with those principles.
12

13 DEFINITIONS

14
15 Ryan White Planning Council Officers refers to the positions of Chair, Vice Chair, and Secretary.
16

17 PROCESS

18
19 Nominations for officers may be submitted to the Planning Council Support Staff up until the end
20 of the November Steering Committee meeting. After this time, nominations are added from the
21 floor the day of the election. Nominations for officers will be announced at least one month prior
22 to the December Houston Area HIV Health Ryan White Planning Council meeting. Any member
23 may submit a nomination for himself/herself or another member for a specific office. **Before the
24 December Steering Committee meeting, each candidate must submit to the Office of Support a
25 brief written description of their qualifications for the office they are seeking and prepare a short
26 presentation describing their qualifications. The annual election will be held at the December
27 RWPC meeting. Before the election takes place, members will be reminded that any member can
28 ask for a call vote if that is their preference. If paper ballots are used, voters must print their name
29 on their ballot before submitting. If voter does not print their name on the ballot, the ballot will be
30 disqualified and not included in the election results.** Paper ballots are to be stored in a fire proof
31 safe in the Office of Support for twelve months after the election so that they can be accessed by
32 anyone who wishes to review them. **During the election, the Operations Committee will announce
33 the slate of nominees, which will include but not be limited to, each candidate verbally expressing
34 his or her interest in and qualifications for the office they are seeking. Typically, election to office
35 will be by written ballot unless there is only one candidate running for a specific office. A simple
36 majority vote will be required for election.** (Per letter from Judge Eckels dated 12-13-00: "As in
37 any political election, the number of candidates is not regulated. Following the first vote in the
38 race, if one candidate has not received the majority, a run-off election is held between the two
39 candidates receiving the most votes. The Council may accept nominations for the slate of officers
40 that exceeds two candidates and may receive nominations from the floor regardless of the number

41 of candidates already nominated.”) Each member of the Council shall be entitled to one vote on
42 any regular business matter coming before the Council. A simple majority of members present
43 and voting is required to pass any matter coming before the Council except for that of proposed
44 Bylaw changes, which shall be submitted (in written form) for review to the full Council at least
45 fifteen (15) days prior to voting and will require a two-thirds (2/3) majority for passage. The Chair
46 of the Council shall not vote except in the event of a tie. The election of the officers will be done
47 one at a time in the following order: Chair, Vice-Chair, and Secretary.

48
49 **QUALIFICATIONS FOR RWPC OFFICERS:**

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

57
58 Candidates will have served as an appointed member of the RWPC for the preceding twelve (12)
59 months and, if needed, have been reappointed by the CEO. If subsequent to the election the Chair
60 of the RWPC becomes a provider/employee of a subcontractor/Board member of a
61 subcontractor/of the Grantee he/she shall be immediately removed from office. A new election
62 will be held to fill any open positions. In the event of a mid-year election, once an officer has
63 vacated a position, a call to accept nominations will be announced at the Steering Committee
64 meeting immediately following the resignation. Nominations for the vacated position may be
65 submitted to the Planning Council Support Staff up until the end of the following Steering
66 Committee meeting (approximately 30 days after the call for nominations). At this time, Office of
67 Support staff will distribute the slate of nominees to all members of the Planning Council. After
68 the close of the Steering Committee meeting, nominations can only be added from the floor the
69 day of the election, which will take place at the Council meeting approximately seven days after
70 the slate of nominees is closed at the Steering Committee meeting. At all times, any one of the
71 three officers must be a self-identified HIV positive person.

72
73 **ATTENDANCE REQUIREMENTS FOR RWPC OFFICERS:**

74 If an officer of the Ryan White Planning Council misses three, unexcused consecutive meetings
75 of the Steering Committee and Planning Council, they must step down as an officer and an election
76 will be held to fill the position. (Example: an officer must step down if he/she does not contact
77 the Office of Support and request an excused absence and if they miss the October Steering
78 Committee, October Planning Council and the November Steering Committee meetings.) Staff is
79 asked to remind nominees for officer positions of this new requirement. And, when presenting
80 their qualifications to the Council before an election, nominees must state that, to the best of their
81 knowledge, they will not have difficulty meeting this additional attendance requirement.

82
83 **DUTIES OF OFFICERS:**

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

85 **Chair:** Chief Executive Officer of the Council; preside at all meetings of the Council;
86 appoint Standing Committee Chairs; represent (or designate a representative to
87 serve) on behalf of the Council at meetings, conferences, etc. where “Council
88 representation” is requested. Chair assigns committee participation of Council
89 members, and performs such other duties as are normally performed by a chair
90 of an organization or such other duties as the Council may prescribe from time

91 to time. The Chair will be responsible for correspondence to members regarding
92 attendance and participation issues. The Chair will also sign and date the final
93 version of the minutes as indication of PC approval. The Chair of the Council
94 is an ex-officio member of all committees (standing, subcommittee, and work
95 groups). Ex-officio means that he/she is welcome to attend and is allowed to
96 be a part of committee discussion. He/she is not allowed to vote. In the absence
97 of the Chair of the Council, the next officer will assume the ex-officio role with
98 committees.
99

100 **Vice Chair:** Preside at meetings of the Council in the absence of the Chair. Perform such
101 other duties as the Chair may designate or the Council shall prescribe from time
102 to time. Performs the above duties in the absence of the Chair.
103

104 **Secretary:** The position of Secretary will oversee the following tasks:
105 1. The Secretary will ensure that minutes are taken, approved, and filed as
106 mandated by the Ryan White Program.
107 2. Keep an up-to-date roll of PC members. The PC Operations Committee
108 (RWPC Policy 400.01) will file membership management reports with the
109 Secretary for presentation to the PC.
110 3. Call the roll call vote, noting voting and will announce the results of the roll
111 call vote. The Secretary will monitor voting for possible conflicts of interest
112 (COI), the Secretary will process inquiries into votes made in COI.
113 4. Keep a copy of the RWPC Bylaws and other relevant Policies and
114 Procedures at the PC meetings, and will provide the Council with
115 clarification from the Bylaws and Policies & Procedures, as requested.
116 5. Keep a record of all committees of the PC. When (if) new committees are
117 established, the Secretary will assure or cause to be assured the actual
118 formation and implementation of the new committees.
119 6. Be responsible for notification of specially called PC meeting,
120 corresponding to the members as required by the Bylaws.
121
122

123 **COMMITTEE CHAIRS:**

124 Committee Chairs will be appointed by the Planning Council Chair. Committee Chairs must be
125 members of the PC for at least one year. If committee leadership is not available from among PC
126 members with at least one year's service, the Chair may seek leadership among remaining PC
127 members. The Standing Committee Chairs will preside at all meetings of their respective
128 committees. The Committee Vice Chair shall preside at all committee meetings in the absence of
129 the Chair. If neither are present, committee members shall use consensus to select another
130 committee member to chair that particular meeting. The Committee Chairs are responsible for the
131 execution of the duties prescribed herein (see RWPC Policy 400.01) for the Committees and for
132 such other duties as may be prescribed by the Chair of the Council or the Council from time to
133 time. The Committee Chairs are responsible for the recording of or cause to be recorded all
134 deliberations undertaken by each respective Committee. Copies of all approved minutes are
135 available from the Office of Support (713-572-3724). Minutes from full Council meetings are
136 available on the PC website (www.rwpc.org) once the draft copy has been approved by the Chair
137 of the Council.

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 Improvement, 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