

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: 2023 Operations Committee
Ronnie Galley, Co-Chair
Cecilia Ligons, Co-Chair
Skeet Boyle
Johanna Castillo
Kenia Gallardo
Josh Mica
Allen Murray

Copy: Crystal Starr
Rodriga Avila
Glenn Urbach
Mauricia Chatman
Tiffany Shepherd
Sha'Terra Johnson

From: Tori Williams

Date: Tuesday, March 7, 2023

Re: Meeting Announcement

Please note the following meeting information:

Operations Committee Meeting
11:00 a.m., Tuesday, March 14, 2023

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@harriscountytexas.gov or by telephone at 832 927-7926.

We look forward to seeing you soon!

DRAFT

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday, March 14, 2023

Join Zoom Meeting

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AGENDA

* = Handout to be distributed at the meeting

-
- I. Call to Order Ronnie Galley and
Cecilia Ligons, 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 Tori Williams
- A. Sign Member Statement of Confidentiality Forms
 - B. Update on New Affiliate Member Training
 - C. HRSA Policy Letter regarding Consumer Incentives – see attached
 - D. Ryan White Office of Support Possible Move
 - E. Review Election Policy if Vice Chair is Conflicted
- IV. Announcements
- V. Adjourn
- OPTIONAL: Members meet with Committee Mentor Cecilia Ligons

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday February 14, 2023
Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Ronnie Galley, Co-Chair		Crystal Starr, Chair RWPC
Cecilia Ligons		Mauricia Chatman, RWGA
Skeet Boyle		Staff
Kenia Gallardo		Tori Williams, Director
Josh Mica		Rod Avila, Assistant Coordinator
Allen Murray		

Call to Order: Ronnie Galley, Co-Chair, called the meeting to order at 11:08 a.m.

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

Approval of the Minutes: Motion #2: it was moved and seconded (Ligons, Mica) to approve the January 19, 2023 minutes. **Motion carried.** Abstentions: Mica, Gallardo, Murray

Public Comment and Announcements: See below under Meeting Format in 2023 for two public comments.

Nuts and Bolts, FY 2022 Petty Cash and Open Meetings Act Training: Williams walked the committee through the attached documents, which contained information about “Nuts and Bolts”, Petty Cash deadlines, and Open Meetings Act Training.

2023 Committee Goals: Motion #3: it was moved and seconded (Ligons, Mica) to use the same goals in 2023 that were used in 2022. **Motion carried unanimously.**

2023 Committee Meeting Dates & Critical Timeline: Williams reviewed the 2023 Committee Meeting Dates and Timeline of Critical 2023 Council Activities.

Sign Member Statement of Confidentiality Forms: Committee members who were present in person signed the Statement of Confidentiality form. Others will sign and submit the form to the Office of Support.

Elect a Committee Vice Chair: Allen Murray was elected by acclamation to be the committee Vice Chair.

New Business

Date for New Affiliate Member Training: The New Affiliate Member Training is scheduled for February 22, 2023 from 10 am to 12:30 pm.

2023 Council Training Schedule: See the attached draft of the 2023 Council Training Schedule.

Council and Committee Meeting Format in 2023: Hudson went over the summary of the survey results, see attached report. In addition, the Committee members read and discussed the two public comments submitted regarding the virtual option to attend committee and Council meetings. See the attached, written public comments from Bobby Cruz dated 12/28/2022 and from Oscar Perez dated 01/25/23. ***Motion #4*** it was moved and seconded (Mica, Ligons) to use the hybrid format, which allows for both in-person and virtual participation, for 2023 Council, Committee and Workgroup meetings. **Motion carried unanimously.**

HRSA Policy Letter regarding Consumer Incentives: Committee members discussed the letter received from HRSA dated December 6, 2022 regarding Consumer Incentives. Council Members will be encouraged to send questions about the letter to the Director of the Office of Support so that all questions can be compiled and sent to the HRSA Project Officer.

Ryan White Office of Support Possible Move: Williams updated the Committee members that the Office of Support is planning for the move to happen at the end of March. Williams continues to seek options so that the Office of Support can fulfill its mission and serve the volunteers.

Motion #5 it was moved and seconded (Mica, Murray) to table agenda item "Review Election Policy if Vice Chair is Conflicted" until the March meeting. **Motion carried unanimously.**

Announcements: Boyle announced that St. John’s Church Downtown will have a food and household items give away on Saturday 02/18/23 starting at around 9 a.m.

Adjournment: The meeting adjourned at 12:31 p.m.

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Worksheet for Determining 2023 Consumer Incentives

(as of 03-07-23)

The Operations Committee needs to make recommendations regarding consumer incentives in 2023. Per the attached letter from HRSA dated December 6, 2022, the Council has two options:

Option #1: Provide a gift card to consumers who attend Ryan White meetings (in person?).

Option #2: Reimburse consumers for meals (only if needed for health reasons), transportation and childcare services

Possible

Considerations:

Fair to all consumers? Fair to all RW volunteers?
Should reimbursement be of equal value for all consumers OR
Should reimbursement cover cost equally?
Note: Some RW events take place outside the City limits
Do those who attend in person get a higher incentive than those who attend virtually?
Should Committee Co-Chairs select a specific number of volunteers needed for each committee sponsored event? (Volunteers have a cap on the amount they can receive per year.)
Pilot project in 2023?

Possible

Mechanism:

Annually, each Council and Affiliate member is invited to answer the following question: Do you take medication that requires it be taken with food: ___ yes ___ no

Different

Groups:

Ryan White volunteers (Council and Affiliate members)
Proyecto VIDA and Project LEAP students
Workgroup members attending a RW function



December 6, 2022

Dear Ryan White HIV/AIDS Program Part A Colleagues:

The community input process is a requirement in the Ryan White HIV/AIDS Program legislation and is implemented in the Ryan White HIV/AIDS Program (RWHAP) Part A as Planning Councils (PC) or Planning Bodies (PB). The Health Resources and Services Administration's HIV/AIDS Bureau (HRSA HAB) recognizes and understands the value of clients who receive RWHAP Part A services actively participating and being involved in the planning process for HIV service delivery, as this drives services that are tailored to the needs of clients in the jurisdiction.

Nonetheless, the RWHAP statute prohibits RWHAP Part A recipients from making cash payments to intended recipients (i.e., clients) of RWHAP Part A services. See Public Health Service Act (PHS Act) § 2604(i); see also [HAB Policy Clarification Notice \(PCN\) 16-02](#). This prohibition is not limited to service-related costs, and thus applies to administrative costs like PC and PB expenses as well. Therefore, RWHAP Part A recipients may not reimburse PC or PB members who are clients via a cash payment with RWHAP funds.

However, per HAB PCN 16-02, RWHAP Part A recipients can support the participation and meaningful engagement of people with lived experience in PC or PB meetings by providing gift cards, vouchers, coupons, or tickets that can be exchanged for a specific service or commodity. RWHAP recipients are advised to administer voucher and store gift card programs in a manner that assures 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.

Alternatively, RWHAP Part A PCs or PBs may provide clients with meals during in-person meetings scheduled around meal times (only if needed for health reasons), transportation to and from meetings, and/or child care services for the children of clients who participate in meetings.

Additional considerations can include adjusting PC or PB meeting times to occur after business hours or on weekends to reduce conflict with client work schedules. Lastly, non-RWHAP funding sources (e.g., general revenue funds) are not similarly restricted, and thus can be utilized for a variety of purposes, including to compensate clients for attending PC or PB meetings.

Thank you for your commitment to ensuring that clients are meaningfully involved in the planning process for service delivery in RWHAP Part A jurisdictions.

Sincerely,
/s/ Chrissy Abrahms Woodland, MBA

Chrissy Abrahms Woodland, MBA
Director
Division of Metropolitan HIV/AIDS Programs

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.
27

28 The annual election will be held at the December RWPC meeting. Before the election takes place,
29 members will be reminded that any member can ask for a call vote if that is their preference. If
30 paper ballots are used, voters must print their name on their ballot before submitting. If voter does
31 not print their name on the ballot, the ballot will be disqualified and not included in the election
32 results. Paper ballots are to be stored in a fire proof safe in the Office of Support for twelve months
33 after the election so that they can be accessed by anyone who wishes to review them. During the
34 election, the Operations Committee will announce the slate of nominees, which will include but
35 not be limited to, each candidate verbally expressing his or her interest in and qualifications for
36 the office they are seeking. Typically, election to office will be by written ballot unless there is
37 only one candidate running for a specific office. A simple majority vote will be required for
38 election. (Per letter from Judge Eckels dated 12-13-00: "As in any political election, the number

39 of candidates is not regulated. Following the first vote in the race, if one candidate has not received
40 the majority, a run-off election is held between the two candidates receiving the most votes. The
41 Council may accept nominations for the slate of officers that exceeds two candidates and may
42 receive nominations from the floor regardless of the number of candidates already nominated.”)
43 Each member of the Council shall be entitled to one vote on any regular business matter coming
44 before the Council. A simple majority of members present and voting is required to pass any
45 matter coming before the Council except for that of proposed Bylaw changes, which shall be
46 submitted (in written form) for review to the full Council at least fifteen (15) days prior to voting
47 and will require a two-thirds (2/3) majority for passage. The Chair of the Council shall not vote
48 except in the event of a tie. The election of the officers will be done one at a time in the following
49 order: Chair, Vice-Chair, and Secretary.
50

51 **QUALIFICATIONS FOR RWPC OFFICERS:**

52 Ryan White Part A or B or State Services funded providers/employees/subcontractors/Board
53 Members and or employees/subcontractors of the Grantee(s) shall not be eligible to run for office
54 of Chair of the Ryan White Planning Council. Except as otherwise required by the Ryan White
55 Program, staff representing the Office of Support and Part A and B administrative agencies cannot
56 serve as members of the Ryan White Planning Council. Staff representing these entities is
57 requested to attend Council, committee and other meetings when work products are being
58 developed and approved.
59

60 Candidates will have served as an appointed member of the RWPC for the preceding twelve (12)
61 months and, if needed, have been reappointed by the CEO. If subsequent to the election the Chair
62 of the RWPC becomes a provider/employee of a subcontractor/Board member of a
63 subcontractor/of the Grantee he/she shall be immediately removed from office. A new election
64 will be held to fill any open positions. In the event of a mid-year election, once an officer has
65 vacated a position, a call to accept nominations will be announced at the Steering Committee
66 meeting immediately following the resignation. Nominations for the vacated position may be
67 submitted to the Planning Council Support Staff up until the end of the following Steering
68 Committee meeting (approximately 30 days after the call for nominations). At this time, Office of
69 Support staff will distribute the slate of nominees to all members of the Planning Council. After
70 the close of the Steering Committee meeting, nominations can only be added from the floor the
71 day of the election, which will take place at the Council meeting approximately seven days after
72 the slate of nominees is closed at the Steering Committee meeting. At all times, any one of the
73 three officers must be a self-identified person living with HIV.
74

75 **ATTENDANCE REQUIREMENTS FOR RWPC OFFICERS:**

76 If an officer of the Ryan White Planning Council misses three, unexcused consecutive meetings
77 of the Steering Committee and Planning Council, they must step down as an officer and an election
78 will be held to fill the position. (Example: an officer must step down if he/she does not contact
79 the Office of Support and request an excused absence and if they miss the October Steering
80 Committee, October Planning Council and the November Steering Committee meetings.) Staff is
81 asked to remind nominees for officer positions of this new requirement. And, when presenting
82 their qualifications to the Council before an election, nominees must state that, to the best of their
83 knowledge, they will not have difficulty meeting 3this additional attendance requirement.
84

85 **DUTIES OF OFFICERS:**

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

87 **Chair:** Chief Executive Officer of the Council; preside at all meetings of the Council;
88 appoint Standing Committee Chairs; represent (or designate a representative to
89 serve) on behalf of the Council at meetings, conferences, etc. where “Council
90 representation” is requested. Chair assigns committee participation of Council
91 members, and performs such other duties as are normally performed by a chair
92 of an organization or such other duties as the Council may prescribe from time
93 to time. The Chair will be responsible for correspondence to members regarding
94 attendance and participation issues. The Chair will also sign and date the final
95 version of the minutes as indication of PC approval. The Chair of the Council
96 is an ex-officio member of all committees (standing, subcommittee, and work
97 groups). Ex-officio means that he/she is welcome to attend and is allowed to
98 be a part of committee discussion. He/she is not allowed to vote. In the absence
99 of the Chair of the Council, the next officer will assume the ex-officio role with
100 committees.

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

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

123
124
125 **COMMITTEE CHAIRS:**

126 Committee Chairs will be appointed by the Planning Council Chair. Committee Chairs must be
127 members of the PC for at least one year. If committee leadership is not available from among PC
128 members with at least one year’s service, the Chair may seek leadership among remaining PC
129 members. The Standing Committee Chairs will preside at all meetings of their respective
130 committees. The Committee Vice Chair shall preside at all committee meetings in the absence of

131 the Chair. If neither are present, committee members shall use consensus to select another
132 committee member to chair that particular meeting. The Committee Chairs are responsible for the
133 execution of the duties prescribed herein (see RWPC Policy 400.01) for the Committees and for
134 such other duties as may be prescribed by the Chair of the Council or the Council from time to
135 time. The Committee Chairs are responsible for the recording of or cause to be recorded all
136 deliberations undertaken by each respective Committee. Copies of all approved minutes are
137 available from the Office of Support (832-927-7926). Minutes from full Council meetings are
138 available on the PC website (www.rwpcHouston.org) once the draft copy has been approved by
139 the Chair of the Council.