

**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

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Please note the following meeting information:

**Operations Committee Meeting**  
**11:00 a.m., Tuesday, May 16, 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](mailto:Rodriga.Avila@harriscountytexas.gov) 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**

11:00 am, Tuesday, May 16, 2023

Join Zoom Meeting

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**AGENDA**

\* = To be sent in a separate mail out

- 
- I. Call to Order Ronnie Galley and  
Cecilia Lignons, 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. How To Best Meet the Need Workgroup Meeting
    - A. 2024-2025 Blue Book
      - 1. Proposed FY 2024 Budget\*
    - B. The How To Best Meet the Need Workgroup Meeting Adjourns
  
  - IV. New Business
    - A. Recommendations from the How To Best Meet the Need Workgroup
      - 1. Proposed FY 2023 Blue Book Budget
    - B. Council Support Budget
      - 1. Policy for Approving the Council Support Budget
      - 2. Proposed FY 2024 Council Support Budget\*
    - D. Food form
    - E. Payroll Card vs. Paper Check Pilot Project
  
  - V. Old Business Tori Williams
    - A. Relocation of the Ryan White Council and Office of Support
  
  - VI. Announcements
  
  - VII. Adjourn

**Houston Area HIV Services Ryan White Planning Council**

**Operations Committee Meeting**

11:00 am, Tuesday March 14, 2023

Meeting Location: Zoom teleconference

**MINUTES**

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<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Ronnie Galley, Co-Chair		Crystal Starr, Chair RWPC
Cecilia Ligons, Co-Chair		Mauricia Chatman, RWGA
Skeet Boyle		<b>Staff</b>
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, Boyle) to adopt the agenda. Motion carried unanimously.*

**Approval of the Minutes:** ***Motion #2:*** *it was moved and seconded (Ligons, Boyle) to approve the March 14, 2023 minutes. Motion carried unanimously.*

**Public Comments:** Please see public comments later in the minutes regarding HRSA letter dated 12-06-22 related to consumer incentives. A second public comment was made asking if the Council would like a presentation by Dr, Crofton on research he is doing about anal cancer. Committee members agreed by consensus that this would be an excellent presentation for the Council.

**Old Business**

**Member Statement of Confidentiality Forms:** Williams reminded committee members to please sign the Confidential Form and give it a staff member in the Office of Support.

**New Affiliate Member Training:** Williams thanked committee members Starr, Galley and Ligons for their help with the training. At this time, 5 of the 6 new Affiliate Members have been oriented. All have been assigned to committees

**HRSA Policy Letter regarding Consumer Incentives – see attached:** Williams outlined the points made in the HRSA letter dated 12-06-22 regarding Consumer Incentives. Staff collected questions from most members and submitted them to the HRSA Project Officer. ***Motion #3:*** *it was moved and seconded (Mica, Ligons) to end further discussion on the questions until HRSA provides a response. Motion carried unanimously.*

## DRAFT

**Motion #4:** *it was moved and seconded (Ligons, Mica) to adopt Option #2, as outlined in the 12/06/22 HRSA letter regarding consumer incentives. Option #2 allows the Council to reimburse volunteers for out-of-pocket expenses like transportation and childcare. It also allows the Council to provide Ryan White volunteers with food when meetings are held during mealtimes and the volunteer has a medical need (defined as needing to take food with their medication). Option #2 will apply to all Council and Affiliate members, as well as educational trainings, like Project LEAP and Proyecto VIDA. Those who do not have a medical necessity for food are encouraged to bring a bag lunch or dinner to meetings. Motion carried unanimously.*

### **Relocation of the Ryan White Office of Support**

Williams stated that the staff continues to plan for the impending move and is in regular contact with the Chairman of Harris County's Space Planning Committee. Williams continues to seek options so that the Office of Support will find a site that has free parking, large meeting rooms and is easy to access via public transportation. So far, staff in the Harris County Engineering Department have been unable to find a County building that offers all of these requirements.

**Announcements:** Williams reminded Committee members that Crystal Starr, Chair of the Council, would like the Committee to review Ryan White election policies to make sure that there would be no conflict of interest if the Chair were to become ill and the Vice Chair had to step in on a temporary basis. **Motion #3:** *it was moved and seconded (Murray, Ligons) to table the discussion about election policies until a future committee meet. Motion carried unanimously.* Boyle announced that St. John's Church Downtown will have a food and household items give away on Saturday 03/18/23 starting at around 9 a.m

**Adjournment:** The meeting adjourned at 12:19 p.m.

Submitted by:

Approved by:

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Tori Williams, Director

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Date

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Committee Chair

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Date

# HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

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EST. JULY 10, 2008

REV JANUARY 1, 2018

POLICY No. 400.03

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## PROCESS FOR APPROVING THE COUNCIL SUPPORT BUDGET

### 1 PURPOSE

2  
3 This policy is to establish the process used to review and approve the annual budget for the  
4 Houston Area HIV Health Services Ryan White Planning Council and the Council Support Staff.  
5

### 6 AUTHORITY

7  
8 The authority given to the Operations Committee by the Council regarding adoption and approval  
9 of By-laws Rev. 01/18 and under the order of the Chief Elected Official (CEO) of Harris County,  
10 initiate procedures by which day to day business of the Council is to take place. According to the  
11 Ryan White HIV/AIDS Treatment Extension Act of 2009, and a letter of guidance issued by the  
12 HIV/AIDS Bureau (April 26, 2007) "Section 2604(h) specifies that the chief elected official of an  
13 eligible area shall not use in excess of 10 percent of amounts received under a Part A grant for  
14 administrative expenses. The amounts may be used for administrative activities that include all  
15 activities associated with the grantee's contract award procedures, including activities carried out  
16 by the HIV Health Services Planning Council as established under section 2602 (b) of the Act...  
17 While Part A Planning Councils may use Ryan White Program funds to support certain activities  
18 related to carrying out required functions, the Planning Council must also work with the grantee  
19 to agree on a budget for Planning Council support activities. Reasonable and necessary activities  
20 include both tasks directly related to legislative functions and the following costs that support  
21 multiple functions:

- 22 • Staff support (professional and clerical)
- 23 • Expenses of Planning Council members as a result of their participation
- 24 • Activities publicizing the Planning Council's activities for people living with HIV and  
25 efforts to substantively enhance community participation in Planning Council activities
- 26 • Developing and implementing Planning Council grievance procedures for decisions related  
27 to funding."  
28

### 29 INTENT

30  
31 Create an atmosphere of mutual respect and transparency as the Council works with the CEO and  
32 the grantee to agree on the annual Council Support budget.  
33

### 34 PROCEDURE

35  
36 The following describes the steps to be followed in order to secure approval of the Council  
37 Support budget:  
38

- 39 1. The Director of the Office of Support prepares a proposed budget.

- 40 2. The Director distributes the proposed budget to members of the Operations  
41 Committee, the liaison to the CEO and the manager of Harris County Public  
42 Health/Ryan White Grant Administration Section (the “grantee”).  
43 3. The grantee reviews the budget in terms of Ryan White Program guidelines and  
44 discusses any concerns with both the Director of the Office of Support and the  
45 assigned liaison to the CEO.  
46 4. The Director conveys this input to the Operations Committee when they meet to  
47 review and make recommendations on the proposed budget.  
48 5. The Operations Committee reviews the budget to make sure that it supports activities  
49 related to carrying out the legislatively mandated role of the Council and prepares a  
50 committee recommendation regarding the proposed budget.  
51 6. The Steering Committee and Council review and vote on the recommendations of the  
52 Operations Committee regarding the Council Support budget.  
53 7. The Director provides the grantee with the Council approved budget.  
54 8. The grantee reviews the budget and provides written confirmation to the Director of  
55 the Office of Support and the liaison with the County Judge’s Office stating that the  
56 budget is consistent with HRSA requirements and County rules and no changes are  
57 necessary. If the budget is not consistent with HRSA requirements and County rules,  
58 the budget is returned to the Director of the Office of Support who revises the budget  
59 and begins the process at Step 1 as described above.

Houston Ryan White Planning Council

# Request for Food During Ryan White Meetings or Events

(05-09-23)

In 20\_\_\_\_\_, I was appointed to serve on the (check all that apply):

Committee(s):

_____	Affected Community	_____	Priority & Allocations
_____	Comprehensive HIV Planning	_____	Quality Improvement
_____	Operations	_____	Steering

Other:

\_\_\_\_\_ Ryan White Planning Council  
\_\_\_\_\_ Project LEAP Class  
\_\_\_\_\_ Proyecto VIDA Class  
\_\_\_\_\_ Integrated Planning Workgroup(s): \_\_\_\_\_  
\_\_\_\_\_ Other: \_\_\_\_\_

When one of my meetings takes place during a mealtime,

I, (print your name) \_\_\_\_\_

request a meal because I have medication that must be taken with food.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_