

**Houston Area HIV Services Ryan White Planning Council**  
**Office of Support**  
**Meeting Location: 1440 Harold Street, Houston, Texas 77006**  
832 927-7926 telephone; <http://rwpchouston.org>

**MEMO**

To: 2023 Operations Committee  
Ronnie Galley, Co-Chair  
Cecilia Ligons, Co-Chair  
Skeet Boyle  
Kenia Gallardo

Josh Mica  
Rodney Mills  
Allen Murray

Copy: Crystal Starr  
Mackenzie Hudson  
Rodriga "Rod" Avila  
Glenn Urbach

Mauricia Chatman  
Tiffany Shepherd  
Sha'Terra Johnson

From: Tori Williams

Date: Tuesday, October 10, 2023

Re: Meeting Announcement

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We are starting to get a fair number of Council applications, hence you will be interviewing at least five Council applicants in October and, as a result have budgeted 2 hours for your October and November committee meetings. Details are as follows:

**Operations Committee Meeting**  
**NOTE THE TIME: 10:00 a.m. – 1:00 p.m.**  
**Tuesday, October 17, 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**

10:00 am, Tuesday, October 17, 2023

Join Zoom Meeting

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

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Passcode: 817550

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**AGENDA**

\* = To be sent in a separate mail out

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- 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. Old Business Tori Williams
    - A. Updates on Payroll Debit Cards
    - B. Slate of nominees for the FY 2024 RWPC Officers
    - C. Design Annual PC Orientation
  
  - IV. Announcements
  
  - V. Adjourn

**INTERVIEWS WITH 5 COUNCIL APPLICANTS**

*Houston Area HIV Services Ryan White Planning Council*

**Operations Committee Meeting**

11:00 am, Tuesday September 19, 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 | Cecilia Ligons, Co-Chair | <b>Staff</b>                     |
| Skeet Boyle             | Kenia Gallardo           | Tori Williams, Director          |
| Josh Mica               | Allen Murray, excused    | Mackenzie Hudson, Health Planner |
| Rodney Mills            |                          | Rod Avila, Assistant Coordinator |
|                         |                          |                                  |
|                         |                          |                                  |

**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 (Mica, Mills) to adopt the agenda. Motion carried unanimously.*

**Approval of the Minutes:** **Motion #2:** *it was moved and seconded (Mica, Mills) to approve the July 18, 2023 and August 15, 2023 minutes. Motion carried unanimously.*

**Public Comments:** None

**Old Business**

**2023 Ryan White Membership Attendance:** Williams reported that, per Committee instructions, Office of Support staff sent letters to volunteers with poor attendance in 2023.

**Updates on Payroll Debit Cards:** Williams updated members that the Office of Support still needs to send a follow-up survey to the Council and Affiliate members who request petty cash reimbursement. The survey will inquire about those who wish to participate in the Debit Card Pilot Program.

**MOU and LOA for Judge to sign:** Williams informed the committee that the Memorandum of Understanding will be sent to the Judge to sign; see attached. The hold up has been trying to find the person at the Texas Department of State Services to sign the Letter of Agreement. There has been enormous turnover and Shelley Lucas was never replaced. All agreed to move forward with the MOU.

**Personnel Update:** Williams informed the Committee of her possible retirement plans and how they may impact the Council and staff. The first optimal option is for the Judge to separate the two jobs Williams is currently holding: Manager of the Office of Support and Liaison to the Judge. Williams would keep the Liaison position, work one day a week, and fill the Manager

position starting January 2024 with a new manager. If the Judge says no to separating the two positions, Williams will continue with the two positions and retire in August or September 2024.

**Reminders:** It is time to start the process to Elect FY 2024 RWPC Officers. This will be an agenda item at the next meeting, along with designing the 2024 Council Orientation.

**Announcements:** None

**Adjournment:** ***Motion #3:** it was moved and seconded (Boyle, Mica) to adjourn the meeting at 11:34 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

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Tori Williams, Director

Date

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Committee Chair

Date