

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: 2024 Operations Committee
Cecilia Ligons, Co-Chair
Crystal R. Starr, Co-Chair
Skeet Boyle
Johnny Deal
Bill Patterson
Ryan Rose
Yolanda Ross
Priscilla Willridge

Copy: Josh Mica
Rodriga "Rod" Avila
Glenn Urbach
Eric James
Mauricia Chatman
Tiffany Shepherd
Sha'Terra Johnson

From: Tori Williams

Date: Tuesday, May 7, 2024

Re: Meeting Announcement

We look forward to seeing you for your May Operations Committee meeting. This is a hybrid meeting so you can participate in person or virtually. Meeting details are as follows:

Operations Committee Meeting
11:00 a.m., Monday, May 13, 2024

In Person: 1440 Harold Street, Houston, Texas 77006. Enter the building from the free parking lot behind the church on Hawthorne Street.

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 and let her know if you will be participating virtually or in person, 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, Monday, May 13, 2024

Join Zoom Meeting

<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

AGENDA

* = Handout to be distributed at the meeting

-
- I. Call to Order Cecilia Ligons and
Crystal R. Starr, 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 Tori Williams
- A. 2025 Mini Blue Book
 - 1. Proposed FY 2025 Budget - \$15,000
 - 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 2025 Mini Blue Book
 - B. Council Support Budget
 - 1. Policy for Approving the Council Support Budget
 - 2. Proposed FY 2025 Council Support Budget*
- V. Old Business
- A. AI Read Presentation
 - B. Personnel Subcommittee Glen Hollis
Tori Williams
 - 1. See 7 surveys from: Bill, Glen, Pete, Ronnie, Skeet, Bruce & Jay
 - 2. Bobby Cruz
 - C. Review Ryan White bylaws, policies and procedures
- VI. Announcements
- VII. Adjourn

OPTIONAL: Members meet with Committee Mentor

Cecilia Ligons

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Monday March 18, 2024

Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Cecilia Ligons, Co-Chair		Josh Mica, RWPC Chair
Skeet Boyle		Rodney Mills, RWPC
Johnny Deal		Sha’Terra Johnson, TRG
Bill Patterson		Mauricia Chatman, RWGA
Ryan Rose		Staff
Yolanda Ross		Tori Williams, Director
Priscilla Willridge		Rod Avila, Community Engagement
Crystal R. Starr		

Call to Order: Cecilia Ligons, Co-Chair, called the meeting to order at 11:06 a.m.

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

Approval of the Minutes: Motion #2: *it was moved and seconded (Patterson, Rose) to approve the February 12, 2024 minutes. Motion carried.* Abstentions: Deal and Starr.

Public Comments: None

Old Business

Update on the February 16th Affiliate Member Training: Ligons stated that the training for Affiliate members was a success. The majority of the new Affiliate members attended and members of the Operations Committee were actively involved as hosts and presenters.

New Business

Personnel Sub-Committee: Williams stated that the Judge’s Office is currently reviewing the job description for the Manager of the Office of Support. According to Council policy, the Operations Committee is to form a Personnel Sub-Committee to review applications, interview candidates and make a hiring recommendation to the Judge. Committee members reviewed skills that would make helpful sub-committee members. Staff was asked to create a survey that would gather information from Ryan White volunteers about their interest in serving on the Sub-Committee and their managerial skills.

Read AI: Williams informed the committee that one person suggested activating Read AI during a Quality Improvement Committee meeting. Most of the members were uncomfortable with this and asked the Operations Committee to create a policy regarding the use of Read AI at Ryan

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White meetings. Staff was asked to reach out to Glen Hollins, a former IT expert at United Way and Patrick Martin at The Resource Group to gather information on best practices and review DSHS' policy on the use of such technology.

Review Current Ryan White Bylaws, Policies and Procedures: ***Motion #3***: *it was moved and seconded (Patterson, Starr) to table a review the policies until the next meeting to provide time to read through and identify any areas that require updates. Motion carried unanimously.* (See attached policies 100.01 – 300.01. The PC Chair asked committee members to look for opportunities to use gender neutral language (example: See policy 200.03 line 53).

Announcements: None

Adjournment: ***Motion #4***: *it was moved and seconded (Deal, Willridge) to adjourned meeting at 12:30 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

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Houston Ryan White Planning Council
FY 2025 Council Support Budget
 March 1, 2025 - February 28, 2026
 (As of 05-06-24)

	Subtotal	Total
PERSONNEL	\$280,658	
RWPC Director (TBD) (\$7000/mo. X 12 mos. x 100%) Responsible for overall functioning of planning council, supervises all support staff.	\$84,000	
RWPC Health Planner (TBD) (\$6333/mo. X 12 mos. x 100%) Responsible for coordinating Comprehensive Planning and Needs Assessment activities. Analyzing and presenting data.	\$76,000	
RWPC Coordinator (D. Beck) (\$5284/mos. x 12 mos. x 100%) Coordinates support activities for the RW Planning Council and committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.).	\$63,407	
Consumer Engagement (R. Avila) (\$4771/mox. X 12 mos. x 100%) Coordinates support activities for assigned committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.)	\$57,251	
FRINGE		\$145,255
Social Security @ 7.38%	\$20,713	
Health Insurance (4 x \$19,075/FTE)	\$76,300	
Retirement @ 15.30%	\$42,941	
Workers Compensation @ 0.88%	\$2,470	
Unemployment Insurance @ 0.10%	\$281	
Incentives/allowances	\$2,550	
EQUIPMENT		
Replace obsolete computers and tablets and purchase equipment needed to allow Ryan White volunteers and students access to virtual meetings	\$4,500	\$4,500

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Houston Ryan White Planning Council
FY 2025 Council Support Budget
 March 1, 2025 - February 28, 2026
 (As of 05-06-24)

	Subtotal	Total
TRAVEL	\$8,270	
Local Travel: \$0.69/mile for Planning Council Support Staff	\$2,000	
Out of EMA travel: Two out of town trips for either Office of Support staff and/or Ryan White volunteers to attend HIV related conferences.	\$6,270	
SUPPLIES	\$6,000	
General consumable office supplies including materials for Council members & public meetings.	\$6,000	
CONTRACTUAL	\$0	
OTHER	\$142,400	
Rental Fees for Office & Meeting Rooms Rental agreement for office and meeting space space for RW volunteers, 45 students & staff (\$2,500/mos. X 12 mos. = \$30,000/year)	\$30,000	
Resource Guide (mini Blue Books for Inmates)	\$15,000	
Reimbursement for Volunteer Expenses: Reimbursement for meals, childcare, travel, gift cards/incentives & other eligible expenses resulting from participation in Council approved/HRSA grant required activities.	\$20,000	
Advertising for PC Activities: For publication of meeting announcements in community papers; invitations to participate in needs assessment activities and focus groups; advertisements for additional volunteers.	\$5,000	
Communications (telephone and computer): For local and long distance phone expenses, equipment and internet charges.	\$3,000	
Council Education: For speakers & training costs for ongoing training to insure that key decision-makers receive necessary information. This includes a January Orientation and a mid-year Council meeting to be held off-site in Harris County.	\$5,500	

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Houston Ryan White Planning Council
FY 2025 Council Support Budget
 March 1, 2025 - February 28, 2026
 (As of 05-06-24)

	Subtotal	Total
Project LEAP Student Reimbursement: Total of 45 participants (15 students/course) for three 17-week courses including travel, childcare, incentives & other expenses resulting from participation in required consumer training activities in English and Spanish related to the Ryan White grant.	\$7,000	
Project LEAP Education: Training costs for three 17- week courses including facilitation & speaker fees, translators & educational materials in English and Spanish.	\$20,000	
Consumer Education: Training costs for up to 5 workshops including speaker fees, translators and educational materials.	\$2,800	
Interpreter Services: For Spanish-speaking & sign-language interpretation services during Council meetings, public hearings, focus groups and more.	\$10,000	
Fees and Dues: Registration costs for attending meetings, trainings & conferences related to HIV/AIDS health planning.	\$500	
English/Spanish Translation (written): For professional translation of Council, Project LEAP & other educational materials into Spanish.	\$5,000	
Storage Unit for HIV Resource Directories: Storage for 30,000 directories @ \$300/month	\$3,600	
Postal Machine Rental & Postage: For mailouts of Committee and Council agendas, minutes and attachments; HIV/AIDS Resource Guides for those who are unable to pickup in person; other office of support communications.	\$6,000	
Copier Rental: For rental, service agreement of high-use Xerox machine used by Council staff.	\$9,000	
TOTAL		\$587,083

Read AI

- Platform created for “teams” usage
- Is a charge for the software, various subscription levels.
 - There is a free version, but limited to 1 hr. duration of recording
- meeting notes with automated AI summaries
- AI creates
 - Meeting Summary
 - Chapters & Topics
 - Action Items
 - Transcription 2.0
 - Playback & Highlights (requires top level subscription)
 - Recommendations

Considerations:

- AI will create the items above driven by algorithms in its code.
 - NO human intervention
- Duplication of the recording of the meeting can lead to a “he said/she said” situation, since the meetings are already being recorded.
 - These recordings are available upon request, whereas this second recording is proprietary to the person who is doing the recording. Availability would depend upon the grace of the recorder.
 - This has legal implications for the Council/County.
 - There are no limits/constraints upon AI currently in this country. (Use of AI in spam, voice mimicking, etc.)

Recommendation:

- Since this would be a duplication of an established process the Council already has in place and due to the potential for confusion over what the Council did/did not do or say and the legal implications of dueling minutes, I would strongly recommend that the Council strongly consider the implications of allowing additional records of its proceeds.

Survey for Potential Personnel Subcommittee Members

Name Bill Paterson

Thank you for your interest in serving as an interviewer on the personnel subcommittee that will screen applicants for the position of manager of the Ryan White Office of Support (Tori is retiring in late summer but she will continue part time in the director position). Below are listed regular activities of the manager. Having experience in these activities will help the Personnel Committee select the best candidate.

Directions: Reading rows left to right, answer each of the 9 questions below by circling one option from the middle columns (shaded yellow) and by filling in the blanks in the last column (shaded green). When you are through, photograph and text, or scan and return, to Tori at: 832 594-1929 cell or Victoria.williams@harriscountytexas.gov.

Questions	Options	Experience
1. Have you ever taught adults who had various education backgrounds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please identify the name of the organization and your job title. <u>LAVACK LITERACY COUNCIL</u> City and state <u>AUSTIN TX</u> Number of adults taught <u>> 50 OVER THE YEARS</u>
2. Have you ever been successful in recruiting, training, and retaining volunteers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please identify the name of the organization and your job title. <u>NA SHAWL CANES - NASHVILLE</u> <u>REDBIRD CENTER - HOUSTON</u> <u>LOTALY CLUB - NASHVILLE</u> City and state _____ Largest number of volunteers you directly recruited, trained, and retained? <u>30</u>

Questions	Options	Experience
3. Have you ever hired and terminated employees?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please identify the name of the organization and your job title. <u>THE OFFICE PEOPLE - AUSTIN</u> City and state <u>AUSTIN</u> Largest number of staff you have directly supervised <u>8</u>
4. Have you ever supervised employees with a master's degree in public health?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Please identify the name of the organization and your job title. City and state _____
5. Have you ever managed a budget of \$500,000 or more?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please identify the organization and your job title. <u>BILL PATTERSON & CO</u> City and state <u>NASHVILLE</u> Largest budget you have managed. <u>\$1 M</u>

Questions	Options	Experience
6. Have you ever written or proofread a federal grant?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please name the largest grant you have written or proofread. <u>MARSHALL CARES - 300,000</u> <u>RED BIRD CENTER - HOUSTON</u> (Example: Ryan White Part A) Number of pages <u>14</u> Number of pages you wrote <u>14</u> Was the grant funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you ever written or proofread another type of grant?	<input checked="" type="checkbox"/> Written <input checked="" type="checkbox"/> Proofread	Please name the largest grant you have written or proofread. <u>PRIMA -</u> (Example: Ryan White Part A) Number of pages _____ Number of pages you wrote _____ Was the grant funded? <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have you ever written or proofread an HIV needs assessment?	<input checked="" type="checkbox"/> Written <input type="checkbox"/> Proofread	Number of pages <u>4</u>
9. Have you ever written or proofread an HIV epidemiological report?	<input type="checkbox"/> Written <input type="checkbox"/> Proofread	Number of pages _____

THANK YOU! PLEASE RETURN THE FORM TO TORI VIA TEXT OR EMAIL

Survey for Potential Personnel Subcommittee Members

Name Pete Rodriguez

Thank you for your interest in serving as an interviewer on the personnel subcommittee that will screen applicants for the position of manager of the Ryan White Office of Support (Tori is retiring in late summer but she will continue part time in the director position). Below are listed regular activities of the manager. Having experience in these activities will help the Personnel Committee select the best candidate.

Directions: Reading rows left to right, answer each of the 9 questions below by circling one option from the middle columns (shaded yellow) and by filling in the blanks in the last column (shaded green). When you are through, photograph and text, or scan and return, to Tori at: 832 594-1929 cell or Victoria.williams@harriscountytx.gov.

Questions	Options	Experience
1. Have you ever taught adults who had various education backgrounds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please identify the name of the organization and your job title. <u>Harris Health System</u> <u>Director HIV Services</u> City and state <u>Houston, Texas</u> Number of adults taught <u>Over 200</u>
2. Have you ever been successful in recruiting, training, and retaining volunteers?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Please identify the name of the organization and your job title. _____ _____ City and state _____ Largest number of volunteers you directly recruited, trained, and retained? _____

Questions	Options	Experience
<p>3. Have you ever hired and terminated employees?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please identify the name of the organization and your job title.</p> <p><u>Harris Health System</u></p> <p><u>Director HIV Services</u></p> <p>City and state <u>Houston, Tx</u></p> <p>Largest number of staff you have directly supervised <u>200</u></p>
<p>4. Have you ever supervised employees with a master's degree in public health?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please identify the name of the organization and your job title.</p> <p><u>Harris Health System</u></p> <p><u>Director HIV Services</u></p> <p>City and state <u>Houston, Texas</u></p>
<p>5. Have you ever managed a budget of \$500,000 or more?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please identify the organization and your job title.</p> <p><u>Harris Health System</u></p> <p><u>Director HIV Services</u></p> <p>City and state <u>Houston, Texas</u></p> <p>Largest budget you have managed. <u>10 million</u></p>

Questions	Options	Experience
6. Have you ever written or proofread a federal grant?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please name the largest grant you have written or proofread. Wrote SPNS grant _____ _____ (Example: Ryan White Part A) Number of pages <u>60</u> Number of pages you wrote <u>60</u> Was the grant funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you ever written or proofread another type of grant?	<input checked="" type="checkbox"/> Written <input checked="" type="checkbox"/> Proofread	Please name the largest grant you have written or proofread. Part A, C, D _____ _____ (Example: Ryan White Part A) Number of pages <u>80 each</u> Number of pages you wrote <u>10</u> Was the grant funded? <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have you ever written or proofread an HIV needs assessment?	<input type="checkbox"/> Written <input checked="" type="checkbox"/> Proofread	Number of pages <u>80</u>
9. Have you ever written or proofread an HIV epidemiological report?	<input type="checkbox"/> Written <input type="checkbox"/> Proofread	Number of pages <u>0</u>

THANK YOU! PLEASE RETURN THE FORM TO TORI VIA TEXT OR EMAIL

Survey for Potential Personnel Subcommittee Members

Name Glen Hollis

Thank you for your interest in serving as an interviewer on the personnel subcommittee that will screen applicants for the position of manager of the Ryan White Office of Support (Tori is retiring in late summer but she will continue part time in the director position). Below are listed regular activities of the manager. Having experience in these activities will help the Personnel Committee select the best candidate.

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Questions	Options	Experience
1. Have you ever taught adults who had various education backgrounds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please identify the name of the organization and your job title. Taught Office classes @ the library. Word/Excel/Powerpoint/Outlook <hr/> To the general public <hr/> City and state <u>Hou/Tx</u> <hr/> Number of adults taught <u>Class size 6-10</u>
2. Have you ever been successful in recruiting, training, and retaining volunteers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please identify the name of the organization and your job title. Disaster Volunteers doing survey <hr/> City and state <u>Hou/TX</u> <hr/> Largest number of volunteers you directly recruited, trained, and retained? <u>?? too many</u>

Questions	Options	Experience
3. Have you ever hired and terminated employees?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please identify the name of the organization and your job title. <u>American Red Cross</u> City and state <u>Hou/TX</u> Largest number of staff you have directly supervised <u>3</u>
4. Have you ever supervised employees with a master's degree in public health?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Please identify the name of the organization and your job title. City and state _____
5. Have you ever managed a budget of \$500,000 or more?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please identify the organization and your job title. <u>Same as above</u> City and state <u>Hou/TX</u> Largest budget you have managed. <u>560,000</u>

Questions	Options		Experience
6. Have you ever written or proofread a federal grant?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Please name the largest grant you have written or proofread. Did write RFPs no grants however

			<i>(Example: Ryan White Part A)</i>
			Number of pages _____
			Number of pages you wrote _____
			Was the grant funded? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you ever written or proofread another type of grant?	<input type="checkbox"/> Written	<input type="checkbox"/> Proofread	Please name the largest grant you have written or proofread.

			<i>(Example: Ryan White Part A)</i>
			Number of pages _____
			Number of pages you wrote _____
			Was the grant funded? <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have you ever written or proofread an HIV needs assessment?	<input type="checkbox"/> Written	<input type="checkbox"/> Proofread	Number of pages _____
9. Have you ever written or proofread an HIV epidemiological report?	<input type="checkbox"/> Written	<input type="checkbox"/> Proofread	Number of pages _____

THANK YOU! PLEASE RETURN THE FORM TO TORI VIA TEXT OR EMAIL

Survey for Potential Personnel Subcommittee Members

Name Ronnie G. Galley

Thank you for your interest in serving as an interviewer on the personnel subcommittee that will screen applicants for the position of manager of the Ryan White Office of Support (Tori is retiring in late summer but she will continue part time in the director position). Below are listed regular activities of the manager. Having experience in these activities will help the Personnel Committee select the best candidate.

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Questions	Options	Experience
1. Have you ever taught adults who had various education backgrounds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please identify the name of the organization and your job title. <u>U S Postal Service</u> <hr/> City and state <u>Houston TX</u> <hr/> Number of adults taught <u>30+</u>
2. Have you ever been successful in recruiting, training, and retaining volunteers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please identify the name of the organization and your job title. <u>U S Postal Service</u> <hr/> <u>Supervisor - Manager</u> <hr/> City and state <u>Houston TX</u> <hr/> Largest number of volunteers you directly recruited, trained, and retained? <u>125+</u>

Questions	Options	Experience
<p>3. Have you ever hired and terminated employees?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please identify the name of the organization and your job title.</p> <p><u>U S Postal Service</u></p> <hr/> <p>City and state <u>Houston/Groves/Orange TX</u></p> <p>Largest number of staff you have directly supervised <u>125+</u></p>
<p>4. Have you ever supervised employees with a master's degree in public health?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please identify the name of the organization and your job title.</p> <p><u>U S Postal Service</u></p> <hr/> <p>City and state <u>Orange TX</u></p>
<p>5. Have you ever managed a budget of \$500,000 or more?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Please identify the organization and your job title.</p> <p><u>U S Postal Service</u></p> <p><u>Stamp Stock</u></p> <hr/> <p>City and state <u>Orange TX</u></p> <p>Largest budget you have managed. <u>100000.00+</u></p>

Questions	Options	Experience
<p>6. Have you ever written or proofread a federal grant?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Please name the largest grant you have written or proofread.</p> <p>_____</p> <p>_____</p> <p><i>(Example: Ryan White Part A)</i></p> <p>Number of pages _____</p> <p>Number of pages you wrote _____</p> <p>Was the grant funded? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7. Have you ever written or proofread another type of grant?</p>	<p><input type="checkbox"/> Written <input type="checkbox"/> Proofread</p>	<p>Please name the largest grant you have written or proofread.</p> <p>_____</p> <p>_____</p> <p><i>(Example: Ryan White Part A)</i></p> <p>Number of pages _____</p> <p>Number of pages you wrote _____</p> <p>Was the grant funded? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>8. Have you ever written or proofread an HIV needs assessment?</p>	<p><input type="checkbox"/> Written <input checked="" type="checkbox"/> Proofread</p>	<p>Number of pages _____</p>
<p>9. Have you ever written or proofread an HIV epidemiological report?</p>	<p><input type="checkbox"/> Written <input checked="" type="checkbox"/> Proofread</p>	<p>Number of pages _____</p>

THANK YOU! PLEASE RETURN THE FORM TO TORI VIA TEXT OR EMAIL

Arday "SKEE" Boyle

Qualifications Survey for Potential Applicants for RW Manager

1. I have demonstrated my organizational and personnel management skills in public health, including planning and/or evaluating health care-related services, and accumulated the following years of experience (select one):

a. Less than four years

b. Four years or more

2. I have experience in conducting a health-related needs assessment or evaluation for a large population (select one):

a. Yes

b. No

4. I have written and oral communication skills, including public speaking, that are strong one-on-one and before groups, and I can communicate at various levels of technical expertise to reach different audiences (select one).

a. True

b. False

5. I am proficient in Microsoft Word software at the following level (select one):

a. Beginner

b. Intermediate

c. Advanced

6. I am proficient in Microsoft Excel at the following level (select one):

a. Beginner

b. Intermediate

c. Advanced

7. I have prior experience⁽²⁾ in communicating openly and factually about (select one or more):

a. Human sexuality and behaviors

b. Sexually-transmitted diseases

c. Mental health

d. Substance use disorder

e. Topics related to a–d

8. I can work with communities of all kinds, volunteers as well as coworkers, and respectfully and supportively interact and connect with HIV-positive, incarcerated, formerly incarcerated, gay, lesbian, bisexual and transgender individuals (select one).

a. True

b. False

9. I have a bachelor's degree (select one)

a. Yes

b. No

10. I have the following education, experience, or skills (select all that apply):

a. My employment or volunteer service was performed in an administrative role in an organization predominantly serving individuals with HIV.

b. I am bilingual, having skills in writing and speaking Spanish and English.

c. I have a bachelor's degree in public health, community health, health administration, or one or more related health sciences fields.

d. I have a master's degree in public health, community health, health administration, or one or more related health sciences fields.

Survey for Potential Personnel Subcommittee Members

Name C. Bruce Turner

Thank you for your interest in serving as a member of the personnel subcommittee that will screen applicants for the position of manager of the Ryan White Office of Support. Below are listed regular activities of the manager. Having a few members with experience in these activities will help the Personnel Committee select the best candidate. *Directions: Reading rows left to right, answer each of the 9 questions below by circling one option from the middle columns (shaded yellow) and by filling in the blanks in the last column (shaded green). When you are through, photograph and text, or scan and return, to Tori at: 832 594-1929 cell or Victoria.williams@harriscountytexas.gov.*

Questions	Options		Experience
1. Have you ever taught adults who had various education backgrounds?	Yes	<input checked="" type="radio"/> No	Please identify the name of the organization and your job title: _____ _____ City and state _____ Number of adults taught _____
2. Have you ever been successful in recruiting, training, and retaining volunteers?	<input checked="" type="radio"/> Yes	No	Please identify the name of the organization and your job title. <u>HIV + Aging Coalition</u> <u>Founder</u> City and state <u>Houston, Tx</u> Largest number of volunteers you directly recruited, trained, and retained? <u>18-20</u>
3. Have you ever hired and terminated employees?	<input checked="" type="radio"/> Yes	No	Please identify the name of the organization and your job title. <u>3 different restaurants</u> <u>General Mgr.</u> City and state <u>Denver</u> <u>Albuquerque</u> <u>Houston</u> Largest number of staff you have directly supervised <u>100</u>

4.	Have you ever supervised employees with a master's degree in public health?	Yes	<input checked="" type="radio"/> No	Please identify the name of the organization and your job title. _____ _____
5.	Have you ever managed a budget of \$500,000 or more?	<input checked="" type="radio"/> Yes	No	Please identify the organization and your job title. <u>3 different restaurants</u> <u>Denver</u> <u>Houston + Albuquerque</u> Largest budget you have managed. <u>\$1 m/restaurant</u>
6.	Have you ever written or proofread a federal grant? <u>No</u>	Written	Proofread	Please name the largest grant you have written or proofread. _____ _____ (Example: Ryan White Part A) Number of pages _____ Number of pages you wrote _____ Was the grant funded? ___ Yes ___ No
7.	Have you ever written or proofread another type of grant? <u>No</u>	Written	Proofread	Please name the largest grant you have written or proofread. _____ _____ (Example: Ryan White Part A) Number of pages _____ Number of pages you wrote _____ Was the grant funded? ___ Yes ___ No
8.	Have you ever written or proofread an HIV needs assessment?	Written	<input checked="" type="radio"/> Proofread	Number of pages <u>180</u>
9.	Have you ever written or proofread an HIV epidemiological report?	Written	<input checked="" type="radio"/> Proofread	Number of pages <u>30-50</u>

THANK YOU! PLEASE RETURN THE FORM TO TORI VIA TEXT OR EMAIL

4.	Have you ever supervised employees with a master's degree in public health?	Yes	<u>No</u>	Please identify the name of the organization and your job title. _____ _____
5.	Have you ever managed a budget of \$500,000 or more?	<u>Yes</u>	No	Please identify the organization and your job title (SCHLUMBERGER) SLB _____ _____ Largest budget you have managed. <u>20 million USD per year</u>
6.	Have you ever written or proofread a federal grant?	Written <u>No</u>	Proofread <u>No</u>	Please name the largest grant you have written or proofread. _____ _____ (Example: Ryan White Part A) Number of pages _____ Number of pages you wrote _____ Was the grant funded? ___ Yes ___ No
7.	Have you ever written or proofread another type of grant?	Written <u>No</u>	Proofread <u>No</u>	Please name the largest grant you have written or proofread. _____ _____ (Example: Ryan White Part A) Number of pages _____ Number of pages you wrote _____ Was the grant funded? ___ Yes ___ No
8.	Have you ever written or proofread an HIV needs assessment?	Written <u>No</u>	Proofread <u>No</u>	Number of pages _____
9.	Have you ever written or proofread an HIV epidemiological report?	Written <u>No</u>	Proofread <u>No</u>	Number of pages _____

THANK YOU! PLEASE RETURN THE FORM TO TORI VIA TEXT OR EMAIL

Survey for Potential Personnel Subcommittee Members

Name JAY BROWNMICK

Thank you for your interest in serving as a member of the personnel subcommittee that will screen applicants for the position of manager of the Ryan White Office of Support. Below are listed regular activities of the manager. Having a few members with experience in these activities will help the Personnel Subcommittee select the best candidate. Directions: Reading rows left to right, answer each of the 9 questions below by circling one option from the middle columns (shaded yellow) and by filling in the blanks in the last column (shaded green). When you are through, photograph and text, or scan and return, to Tori at: 832 594-1929 cell or Victoria.williams@harriscountytx.gov.

Questions		Options		Experience
1.	Have you ever taught adults who had various education backgrounds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Please identify the name of the organization and your job title: <u>VANDERBILT UNIVERSITY</u> (TEACHING ASSISTANT for 3 years to undergrad classes for computer science) City and state <u>Nashville, TN</u> Number of adults taught <u>30 in each class (semester)</u>
2.	Have you ever been successful in recruiting, training, and retaining volunteers?	<input type="radio"/> Yes	<input type="radio"/> No	Please identify the name of the organization and your job title. _____ _____ City and state _____ Largest number of volunteers you directly recruited, trained, and retained? _____
3.	Have you ever hired and terminated employees?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Please identify the name of the organization and your job title. (SCHLUMBERGER) SLB _____ _____ City and state <u>HOUSTON, TX</u> Largest number of staff you have directly supervised <u>10 (directly)</u> <u>20 (influence)</u>