

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, October 8, 2024

Re: Meeting Announcement

IMPORTANT: Bering Church is undergoing major plumbing repairs starting on Monday, October 14, 2024. Since we cannot guarantee that the restrooms will be available, the Operations Committee meeting will be **virtual only**. Also, the committee will be working to create a slate of nominees to run for 2025 Council officers so please participate if you can and come prepared to nominate candidates. Meeting details are as follows:

Operations Committee Meeting
11:00 a.m., Monday, October 14, 2024

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 or will not be participating. She can be reached at: Rodriga.Avila@harriscountytexas.gov or by telephone at 832 927-7926.

We look forward to seeing you on camera soon!

Draft

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting – **VIRTUAL ONLY**

11:00 am, Monday, October 14, 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

Please note that the use of artificial intelligence (AI) is prohibited at Ryan White sponsored meetings.

- 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. Old Business Cecilia & Crystal
Tori Williams & Rod Avila
Tori Williams
- A. Personnel Subcommittee Updates
 - B. 2024 Attendance Updates
 - C. Motion to Call for the Question, see attached
 - D. Review RW Policies 400.01 through 600.01
 - A. Election of 2025 Officers
- III. Announcements
Fall 2024 Committee Meeting Schedule (* = 4 hour meeting):
Mon., Nov. 11* AND Nov. 18* – bylaws & policies, orientation & interviews
- IV. Adjourn
- OPTIONAL: Members meet with Committee Mentor Cecilia Ligons

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting
11:00 am, Monday September 16, 2024
Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Cecilia Ligons, Co-Chair	Skeet Boyle, excused	Josh Mica, RWPC Chair
Crystal Starr, Co-Chair	Priscilla Willridge	
Johnny Deal		
Bill Patterson		Staff
Ryan Rose		Tori Williams, Director
Yolanda Ross		Rod Avila, Community Engagement

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

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

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

Public Comments: None

Old Business

Personnel Subcommittee Updates: Ligons shared that the subcommittee met in early September to establish a criteria selection process. The subcommittee will develop a scoring system for reviewing each application, then meet as a group to review the scores and discuss each candidate. Judge Hidalgo wants the Subcommittee to give her their top 3 recommendations

2024 Attendance Records: Per the instructions of the Committee, staff has been calling individuals who have missed more than three meetings and sent letters to four members who have missed most of their 2024 meetings. Some of those who were contacted attended their last committee meeting. Staff will provide a detailed update at the next meeting.

Motion to Call for the Question: Committee members discussed a proposed process for allowing members to speak after the question has been called, see attached proposal. This will allow individuals to speak if they have been waiting their turn. There was concern that additional comments will bring about longer discussions during Council and committee meetings. **Motion #3:** *it was moved and seconded (Deal, Rose) to accept the proposed motion with the following additional text: “and, this portion of the meeting will be treated like public comment with no dialogue taking place between the person adding their comments and members of the Council or Committee” (see attached). Motion carried unanimously.*

Open Forums for General Discussion at Council Meetings: Committee members agreed that in depth discussions about work products and most issues are supposed to take place at committee meetings. That is how the Council is designed in order to align with the Texas Open Meetings Act. It was recommended that the chair of the Council organize a workgroup to design a training session on the Council's structure to remind members how the Council works. The workgroup should be open to anyone who would like to be a part of it. If members wish to change the structure, there is concern that meetings will get longer and longer and quorum will be more difficult to reach. **Motion # 4:** *it was moved and seconded (Patterson, Deal) that the Council provide more training on the structure and function of Council meetings so that more members understand that the committee level is where in-depth conversations take place.*

Concerns: The Council will have difficulty making and keeping quorum and addressing required business if Council meetings get longer. **Justification:** Committee meetings are less formal. And, if enough comments are made at a Council meeting, the Chair has the authority to refer the issue to a committee, or form a workgroup to discuss the issue in detail. All are welcome to participate at workgroup meetings and public notice is required for committee and workgroup meetings so interested individuals who are not present at the Council meeting can attend the meeting. This allows for more transparency and more individuals having input in Council business. **Motion carried unanimously.**

Review RW Policies 100.01 through 300.01: The Committee members reviewed the following Ryan White Policies: 100.01, 200.01, 200.02, 200.03, and 300.01. During the discussion, it was recommended to include and use gender-neutral pronouns in all policies, **Motion #5:** *it was moved and seconded (Starr, Rose) to use gender-neutral pronouns in all Ryan White policies and the bylaws.* **Motion carried unanimously.** There were no recommendations for changes to policies 100.01, 200.01, 200.02.

The following change is recommended for the Meeting policy, 200.03: “State the AI policy at all Council meetings, and also explain the process of allowing members who signed up to speak during the discussion portion of the meeting to speak, even after the question has been called. **Motion #6:** *it was moved and seconded (Patterson, Deal) to accept the changes and recommendations to the policies discussed.* **Motion carried unanimously.** The Committee agreed that all recommended changes to the policies and bylaws will be held until the Committee has had the opportunity to review all policies and the bylaws. Then, all recommendations will be presented to the Steering Committee and Council at the same time.

New Business

Election of 2025 Officers: Williams reminded the committee that it is time to start the process to elect the FY 2025 Ryan White Planning Council officers. After some discussion about allowing members to be nominated the day of the election, the following motion was made: **Motion #7:** *it was moved and seconded (Deal, Starr) to close the slate at the end of the November Steering Committee meeting and not reopen it the day of the election.* **Justification:** *This way the entire slate of nominees will be announced 30 days in advance of the election, per the election policy.* **Motion carried.** Against: Rose.

Announcements:

Williams provided the Committee with the Fall 2024 Meeting Schedule (* = 4 hour meeting)

- Mon. Oct. 14 – Review five more policies, election of 2025 Officers & possible interviews for PC applicants
- Mon., Nov. 11* AND Nov. 18* – bylaws & policies, orientation & interviews

PROPOSED POLICY FOR ALLOWING MEMBERS TO SPEAK AT COUNCIL AND COMMITTEE MEETINGS

(Operations Committee approved 09/17/24)

On September 16, 2024, the Operations Committee reviewed the proposed procedure for allowing its appointed members to speak at Ryan White Council and Committee meetings. This procedure is an alternative to the procedure outlined in Robert's Rules of Order.

Proposed Procedure:

1. If many members wish to speak at a Ryan White meeting, the Council chair, or one of the Committee Co-chairs, makes a list of all who wish to speak in the order in which they raised their hand.
2. If a member calls for the question and the motion to call for the question is approved, then everyone on the list can make their comment before the motion is voted on. But, no new names, and no one who has already spoken, will be added to the list since the motion to end discussion has ended the list. And, this portion of the meeting will be treated like public comment with no dialogue between the person adding their comments and members of the Council or Committee.

Robert's Rules Procedure:

Once the call for the question has been approved, no one can make comments, including those who are on the list, waiting for their turn to speak.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JULY 15, 1998

REV JANUARY 1, 2022

POLICY No.400.01

STANDING AND OTHER COMMITTEES AND AFFILIATE MEMBERSHIP

1 **PURPOSE**

2
3 This policy establishes the roles and responsibilities of each Standing Committee of the Ryan
4 White Planning Council (RWPC) and defines other committees.

5 6 **AUTHORITY**

7
8 The RWPC through adoption of its bylaws ensures that there will be six (6) Standing Committees
9 (including Steering) and establishes that there will be “other” committees as may be necessary to
10 carry out the duties and responsibilities of the RWPC.

11
12 Ryan White HIV/AIDS Treatment Extension Act of 2009 or the Ryan White Program and by
13 establishment of Houston Area HIV Health Services Ryan White Planning Council as established
14 by the CEO ensures that the actions and decisions of the RWPC as represented through its
15 committees are within the scope and intent of the Act.

16 17 **REQUIREMENTS FOR STANDING COMMITTEE MEMBERSHIP**

18
19 Planning Council members will be asked to complete a Skills Inventory checklist to document
20 experiences and skills appropriate to committee charges and work plans.

21 22 **STANDING AND OTHER COMMITTEES**

23 24 **STEERING COMMITTEE:**

25 Members of this committee will consist of the PC officers and chairs, or co-chairs, of the standing
26 committees. In a case where standing committees have co-chairs, only one of them may vote at
27 Steering Committee meetings. The Steering Committee will be responsible for the following:

- 28 ▪ Setting the agendas for Ryan White Planning Council
- 29 ▪ Making recommendations to the Ryan White Planning Council
- 30 ▪ Providing leadership
- 31 ▪ Previewing reports from the Standing Committees
- 32 ▪ Functioning in “emergency” situations as they arise.

33
34 The Steering Committee will meet once a month for a projected two-hour meeting. This committee
35 will not have Affiliate members.

36 **QUALITY IMPROVEMENT COMMITTEE:**

37 This committee will be given the responsibility of assessing and ensuring continuous quality
38 improvement within Ryan White Part A funded services. This committee is also the place where
39 definitions and recommendations on “how to best meet the need” are made. Standards of Care and
40 Outcome Evaluation, which must be looked at within each year, will also be monitored from this
41 committee. Whenever possible, this committee should collaborate with other Ryan White planning
42 groups, especially within the service categories that are also funded by other Ryan White monies,
43 to create shared Standards of Care.

44
45 This committee is also designed to implement the PC’s third legislative requirement assessing the
46 rapid disbursement of Ryan White Part A funds. It will receive reports on the HIV services
47 procurement process and aggregate service reports to assure compliance with PC service priorities,
48 allocations and compliance with the EMA’s HIV/AIDS epidemiology. This committee will
49 initiate, manage and evaluate, as needed, services for outcomes and cost effectiveness. This
50 Committee may benefit from the utilization of Affiliate members skilled in service evaluation
51 when professional evaluators are absent among Council members.

52
53 **COMPREHENSIVE HIV PLANNING COMMITTEE:**

54 This committee will be responsible for implementing, evaluating, monitoring and overseeing the
55 Comprehensive Plan that is approved by the Council. They will act as a liaison to other Planning
56 Groups, and will receive recommendations that are made to the Council regarding the
57 Comprehensive Plan.

58
59 This committee will also be in charge of the comprehensive needs assessment activities that are
60 performed periodically by the Council. In as much as these tasks call for community involvement,
61 using this committee to promote community involvement will be a top priority. Matters that relate
62 to the Continuum of Care will be addressed in this committee since it is part of the Comprehensive
63 Plan.

64
65 Timeline: This committee will be responsible for presenting to the Council on at least a yearly
66 basis, an evaluation of the progress of the Comprehensive HIV Services Plan and any
67 revisions/updates for strengthening the plan. They will also be responsible for presenting to the
68 Council a revised Comprehensive HIV Services plan every 3-5 years (or according to HRSA
69 expectations).

70
71 **PRIORITY AND ALLOCATIONS COMMITTEE:**

72 This committee is designed to give attention to the comprehensive process of establishing priorities
73 and allocations for each PC year. Per a request from the Texas Department of State Health
74 Services, this committee will also provide recommendations on priorities and allocations for Ryan
75 White Part B and State Service funding (see the Letter of Agreement between the Planning
76 Council, Department of State Health Services and other stakeholders dated 07/07). This committee
77 will be appointed by the PC Chair and its membership must be guided by skills appropriate to
78 prioritizing and allocating, not by self-interests in the outcomes from prioritizing and allocating.
79 The committee will be subject to Conflict of Interest standards (see RWPC Policy No.800.01).
80 This committee will meet regularly for a projected two to three hour meeting, and will benefit from
81 the use of Affiliate resource persons.

82 COMMITTEE MEMBERSHIP

83 To function well, the Priority and Allocations Committee must have access to individuals who
84 represent:

- 85 ▪ Skills in epidemiology, health care finance, and financial systems planning
- 86 ▪ Individuals living with HIV
- 87 ▪ Expertise/experience in the Houston EMA Continuum of Care and from health and
88 support services, both private and public. Health services are broadly defined to include
89 the full array of health related services, and are not limited to biomedical services.

90
91 In addition, the Priority and Allocations Committee will require cooperation from individuals who
92 will serve as resource persons to the Priority and Allocations process. Information will be required
93 from individuals knowledgeable in all aspects of the Ryan White Program, State-funded services,
94 HUD, HOPWA, Medicaid and more. Information will be required from the Administrative
95 Agency on service needs met through Part A funds.

96
97 Resource persons may or may not be requested to attend all Priority and Allocations Meetings.
98 The goal will be to balance committee membership according to race and ethnicity, sex and sexual
99 orientation and gender, HIV serostatus, skills and experience, and according to Conflict of Interests
100 policies and procedures.

101
102 COMMITTEE LEADERSHIP

103 The Committee Chair and Vice Chair must be members of the Houston Area HIV Services (Ryan
104 White) Planning Council.

105
106 COMMITTEE PARTICIPATION

107 Each committee member and each committee chair/vice chair will be required to complete a signed
108 assurance of Committee Member Expectations.

109
110 CONFLICTS OF INTEREST

111 No more than two individuals employed by Ryan White Part A, Part B or State Services funded
112 agencies may serve on the Priority and Allocations Committee.

113
114 **AFFECTED COMMUNITY COMMITTEE:**

115 This committee is designed to acknowledge the collective importance of consumer participation
116 in PC strategic activities and provide consumer education on HIV-related matters. The committee
117 will serve as a place where consumers can safely and in an environment of trust discuss PC work
118 plans and activities. This committee will verify consumer participation on each of the standing
119 committees of the PC, with the exception of the Steering Committee (the Chair of the Affected
120 Community Committee will represent the committee on the Steering Committee). The committee
121 will consist of individuals living with HIV, caregivers (friends or family members) and others. All
122 members of the PC who self-disclose as living with HIV should be invited to be a member of the
123 Affected Community Committee; however membership on a committee for individuals living with
124 HIV will not be restricted to the Affected Community Committee.

125
126 When providing consumer education, the committee should not use pharmaceutical
127 representatives to present educational information. Once a year, the committee may host a

128 presentation where all HIV/AIDS-related drug representatives are invited. It is acceptable for a
129 pharmaceutical company to provide refreshments at such an educational meeting as long as the
130 refreshments are valued at less than \$25 per person.

131

132 **OPERATIONS COMMITTEE:**

133 This committee will be responsible for four (4) areas of compliance with the Houston Area HIV
134 Health Services Ryan White Planning Councils operations as outlined in the Ryan White Program.
135 The committee will (1) develop and facilitate the management of PC operating procedures,
136 guidelines, and inquiries into member compliance with these procedures and guidelines. (2)
137 Implement the Open Nominations Process (RWPC Policy No.200.01), which will require a
138 continuous focus on recruitment and orientation. (3) Initiate and conduct the PC self-evaluations
139 and where the PC staffing pattern design and staff recruitment-selection-evaluation is initiated and
140 conducted. (4) Grievances related to the PC processes will be handled by this committee (RWPC
141 Policy No.1000.01). This committee will meet regularly for a projected two hour meeting and will
142 not benefit from Affiliate members, except where resolve of grievances are concerned. Affiliate
143 members knowledgeable about the area of grievance may sometimes be utilized to promote
144 objectivity in decision-making.

145

146 Because members of the Operations Committee are asked to protect the information of a personal
147 and confidential nature of a Council applicant, and because the Chair of the Planning Council is
148 allowed to participate in interviews with Council applicants as an ex-officio member of the
149 Committee, all members of the Operations Committee and the Chair of the Planning Council are
150 required to sign the Houston Ryan White Planning Council Statement of Confidentiality form. If
151 a Committee member, or the Chair of the Planning Council, does not wish to sign the Statement
152 of Confidentiality form then they are allowed to serve as a member of the Operations Committee,
153 but they are not allowed to participate in interviews with Council applicants.

154

155 **AD HOC COMMITTEES, WORK GROUPS, SUBCOMMITTEES:**

156 These committees are to be utilized when necessary to conduct meetings outside of regular RWPC,
157 and Standing Committee meetings. Their task is to make decisions, and relay suggestions back to
158 the Standing Committee or the RWPC. These committees are short term in nature and task
159 oriented. The formation of these committees can be suggested by officers and members of the
160 RWPC as necessary to carry out the aims, goals, and objectives of the RWPC as it relates to the
161 intent of the Ryan White Program. The Conflict of Interest Policy applies to all members. Only
162 one voting member per agency will be allowed.

163

164 **AFFILIATE COMMITTEE MEMBERS:**

165 Affiliate members will be appointed by the Chair of the Council to each of the Standing
166 Committees with the exception of Operations and Steering. The Operations Committee will not
167 benefit from affiliate membership except where noted (ref. RWPC Policy 1000.01). Individuals
168 wishing to become Affiliate members must submit to the Office of Support an Affiliate
169 Membership Application which will include contact information for two references. Before
170 making an appointment, the Chair must contact references for candidates unless the person has
171 already served as an affiliate committee member, Council member or Project LEAP student. The
172 Council Chair can ask the Manager of the Office of Support to assist with contacting references.
173 Both must use the approved form to document the results of all calls.

174
175 When committees have membership openings, the Office of Support will notify the Council Chair
176 of all pending applications and references will be contacted at that time and before an appointment
177 is made.

178
179 **VOTING PRIVILEGES AND CONFLICT OF INTEREST FOR AFFILIATE**
180 **COMMITTEE MEMBERS:**

181 Affiliate members can only vote at committee, sub-committee, and workgroup meetings. They
182 may not vote at Council meetings.

183
184 Affiliate members must declare a conflict of interest, abiding by the same rules as full council
185 members. On the committee level, only one voting member per agency (full or affiliate) will be
186 permitted to vote. The number of affiliate members on a standing committee should not equal or
187 exceed the number of council members on that committee.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL (RWPC)

EST. MAY 5, 1999

REV JANUARY 1, 2018

POLICY No. 400.02

ROLES AND RESPONSIBILITIES OF PLANNING COUNCIL MEMBERS AND COUNCIL SUPPORT STAFF

1 **PURPOSE**

2
3 This policy is to establish the roles and responsibilities of the Houston Area HIV Health Services
4 Ryan White Planning Council and the Council Support Staff.
5

6 **AUTHORITY**

7
8 The authority given to the Operations Committee by the Council adoption and approval of the
9 most current By-laws 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.
11

12 **INTENT**

13
14 Create an atmosphere of respect and mutual understanding as to the tasks involved in processes
15 vital to HRSA mandates for Eligible Metropolitan Area Planning Councils, and their
16 responsibilities.
17

18 **PLANNING COUNCIL**

19
20 The Planning Council is charged with the following:

- 21
- 22 • Setting Priorities
 - 23 • Resource Allocation
 - 24 • Comprehensive Planning
 - 25 • Assessing Needs
 - 26 • Assessing the Efficiency of the Administrative Mechanism.

27 **OFFICE OF SUPPORT**

28
29 The Director shall report to the Houston Area HIV Health Services Ryan White Planning Council
30 (RWPC) and will be responsible for the following:

- 31
- 32 • Providing direction to both the RWPC and its support staff
 - 33 • Completing the legal fulfillment of all Ryan White Part A Council responsibilities
34 within the revised Ryan White Program.
 - 35 • Managing the budget for the Office of Support in accordance with HRSA and Harris
36 County regulations.
 - 37 • All expenditures over \$5,000 must be approved in writing by the Planning Council
38 Chair unless already specifically identified in a Council approved budget (Note: the
39 Director may not be directed to incur any expense that is: 1. Not justifiable as an
expense under Ryan White Part A; 2. Not available or unobligated within the budget).

- 40 • Providing day-to-day management of Planning Council activities.
41 • Providing day-to-day management of the support staff operations and be responsible
42 for hiring and terminating staff, in consultation with the Personnel Committee.
43

44 In addition the Director shall have overall management responsibility for:

- 45 • Devising and presenting to the Council, on an annual basis, a time line for the work of
46 the RWPC.
47 • Acting as the Council’s point of request for public information and as a liaison with
48 and between the Council, its Standing Committee, Ad Hoc Committees, official
49 caucuses, and the Administrative Agent.
50 • Facilitating and enhancing regional cooperation among other planning councils, service
51 providers, consumers, and constituent communities.
52 • Assisting the RWPC and/or its committees in responding to HRSA recommendations,
53 including assisting with interpretations; acting upon these interpretations by developing
54 and facilitating a process to adopt these changes, as approved by the RWPC mandates
55 and initiatives and in accordance with HRSA and local county regulations.
56

57 **COMMITTEES**

58
59 Only the designated Chair or Co-Chair of a committee may make a budgetary request from the
60 Director. The Chair must submit the request in writing outlining the purpose for which the funds
61 are to be used. If the request is for items not previously approved by the Council, the Director will
62 determine whether the request can be justified as a Ryan White Part A expense and whether there
63 is money available to pay for the request. Upon estimation of the expense, if the amount is to
64 exceed \$5,000 signed approval must be given by the Chair of the Planning Council before the
65 Director can act unless the expense has been previously approved by Council.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JULY 10, 2008

REV JANUARY 1, 2018

POLICY No. 400.03

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 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, they shall be immediately removed from office. A new election will
64 be held to fill any open positions. In the event of a mid-year election, once an officer has vacated
65 a position, a call to accept nominations will be announced at the Steering Committee meeting
66 immediately following the resignation. Nominations for the vacated position may be submitted to
67 the Planning Council Support Staff up until the end of the following Steering Committee meeting
68 (approximately 30 days after the call for nominations). At this time, Office of Support staff will
69 distribute the slate of nominees to all members of the Planning Council. After the close of the
70 Steering Committee meeting, nominations can only be added from the floor the day of the election,
71 which will take place at the Council meeting approximately seven days after the slate of nominees
72 is closed at the Steering Committee meeting. At all times, any one of the three officers must be a
73 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 they do not contact the
79 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 this 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 they are welcome to attend and is allowed to be
98 a part of committee discussion. They are 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 (rwpcHouston.org) once the draft copy has been approved by the Chair
139 of the Council.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV OCTOBER 14, 2021 POLICY No. 600.01

QUORUM, VOTING, PROXIES, ATTENDANCE

1 PURPOSE

2
3 This policy establishes the guidelines as to what legally constitutes a Houston Area HIV Health
4 Services (Ryan White) Planning Council meeting. In addition, the policy will define and establish
5 how voting is done, what constitutes a roll call vote and who monitors that process. This policy
6 will define attendance, and the process by which a member can be removed from the council.
7

8 AUTHORITY

9
10 The adoption of the Houston Area HIV Health Services (Ryan White) Planning Council Bylaws
11 Rev. 01/18 Article VI; (Sections 6.01-6.04).
12

13 PROCESS

14 QUORUM:

15 Pending the Governor rescinding the COVID-19 related waiver suspending all in-person
16 quorum requirements in the Texas Open Meetings Act, thirty percent of the members will
17 constitute Council quorum to satisfy in-person requirements.
18

19
20 It is considered to be a public health emergency if the Harris County Judge declares an
21 emergency or the Public Health Department is activated as a first responder. Under a
22 declared health emergency, quorum for the Ryan White Planning Council will be determined
23 by the number of Council members present in the meeting room and/or on the conference
24 call at the official start time for the meeting. Documentation is to be provided to the Council,
25 which determines the beginning, and the end dates of the public health emergency.
26

27 To constitute a Standing Committee quorum, at least two (2) committee members and a Chair must
28 be present; one of these must be a self-identified member living with HIV.
29

30 VOTING:

31 Each council member will have only one vote on any regular business matter coming before the
32 Council. A simple majority of members present and voting will be required to pass any matter
33 coming before the Council except for that of proposed Bylaws changes. Proposed changes to the
34 Bylaws will be submitted in written form for review to the full Council at least fifteen (15) days
35 prior to voting and will require a two-thirds (2/3) majority for passage. The Chair of the Council
36 will not vote except in the event of a tie. The Chairs of the Standing Committees shall not vote at
37 Committee meetings except in the event of a tie. In a case where standing committees have co-
38 chairs, only one of them may vote at Steering. The Chair of the Council is an ex-officio member of
39 all committees (standing, subcommittee, and work groups). Ex-officio means that he/she is
40 welcome to attend and is allowed to be a part of committee discussion. He/she is not allowed to

41 vote. In the absence of the Chair of the Council, the next officer may assume the ex-officio role
42 with committees. In an effort to manage agency influence over a single committee or workgroup,
43 only one voting member (Council or Affiliate) per agency will be permitted to vote on Ryan White
44 Planning Council committees and workgroups. If there is an unresolved tie vote and the Chair of
45 the Committee works for the same agency as another committee member, then the information
46 will be forwarded to the Steering Committee for resolution.

47
48 **ALTERNATE PARTICIPATION:**

49 During committee meetings any full council member living with HIV may serve as an alternate on
50 a committee for any absent committee member living with HIV. The Chair of the Committee will
51 communicate to the rest of the committee that the alternate person living with HIV is there to
52 conduct business. Alternates have full voting privileges. This rule is not applicable in full Council
53 meetings.

54
55 **CONFLICT OF INTEREST AND VOTING AMONG AFFILIATE MEMBERS:**

56 Affiliate members must declare a conflict of interest.

57
58 The number of Affiliate members on a committee (not a subcommittee or work group) should not
59 equal or exceed the number of Council members on that committee.

60
61 **ROLL CALL VOTE:**

62 When a roll call vote is taken, the Secretary will call the roll call vote, noting voting, and will
63 announce the results of the roll call vote. The Secretary will monitor voting for possible conflicts
64 of interest (RWPC Policy No. 800.01). The Secretary will process inquiries into votes made in
65 conflict of interest.

66
67 **ATTENDANCE:**

68 Council members are required to attend meetings of the Houston Area HIV Health Services (Ryan
69 White) Planning Council. Affiliate Committee members are required to attend meetings of the
70 committee to which they are assigned. The Secretary shall cause attendance records to be
71 maintained and shall regularly provide such records to the Chair of the Operations Committee. The
72 Operations Committee will review attendance records quarterly.

73
74 If a Council or Affiliate committee member has 4 absences (excused or unexcused) from Council
75 meetings or 4 absences from committee meetings within a calendar year or fails to perform the
76 duties of a Council member described herein without just cause, that member will be subject to
77 removal. In order to avoid such action, the following will occur: Step 1: Office of Support staff
78 will contact the member by telephone to check on their status. Step 2: If the member continues to
79 miss meetings, the Chair of the Planning Council will formally notify the member in writing to
80 remind them of Council policies regarding attendance and to give the member an opportunity to
81 request assignment to another committee. If assignment to another committee is requested, the
82 Chair of the newly selected committee and the Planning Council Chair must approve the change.
83 Step 3: If the Council member continues to miss meetings, the CEO will be informed of the
84 situation and the steps taken by the Council to address the situation. If an Affiliate committee
85 member continues to miss meetings, the Chair of the Council will be informed of the situation and
86 the steps taken by the Council to address the situation. Step 4: The CEO has the sole authority to

87 terminate a Council member and will notify said member in writing, if that is their decision. The
88 CEO or the Chair of the Planning Council has the authority to terminate an Affiliate committee
89 member and will notify said member in writing, if that is their decision.

90

91 If for two consecutive months the Office of Support is unable to make contact with a Council or
92 an Affiliate committee member by telephone and receives returned email and/or mail sent to that
93 member, staff will send a certified letter requesting the member to contact the Office of Support
94 by telephone or in writing to update their contact information. If the member does not respond to
95 the certified letter within 30 days, or if the certified letter is returned to the Office of Support, the
96 Operations Committee will be notified at their next regularly scheduled meeting. At the request
97 of the Operations Committee, the Chair of the Planning Council and the CEO will be informed of
98 the situation and the steps taken by the Council to address the situation. As stated above, the CEO
99 has the sole authority to terminate a Council member and will notify said member in writing, if
100 that is his/her decision. The CEO or the Chair of the Planning Council has the authority to terminate
101 an affiliate committee member and will notify said member in writing, if that is his/her decision.

102

103 Reasons for absences that would be used to determine reassignment or dismissal include: 1)
104 sickness; 2) work related conflicts (in or out of town and vacations), and 3) unforeseeable
105 circumstances. Any Planning Council member who is unable to attend a Planning Council meeting
106 or standing committee meeting must notify the Office of Support prior to such meeting. The Office
107 of Support staff will document why a member is absent.

108

109 **PROXIES:**

110 There will be no voting by proxy.

Members Eligible to Run for Chair of the 2025 Ryan White Planning Council

(as of 10-07-24)

According to Council Policy 500.01 regarding election of officers: “Ryan White Part A, B and State Services funded providers/employees/subcontractors/Board Members and/or employees/subcontractors of the Grantees for these entities shall not be eligible to run for office of Chair of the Ryan White Planning Council. Candidates will have served as an appointed member of the RWPC for the preceding twelve (12) months and, if needed, have been reappointed by the CEO. One of the three officers must be a self-identified HIV positive person. “Nominations for all three positions: Council Chair, Vice Chair and Secretary, must be submitted to the Director of the Office of Support before the end of the November Steering Committee or at the December Council meeting, which is the day of the election.

Eligible To Run for Chair (* must be reappointed):

Not Eligible To Run for Chair

Servando Arellano*	Kevin Aloysius (Legacy Community Health)
Jay Bhowmick	Laura Alvarez (appointed mid-year 2024)
Skeet Boyle*	Yvonne Arizpe (Legacy Community Health)
Caleb Brown*	Kenneth Jones (Legacy Community Health)
Titan Capri	Norman Mitchell (Bee Busy, subcontractor RW agency)
Johanna Castillo*	Shital Patel - conflicted (Harris Health System)
Johnny Deal	Beatriz E.X. Rivera (Legacy Community Health)
Kathryn Fergus*	Megan Rowe* (City Housing & Community Develop)
Kenia Gallardo*	Yolanda Ross (may be employed by an agency that would make her ineligible to run)
Glen Hollis	Jose Serpa-Alvarez (Harris Health System)
Denis Kelly	Carol Suazo* (City Housing & Community Develop)
Peta-gay Ledbetter*	
Cecilia Ligons	
Roxane May*	
Josh Mica	
Rodney Mills	
Diana Morgan*	
Bill Patterson	
Oscar Perez	
Tana Pradia	
Ryan Rose*	
Evelio Salinas Escamilla	
Robert Sliepka*	
Steven Vargas	
Mike Webb	
Priscilla Willridge	