

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

MEMO

To: 2025 Operations Committee
Caleb Brown, Co-Chair
Cecilia Ligon, Co-Chair
Beatriz E.X. Rivera, Vice Chair
Kevin Aloysius
Skeet Boyle

Johnny Deal
Ronnie Galley
Mary Guidry
Bill Patterson
Arnold Portales

Tana Pradia
Ryan Rose
Yolanda Ross
Ramón Sanchez

Copy: Josh Mica
Rodriga "Rod" Avila
Glenn Urbach

Eric James
Tiffany Shepherd
Sha'Terra Johnson

From: Richon Ohafia, Director

Date: Tuesday, March 18, 2025

Re: Meeting Announcement

This committee has been doing a wonderful job and deserves an applause for your hard work. There are a number of things that need to be completed at this next meeting, please allot 2 hours of your time for this meeting. **Please read all attached documents before arriving.** Details are as follows:

Operations Committee Meeting
1:00 p.m., Monday, March 24, 2025

Lunch will be provided to those who have a medical need and participate in person. For those who do not have a medical need, please feel free to bring a bag lunch.

In-Person Meeting Location: Bering Church, 1440 Harold Street, Houston, Texas 77006.
Enter the building from the 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 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 next week!

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

1:00 pm, Monday, March 24, 2025

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

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 Caleb Brown and
Cecilia Ligons, Co-Chairs
- A. Determine the Chairperson for the meeting
 - B. Welcoming Remarks
 - C. Adoption of the Agenda
 - D. Adoption of the Minutes
 - November 18, 2024
 - February 24, 2025
- 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
- A. Verbal update on New Affiliate Member Trainings
 - B. Verbal update on Cross-training competition
 - C. 2025 Council Training Schedule – See attached
 - D. Sign Member Statement of Confidentiality Forms
 - E. Request for Food with Medication Form
- IV. Review of By-laws and Policies
- A. Follow up on Council Procedure for hearing and approving a motion
 - 1. See bylaws re: motions approved at Steering Committee meetings
 - B. Review RW Policies: 500.01- 1200.00
- V. Announcements
- VI. Adjourn

OPTIONAL: Members meet with Committee Mentor

Cecilia Ligons

Houston Area HIV Services Ryan White Planning Council**Operations Committee Meeting**

11:00 am, Monday November 18, 2024

Meeting Location: Bering Church and Zoom teleconference

MINUTES

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

Call to Order: Bill Patterson, Vice Chair, called the meeting to order at 11:11 a.m.

Adoption of the Agenda: Motion #1: *it was moved and seconded (Boyle, Rose) to adopt the amended agenda and include the following items to include: posting educational meetings such as LEAP and VIDA classes in the calendar; posting personnel meetings; and revisiting the motion that failed at the Steering Committee meeting regarding all Ryan White volunteers being able to speak throughout meetings to which they are not appointed members. Motion carried unanimously.*

Approval of the November 11, 2025 Minutes: Approval of the minutes was tabled for the next meeting.

Public Comments: None

Old Business

Review the 2024 Part A Memorandum of Understanding (MOU): The committee reviewed the Ryan White Memorandum of Understanding Among Part A Stakeholders. Williams informed the committee that the Council signed this document in 2023 and the County Judge signed it in 2024. **Motion #2:** *it was moved and seconded (Boyle, Rose) to make no changes to the Ryan White Memorandum of Understanding Part A. Motion carried unanimously.*

Review the Proposed 2022 Part B Letter of Agreement (LOA): Williams informed the committee that DSHS agreed to review this document and recommended it would be best to postpone the review for now. DSHS may send suggested changes, at which point the committee can decide if additional changes are needed. **Motion #3:** *it was moved and seconded (Rose, Boyle) to postpone the review of the 2022 Part B Letter of Agreement (LOA) after the state has reviewed it. Motion carried unanimously.*

Revisit the recommended motion regarding Ryan White volunteers being allowed to speak throughout Ryan White meetings at which they are not appointed members: The Steering Committee sent the following motion back to the Operations Committee for further review:

“Council and Committee Input: **Motion #13:** *Allow current Planning Council and Affiliate Committee members to be included in committee discussions at meetings where they are not members. Allow these individuals to add their comments, with the exception*

*of Steering Committee and Council meetings (affiliate members can add their comments at Council meetings.) But, these individuals will have no voting privileges at meetings where they are not an appointed member. **Justification:** Per public comment from a Council member, this will allow Ryan White volunteers to have more input into committee decisions."*

Since the Committee has several items to be addressed, it was determined that they would need more time to allow for an in-depth discussion. **Motion #4:** *it was moved and seconded (Rose, Ross) to postpone discussion on the matter, revisit it at the next meeting, and ask for input from Council members. Motion carried. Starr voted no.*

Post informational information about Ryan White educational and personnel

subcommittee meetings on the Ryan White website: Williams informed the committee that typically, educational meetings such as Project LEAP, Proyecto VIDA, and Orientation Day have not been posted on the website. Staff was told that since these meetings are educational, the Council preferred not to list them, as this might imply they are open to the public. Others felt that the information should be included on the website to increase transparency and create an historic record of the Council's activities, **Motion #5:** *it was moved and seconded (Boyle, Rose) to post educational meetings such as Project LEAP, Proyecto VIDA and annual Orientation meetings on the website and to also post information about personnel subcommittee meetings. But, limit the posted information so that it does not include agendas or meeting locations. Motion carried unanimously.*

Announcements: none

Adjournment: **Motion #6:** *it was moved and seconded (Rose, Boyle) to adjourn the meeting at 11:43 am. Motion carried unanimously.*

Submitted by:

Approved by:

Richon Ohafia, Director

Date

Committee Chair

Date

Houston Area HIV Services Ryan White Planning Council

2223 West Loop South, Suite 240, Houston, Texas 77027

832 927-7926 telephone; 713 572-3740 fax

www.rwpchouston.org

Houston Ryan White Planning Council

Operations Committee Member

Statement of Confidentiality

I, the undersigned, am a member of the Operations Committee or an ex-officio member of the Committee as current Chair of the Houston Ryan White Planning Council.

I understand that in the course of my service as a member of the Operations Committee, or Chair of the Ryan White Planning Council (RWPC), I may learn certain facts about individuals in the application/nomination and membership selection process that are of a highly personal and confidential nature (i.e. information such as, but not limited to: HIV status, medical conditions, sexual orientation, or other personal matters).

I agree to the best of my ability to protect the information of a personal and confidential nature of a Council applicant. I further agree to the best of my ability to protect any information of a personal and confidential nature learned while on the Operations Committee, or during my tenure as Chair, after my membership on the Operations Committee and my relationship with the Houston Ryan White Planning Council has ceased.

I also understand that a violation of this confidentiality agreement may result in my removal from the Houston Ryan White Planning Council.

Printed Name: _____

Signature: _____

Date: _____

Houston Ryan White Planning Council

Request for Food During Ryan White Meetings or Events

(05-09-23)

In 2024, I was appointed to serve on the (check all that apply):

Committee(s):

<input type="checkbox"/>	Affected Community	<input type="checkbox"/>	Priority & Allocations
<input type="checkbox"/>	Comprehensive HIV Planning	<input type="checkbox"/>	Quality Improvement
<input type="checkbox"/>	Operations	<input type="checkbox"/>	Steering

Other:

☐ Ryan White Planning Council

☐ Project LEAP Class

☐ Proyecto VIDA Class

☐ Integrated Planning Workgroup(s): _____

☐ Other: _____

When one of my meetings takes place during a mealtime,

I, (print your name) _____

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

Signature: _____

Date: _____

TIMELINE OF EVENTS THAT LEAD UP TO THE COUNCIL POSSIBLY NOT FOLLOWING PROPER PROCEDURE

Prepared by Tori Williams, 03/16/25

Tues. November 1, 2024 – The November Council packet was mailed.

The agenda included the motion described below because it was assumed that the motion would pass at the Steering Committee meeting.

Thurs. November 7, 2024 – According to the Steering Committee minutes:

“Council and Committee Input: **Motion #13:** *Allow current Planning Council and Affiliate Committee members to be included in committee discussions at meetings where they are not members. Allow these individuals to add their comments, with the exception of Steering Committee and Council meetings (affiliate members can add their comments at Council meetings.) But, these individuals will have no voting privileges at meetings where they are not an appointed member. **Justification:** Per public comment from a Council member, this will allow Ryan White volunteers to have more input into committee decisions. **Motion Failed. Motion #14:** *it was moved and seconded (Ligons, Deal) to send the policy back to the Operations Committee for revision. **Motion Carried.**”**

Thurs. November 14, 2025 – The above motion should have been removed from the Council agenda and a revised agenda provided. Unfortunately, this was not done. At the meeting, staff pointed out that the motion should not be considered because it was voted down at the Steering Committee meeting. Rivera and Escamilla asked if Robert’s Rules allow new motions to be made at Council meetings. Staff correctly stated that, according to Robert’s Rules, new motions can be made at a meeting. Hence, Escamilla and Vargas made the following new motion: **Motion:** *it was moved and seconded (Escamilla, Vargas) to give ex officio status, with the exception of voting, to Planning Council Members to allow them to speak outside of public comment at all Ryan White committee meetings. **Motion Carried.** Abstention: Sliepka.*

Later - Staff reviewed Council bylaws, which state the following:

Section 9.04. Business to be Considered. Any business coming before the Council shall be considered at a duly constituted and noticed Regular Meeting or Special Meeting. **Only items approved by the Steering Committee for presentation to the Council and posted on the agenda may be voted on.**

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

PURPOSE

This policy establishes the guidelines by which the officers of the Houston Area HIV Health Services Ryan White Planning Council will be elected. In addition, this outlines and defines the duties of RWPC Officers and duties of the Chairs of each of the Standing Committees. (See RWPC Policy No.400.01)

AUTHORITY

Bylaws (01/18) Article V, Sec5.01 - Sec5.06 ensures that the nomination and selection of officers and committee chairs will be in accordance with those principles.

DEFINITIONS

Ryan White Planning Council Officers refers to the positions of Chair, Vice Chair, and Secretary.

PROCESS

Nominations for officers may be submitted to the Planning Council Support Staff up until the end of the November Steering Committee meeting. After this time, nominations are added from the floor the day of the election. Nominations for officers will be announced at least one month prior to the December Houston Area HIV Health Ryan White Planning Council meeting. Any member may submit a nomination for themselves or another member for a specific office. Before the December Steering Committee meeting, each candidate must submit to the Office of Support a brief written description of their qualifications for the office they are seeking and prepare a short presentation describing their qualifications.

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

39 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.

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.

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.

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.

DUTIES OF OFFICERS:

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

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

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

Secretary: The position of Secretary will oversee the following tasks:

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

COMMITTEE CHAIRS:

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

PURPOSE

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

AUTHORITY

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

PROCESS

QUORUM:

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

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

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

VOTING:

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

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

ALTERNATE PARTICIPATION:

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

CONFLICT OF INTEREST AND VOTING AMONG AFFILIATE MEMBERS:

Affiliate members must declare a conflict of interest.

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

ROLL CALL VOTE:

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

ATTENDANCE:

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

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

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL. 15, 1998

REV JANUARY 1, 2020

POLICY No. 800.01

CONFLICT OF INTEREST

PURPOSE

To define the policy in which the Houston Area HIV Health Services (RW) Planning Council identifies and addresses conflict of interest within the planning council (PC).

- Inherent in the system - The Ryan White Program states: The HIV health services planning council shall include representatives of...community-based organizations serving affected populations and HIV service organizations; local public health agencies...
- Must be managed - The Ryan White Program states: The PC may not be directly involved in the administration of a grant. The PC may not designate (or otherwise be involved in the selection of) particular entities as recipients of any amount provided in the grant.

AUTHORITY

The Ryan White HIV/AIDS Treatment Extension Act of 2009, Sec.2602(b)(1); Sec.2602(b)(5)(A); Sec.2602(b)(5)(B); Article VIII, Sec.8.01 of the Bylaws (01/18) of the Houston Area HIV Health Services (RW) Planning Council.

DEFINITION(S)

“Conflict of Interest” (COI) is defined as an actual or perceived interest by a RWPC member in an action which results or has the appearance of resulting in personal, organizational, or professional gain. COI does not refer to persons living with HIV (PLWH) whose sole relationship to a Ryan White Part A or B or State Services funded provider is as a client receiving services. The potential for conflict of interest is present in all Ryan White processes: needs assessment, priority setting, comprehensive planning, allocation of funds and evaluation.

PROCESS

The rules contained in this policy apply to all RWPC members, council support, contractors and consultants to the Houston Area HIV Health Services (RW) Planning Council, all of whom shall be referred to as RWPC members in this policy.

RWPC members who have a financial interest in, are employed by, sit on Boards of Directors, or have been employed by such an entity at any time during the previous twelve months, or are members of a public or private entity seeking Ryan White Part A or B or State Services funding will not participate directly or in an advisory capacity, in the Administrative Agency’s processes of selecting entities to receive Ryan White Part A or B or State Services funding within that particular service category. RWPC members shall be provided with copies of, and shall abide by local state regulations governing COI.

RWPC members must complete a COI Disclosure Form annually and/or as needed, describing the relationship of the person to each organization that can benefit from an action by the RWPC. This information, in the form of a matrix of members and their conflicts of interest, will be provided to all members of the RWPC. Additionally all RWPC members will identify conflicts of interest during a discussion and/or vote and abstain from voting on issues pertaining to that conflict. All RWPC members are encouraged to request a review of potential COI of another member during a RWPC meeting.

The Secretary of the RWPC has responsibility for addressing actions to resolve COI when they occur (see RWPC Policy 500.01). When the Secretary has a COI, monitoring voting for COI and processing inquiries related to COI will fall to the role of the Council Vice Chair, if the Council Vice Chair has a COI the responsibility will fall to the Council Chair. If still unresolved then the responsibility will fall to the Chair of the Operation Committee.

In the event of a COI and/or during the period of review of said COI, members with a COI may participate in the discussion of the COI or questions, but shall abstain from voting on the matter.

The Operations Committee of the RWPC shall recommend to the CEO the termination of a member from the RWPC if the member refuses to complete a COI disclosure form, refuses to declare a COI, or refuses to cooperate in a COI review, or if it is determined that the member took action intended to influence the conduct of the Administrative Agency in selecting entities to receive Ryan White Part A or B or State Services funding within a particular service category or an action which resulted in or had the appearance of resulting in personal, organizational, or professional gain.

COI INQUIRY/INTRODUCTION/PROCEDURE:

A COI matrix from the information provided on the COI questionnaire will indicate the service category(ies) in which a conflict(s) occurs.

An inquiry as to whether or not an individual has a conflict of interest that has not been disclosed is handled as a privileged motion: raising a question of privilege.

Questions of privilege relate to the conduct of officers, members, and employees. In this specific case, the conduct being addressed would be not having disclosed a COI. A question of privilege (COI Inquiry) will usually take place during or after a discussion or vote. If necessary, raising a question of privilege may interrupt a member's speech.

A member of the RWPC, who feels that another member has violated the COI policy by failing to disclose a COI or by voting on an issue regarding a service category in which a conflict has been disclosed, should raise a question of privilege in order to inquire about a possible conflict. The following steps will take place:

Step 1: A member rises, addresses the chair, and then, without waiting, says, "I rise to a question of privilege."

Step 2: The Chair will at this time request the Secretary to take control of the meeting. The Secretary will direct them to state their question.

Step 3: The member will briefly express their complaint and propose, as a motion, a solution.

86 The motion is the actual question of privilege or a request to inquire about a COI.

87 Step 4: The Secretary will attempt to process the motions to inquire as to whether a member
88 has a COI by general consent. (General consent requires no objections). If the general consent
89 is obtained, the motion will be discussed.

90
91 If general consent fails, the Secretary will ascertain if there is a second to the motion and then
92 process it as a main motion (even if a main motion was interrupted).

93
94 As soon as the interrupting question of privilege is disposed of, the assembly resumes
95 consideration of the question that was interrupted.

96
97 **METHOD OF DISCLOSURE:**

98 Annually and on an as needed basis, PC and affiliate committee members are required to submit a
99 Proposed Conflict of Interest Disclosure Questionnaire (RWPC Form 2, COI) to PC Support Staff.

100
101 **PROCEDURE FOR COUNCIL MEMBERS WHO BECOME VENDORS AFTER**
102 **JOINING THE COUNCIL:**

103 Vendors must abide by the same conflict of interest policies that everyone else does.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL. 15, 1997

REV JANUARY 1, 2020

POLICY No. 900.01

PETTY CASH

PURPOSE

This policy establishes the guidelines by which petty cash reimbursements of expenses to attend Houston Area HIV Health Services (Ryan White) Planning Council meetings are made. The purpose of these funds is to encourage a wide range of community participation. While all members of the RWPC are eligible for reimbursement, all members are encouraged to pay for their own expenses out of their own funds if possible. This policy includes both internal as well as Affiliate members.

AUTHORITY

“Guidelines for Reimbursement of People on a Ryan White Title I Planning” dated January 21, 1997, and the Ryan White HIV/AIDS program Part A Manual - Revised 2013. The RWPC voted on February 10, 1996 to set as a priority the reimbursement of expenses to attend RWPC meetings (including subcommittee and related meetings). Those eligible to receive reimbursement of expenses to attend committee, subcommittee and related meetings include Council and Affiliate committee members.

DEFINITIONS

Meetings - are defined as outlined in the RWPC adoption of its Bylaws, Article IX. Rev. 01/18.

Meals - are those that are related to and occur as the result of attending any scheduled Houston area HIV/AIDS Health Services (Ryan White) Planning Council meeting, including Ryan White committee and workgroup meetings, and outreach events.

PROCESS

Review – Annually, the Operations Committee will review RWPC petty cash policies and forms.

Transportation - Expenses will be reimbursed as a result of a Planning Council or Affiliate committee member attending a scheduled meeting. If travel is conveyed through the use of the members own vehicle the rate will be the same as the county rate per mile. Council and Affiliate committee members are reimbursed for mileage to and from a consistent, designated starting point (either home or work). The start point will be documented in the member’s file and mileage will be determined by an Internet site selected annually by the Office of Support. Members are encouraged to carpool. When members carpool, only the member who is the driver of the automobile can request mileage reimbursement from his or her designated starting point.

If a member is employed, and work hours are any time on a Monday through Friday during regular

business hours (approximately 8 a.m. until 5 p.m.), the member must provide the requested employment-related information on the Petty Cash Transportation Form. If work hours typically overlap with Ryan White meetings, then the member must use their primary work address as their designated starting point for determining mileage reimbursement. Harris County may contact an employer to confirm employment information provided on the Petty Cash Transportation Form. When an individual uses their work address as the point of origin for their travel reimbursement, then they are not eligible for childcare reimbursement.

If the member travels by cab, then an official cab company receipt must accompany the request for reimbursement. Traveling by cab should be the option of last resort, with the following exceptions. Council and Affiliate committee members who are accompanied by children are allowed to take a cab to and from work, home and/or the child care provider. Members are also allowed to use a cab if no other means of transportation is available or there are barriers to existing transportation. Bus expenses will be reimbursed at the prevailing METRO rate (round trip).

Meals - Snacks are provided at all Council related meetings to assist individuals with dietary needs. Individuals will not be reimbursed for purchasing a meal if staff notifies members that a meal is being provided at a particular meeting. Exceptions will be made for individuals with special dietary needs. If a meeting takes place near a meal time and the Office of Support has not announced that a meal will be provided, members are allowed to purchase a meal one hour before the scheduled start time of the meeting. Members will not be reimbursed if the receipt indicates that a meal was purchased after the scheduled start time for the meeting. Members will be reimbursed for food as well as transportation and childcare when representing the Council at off-site events such as health fairs, unless a meal is provided at the event.

Expenses for meals are to be reimbursed for “in-town” and “out-of-town” meetings. In-town meetings are those that occur as a result of a regularly scheduled meeting and a meal reimbursement is requested. The maximum amount allowed will be in accordance with current Harris County reimbursement rate for meals and receipts will be required.

Child Care - Expenses for childcare will be \$35 per child per visit, not to exceed \$100 per day (total). An exception to this would be an activity that takes place outside of normal business hours (6 am – 6 pm) in which case a volunteer could be reimbursed for an additional \$35 per child per visit, not to exceed \$100 (total). A Council approved Child Care Expense Receipt must be attached to the Claim for Reimbursement. Child Care reimbursements are based on RWPC meetings or committee related events.

Other - Council and Affiliate committee members who choose to attend a non-assigned meeting or event will not be reimbursed from petty cash for their participation in that meeting. Also, members will not be reimbursed for transportation, childcare and/or food if they arrive 20 minutes after the scheduled start time for the meeting. Within the calendar year, members are allowed two exemptions if they arrive at a meeting 20 minutes late. If necessary, members are allowed to ask the Operations Committee for additional exemptions for reimbursement if they are more than 20 minutes late to a meeting.

REIMBURSEMENT

Reimbursement requests are to be submitted to the Office of Support for payment. Receipts must be submitted any time within 45 days of the date of the event or they will not be approved. End of year reimbursements must be submitted within 30 days after the end of the Ryan White Part A fiscal year. Reimbursement requests presented 30 days after the end of the fiscal year will not be approved. Any request that does not fall within the time frames outlined above needs to be submitted in writing to the RWPC Director for approval. All reimbursements are available from the Ryan White Office of Support Staff.

If a check is lost or stolen, as long as the check has not been cashed, the Office of Support will replace one check per year as a courtesy to the member and Ryan White will pay the administrative fee. If more than one check is lost or stolen within a calendar year, the lost or stolen check will not be replaced.

Per Harris County policy, petty cash is not allowed to be taken off site. Therefore, members will be reimbursed for off-site meetings the next time they are at the Office of Support. Members will not be reimbursed for travel to the Office if the sole reason for coming to the Office is to be reimbursed for an off-site meeting.

The RWPC will not reimburse members for loss of wages as a result of attending meetings.

Members are allowed to ask the Operations Committee for exemptions from any portion of the above policy by submitting a letter to the Director of the Ryan White Office of Support stating why personal circumstances should allow them to be exempt. The Director will share the letter with the Operations Committee at their next scheduled meeting. The Operations Committee will respond to the request in writing.

MAXIMUM REIMBURSEMENT RATES

All Ryan White Council and affiliate committee members can receive up to the following amount in petty cash reimbursement within a 12 month calendar year, unless the member receives a waiver for an increased amount from the Operations Committee based upon personal circumstances.

The allowable amount for all members is:

11 committee meetings
+ 2 trainings
+ 3 workgroups or Public Hearings
16 meetings/year x \$100/meeting = \$1,600

Council Chair: up to \$5,000/year

(\$1,600 + 12 Council meetings + 12 Steering Committee meetings + 10 additional misc. meetings)

Officers & Committee Chairs: up to \$4,000/year

(\$1,600 + 12 Council meetings + 12 Steering Committee meetings)

Council Members: up to \$2,800/year
(\$1,600 + 12 Council meetings)

Affiliate Committee Members: up to \$1,600/year

Written requests for exceptions can be submitted to the Operations Committee for review and approval.

If it becomes clear that an individual is going to exceed the amount listed above within a calendar year, the following steps are to be taken:

Step 1: The Director of the Office of Support will verbally bring the matter to the attention of the member and document the conversation in the member's folder.

Step 2: If the situation continues after two conversations with the member, the member will receive a letter signed by the Chair of the Planning Council and the Director of the Office of Support. The letter will document the total amount the member has received in petty cash reimbursement and request a meeting to outline ways in which the individual can begin to limit reimbursement.

Step 3: If the member is unable or unwilling to limit reimbursement than the Council Chair will review and possibly reappoint the member to a committee that has fewer meetings and/or fewer outside activities.

Step 4: If the individual member reaches the cap outlined above, they can request a waiver from the policy from the Operations Committee. The Operations Committee will review the request and, after consulting with the Chair of the Ryan White Planning Council and the Director of the Office of Support, the Committee will have final approval regarding the response to the request for a waiver and will notify the individual of their decision in writing. If the request for a waiver is denied, the member will not be reimbursed for mileage, childcare and/or meals for the remainder of the calendar year. The member will be eligible to receive petty cash reimbursement for activities that take place in the next calendar year, once the new year begins.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV JANUARY 1, 2018

POLICY No. 1000.01

GRIEVANCE

PURPOSE

This policy establishes which types of grievances will be covered by the procedures and who may bring a grievance. This process will address priority setting and allocating funds to those priorities and any subsequent process to change the priorities or allocations. Any changes as a result of a hearing, mediation or arbitration process will be perspective in nature (i.e. any changes as a result of this process will effect future decisions and not impact former or current funding decisions).

This policy will permit individuals or entities directly affected by the outcome of a decision related to funding as being eligible. At a minimum; providers eligible to receive Ryan White funding; consumer groups/PLWH coalitions and caucuses.

This policy will allow for non-binding procedures for resolving conflicts, including but not limited to Mediation for the parties in reaching a solution. In addition, Binding Arbitration will be the final resolve in this process.

AUTHORITY

Section 2602(b)(6) requires Planning Councils to develop procedures for addressing grievances with respect to funding; Section 2602(c)(1)(A), refers to non-binding and binding arbitration and under subsection (b)(1) allows for local discretion and describes the elements that must be addressed in establishing local grievance procedures and provides grantees with flexibility in the design of such local procedures. Section 2602(c)(1)(B) requires that once grievance policies are established they are determined adequate. This will assess whether such procedures permit legitimate grievances to be filed, evaluated, and resolved at the local level. Section 2602(c)(2) states that “to be eligible to receive funds under this part a grantee shall develop grievance procedures that are determined by the Secretary to be consistent with the model procedures developed under paragraph (1)(A) of HRSA regs. By adoption of the BYLAWS of the Houston Area HIV Health Services (Ryan White) Planning Council; Rev 12/17.

DEFINITIONS

Arbitration - A private informal process by which all parties agree, in writing, to submit their disputes to one or more impartial persons authorized to resolve a controversy by rendering a final and binding award.

Arbitrator - An impartial third party who has completed a minimum of 40 hours of training in dispute resolution techniques in a course conducted by an alternative dispute resolution system or organization. Decisions awarded by arbitrators are binding unless otherwise stipulated in advance of the arbitration proceeding.

Business Day - Reference to a business day will be understood to mean Monday through Friday,

8:00am to 5:00pm.

Court - Includes an appellate court, district court, constitutional county court, statutory county court, family law court, probate court, municipal court, or justice of the peace court.

Grievance - Any unresolved controversy, claim or dispute relating to the Planning Council process involving establishing priorities; allocating funds to those priorities and any subsequent process to change the priorities or allocations.

The Operations Committee - The Operations Committee will convene as needed to address a grievance. All final resolutions by that committee will be presented at the next full Planning Council meeting and presented by the Chair of the Operations Committee.

Grievant - An individual or group of individuals with standing and who file a grievance with the Director of the Office of Support for the Planning Council.

Hearing - Meeting held with the Houston Area HIV Health Services (Ryan White) Planning Council Operations Committee at which an individual or group of individuals provides specific testimony relating to an unresolved controversy, claim or dispute.

Mediation - A private, informal process in which an impartial third person facilitates communication among parties to encourage reconciliation, settlement or agreement of a particular dispute, controversy, or claim.

Mediator - An impartial third person who facilitates the communication between parties in dispute and encourages reconciliation, settlement or agreement of a particular dispute, controversy of claim. Qualifications of a mediator must include a minimum of 40 classroom hours of training in dispute resolution techniques provided by an alternative dispute resolution system or organization. A mediator may not impose his own judgment on the issues for that of the parties.

TIMELINE:

Written notification of grievance, using the Grievance Intake Form, must be given to the Director of the Office of Support for the Planning Council within five (5) business days after the incident or results of the process being grieved are announced. When written notification of grievance is received, the Director of the Office of Support will establish a file which briefly describes the grievance issue and the remedy being requested.

The Director , within three (3) business days, will notify the Chair of the Operations Committee and the Chair of the Planning Council of the grievance notification. The Director will also acknowledge receipt of grievance to grievant by certified mail, return receipt requested, within three (3) business days of notification.

A grievance hearing will be held within fourteen (14) business days after receipt of notification of the grievance. At that time, the Operations Committee will determine whether the grievance is within the scope of the procedures, and whether or not a grievant is eligible to initiate a non-binding process. Once a grievance has been filed, if not resolved at the initial hearing, the conversation from here forward must be limited to the items discussed in the grievance hearing. Amendments to the form are acceptable only before the hearing. The person who filed the grievance and the party(s) involved will be interviewed by the Operations Committee.

The grieving party will be notified by certified mail, return receipt requested, of the date, time and place of hearing at least five (5) business days before the hearing is held.

87 The Operations Committee will render a decision within ten (10) business days after the scheduled
88 Grievance hearing, and Grievant will be notified of said decision by certified mail, return receipt
89 requested, within three (3) business days after rendered decision.
90

91 If, after being notified of the Operations Committee's decision, any party to the grievance is not
92 satisfied with said decision, that party may request mediation of the dispute. That party must notify
93 in writing the Director of the Office of Support of the request for mediation no later than three (3)
94 business days after receiving the Operations Committee's decision. Mediation will be provided
95 by the Harris County Alternative Dispute Resolution Service, or any other such service that is
96 mutual agreed upon by all parties involved, who will provide impartial third parties to mediate the
97 filed grievance. Mediation costs will be shared equally among both parties involved.
98

99 The initial mediation will be scheduled within fourteen (14) business days after the Planning
100 Council Director (subject to the schedule of the mediation service) receives the request. The
101 mediation process will be held at a location designated by the mediation service provider, and all
102 business conducted during the mediation process will be considered confidential. Documents
103 provided during mediation will be subject to the Public Information Act. Maximum amount of
104 time to complete any non-binding process will be eight (8) hours. Additional time may be granted
105 on an "as needed" basis to promote resolution of the grievance.
106

107 Any unresolved controversies, claims or disputes that cannot successfully be resolved through the
108 Operations Committee process or through good faith negotiations in mediation shall be settled by
109 arbitration. Results of the arbitration will be binding upon all parties involved. The grievant must
110 notify in writing the Director of the Office of Support of the intent to pursue arbitration within
111 three (3) business days after the mediation process ends.
112

113 A panel of three (3) qualified neutral arbitrators will conduct the arbitration process. An
114 independent, impartial third party organization designated in advance will provide each party with
115 a list of proposed arbitrators who may be familiar with the subject matter involved in the grievance.
116 Each side will have ten (10) business days to strike the names of those individuals on the list that
117 are deemed unacceptable, prioritize the remaining names in order of preference and return the list
118 to the designated organization. The designated organization will contact the arbitrators remaining
119 on the list in order of preference to serve on the panel.
120

121 The Arbitration Committee will hear the dispute within thirty (30) business days after the
122 appointment of the arbitrators. Fees associated with the arbitration process will be borne by the
123 parties equally. However, each party shall be responsible for expenses related to its own counsel,
124 experts, witnesses, and preparation and presentation of documents. Cost and fees may include,
125 but are not limited to, all reasonable pre-award expenses of the arbitrators' fees, administrative
126 fees, travel expense, out-of-pocket expenses for copying and telephone, court cost, witness fees,
127 and attorney's fees.

Policy 002.

Date of Issue _____
Date Filed _____
Date Received _____
Date of Hearing _____

Date of Grievance Recommendation _____
Date of Appeal _____
Date of Appeal Decision _____
Date Grievance Concluded _____

Please do not write in this space

The Grievance Process will be as follows:

- 1) Grievant must notify the Director of the Office of Support for the Planning Council in writing of a grievance.
- 2) The Director will immediately notify Chair of the Operations Committee of request for hearing.
- 3) The Grievance hearing will be scheduled within fourteen (14) business days after the request for hearing is received by the chair of the Operations Committee.
- 4) Amendments to the form are acceptable only before the hearing.
- 5) If a mutual agreeable solution is not reached in this process, the grievant may request mediation.
- 6) Mediation will be provided by a mutually agreed upon service to all parties involved.
- 7) Mediation costs will be shared equally among all parties involved.

GRIEVANCE FORM

Instructions: Please type or print the information requested in the space provided below. If additional space is needed, please attach additional pages.

Name: _____ Title: _____

Agency: _____ Phone: _____

Address: _____ Zip code: _____

Briefly provide a description of expectations from the grievance process:

Will you have a representative at the hearing? _____

If yes, please provide the representative's name: _____

List the names of witnesses and a brief overview of the witnesses' testimony:

Grievant Signature Title Date

Operations Committee's Recommendations

Signature Title Date

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

EST. JAN 2002

REVISED JANUARY 1, 2020

POLICY NO. 1100.00

COMPUTER POLICY

PURPOSE

This policy establishes the guidelines by which petty cash reimbursements of expenses for personal computer ISP lines on which they do business related to the Houston Area HIV Health Services (Ryan White) Planning Council. While all members of the RWPC are eligible for reimbursement this policy notes that members who are not living with HIV are encouraged to pay for their own expenses out of their own funds. This policy includes both internal as well as affiliate members.

PROCESS

Reimbursement requests are to be submitted to the Office of Support for payment and must include the name and home address of the Council or Affiliate member. Receipts can be submitted at anytime within 45 days of the date of the event, with the exception of end of year reimbursements which must be submitted within 30 days after the end of the Ryan White Part A fiscal year. Any request over and above the amounts and time frames as outlined above needs to be submitted in writing to the RWPC Director for approval. Reimbursement requests presented 30 days after the end of the fiscal year will not be approved. All reimbursements are available from the RWPC Support Staff.

REIMBURSEMENT FOR ISP LINES

The Council will pay for 50%, with a maximum cap of \$11 per month, for the cost of a Council member's home ISP service. The Council member must submit a copy of the bill and a copy of their check or credit card receipt indicating payment of the total bill in order to be reimbursed from petty cash.

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

EST. OCT. 2002

REVISED NOVEMBER 11, 2021

POLICY NO. 1200.00

HONORARIUMS AND INCENTIVES

PURPOSE

The purpose of this policy is to establish guidelines by which honorariums, incentives or other forms of gratuity are allowable.

SCOPE

This policy encompasses Ryan White Planning Council and Affiliate Committee members, Project LEAP students, consumer input group participants, needs assessment survey participants, and needs assessment focus group participants who are living with HIV.

AUTHORITY

Consumer input group participants, needs assessment survey participants, and needs assessment focus group participants who are living with HIV can receive an incentive but it must be purchased as described in Health Services and Resource Administration Policy Clarification Notice (PCN) #16-02: Eligible Individuals & Allowable Uses of Funds: store gift cards, vouchers, coupons, or tickets that can be exchanged for a specific service or commodity (e.g., food or transportation) must be used. Store gift cards that can be redeemed at one merchant or an affiliated group of merchants for specific goods or services that further the goals and objectives of the RWHAP are also allowable as incentives for eligible program participants. Health Services and Resource Administration (HRSA) RWHAP recipients are advised to administer voucher and store gift card programs in a manner which assures that vouchers and store gift cards cannot be exchanged for cash or used for anything other than the allowable goods or services, and that systems are in place to account for disbursed vouchers and store gift cards.

PROCESS

Office of Support staff will provide procedures and internal controls for gift cards, including but not limited to:

- Documented processes for purchasing, requesting, distributing, and tracking of gift cards held by Office of Support staff.
- Gift cards for all grant participation incentives will meet the following qualifications:
 - Eligible participants are people living with HIV
 - Participants in consumer input meetings must actively engage in event/meeting that furthers the goals and objectives of the RWHAP.

37 No member of the Ryan White Planning Council or Affiliate Committee member, Project LEAP
38 student, or any other Council-related volunteer, may accept an honorarium, incentive or other
39 form of gratuity for services performed in connection to his or her service to the Council. This
40 does not pertain to reimbursements for travel, meals, hotel or other expenses incurred in
41 performance of these services. If an honorarium is sent, the recipient is to turn it in to the Office
42 of Support who will return the check with a letter declining the check and a suggestion that the
43 money be distributed to an HIV organization, such as those listed in the Blue Book.

Training Topics for 2025 Ryan White Planning Council Meetings (updated: 02-25-25)

DRAFT

Shading = may be room on agenda for a second speaker

Month 2024	Topic	Speaker
Jan 23	Council Orientation – Updates on ADAP	Rachel Sanor, TX Dept. of State Health Services
Feb 13	HIV & Hispanic Women in Harris County	Roxana Guzman, Latino AIDS Commission
March 13	Ryan White Committee Training	Cecilia Ligons and Ryan White Committee Co-Chairs
April 11	Criteria for Justifying FY26 RW Service Categories 1:30 - 3 pm How To Best Meet the Need Training	Yvonne Arizpe & Tana Pradia, Co-Chairs, Quality Improvement Committee
May 9	HIV & Coercive Violence	Thecia Jenkins, Harris County Domestic Violence Coordinating Council
June 13	TENT: Updates on ADAP	Rachel Sanor, TX Dept. of State Health Services
July 11	Priority Setting and Allocations Processes	Jay Bhowmick & Peta-gay Ledbetter, Co-Chairs, Priority & Allocations Committee
Aug 8	TENT: HHSC Medicaid Benefits (& HIV)	Roxane May, Medicaid Rep.
Sept 12	TENT: The Opioid Epidemic	Representative, The National Opioid Network
Oct 10	TENT: Trauma Informed Care	_____, HAWC
Nov 14	We Appreciate Our Affiliate Committee Members Election Policy Project LEAP and Proyecto VIDA Presentations	Josh Mica, Chair, Ryan White Planning Council Caleb Brown & Cecilia Ligons, Co-Chairs, Operations Comm. 2025 Project LEAP and Proyecto VIDA Students
Dec 12	Elections for the 2026 Officers	Caleb Brown & Cecilia Ligons, Co-Chairs, Operations Committee

Required: Opioid and Other Drug Use, Prevention of Domestic & Sexual Violence and Trauma Informed Care
 Other: Transgender Health Issues by Dr. Lake – recommended by Dr. Patel
 Updates from the Texas Department of State Health Services (TDSHS) – 1-2 x per year