

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

2:00 pm, Tuesday, February 14, 2017

Meeting Location: 2223 W. Loop South, Suite 240
Houston, Texas 77027

AGENDA

* = Handout to be distributed at the meeting

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- I. Call to Order
 - A. Moment of Reflection Curtis Bellard and
Nancy Miertschin, Co- Chairs
 - B. Adoption of the Agenda
 - C. Adoption of the Minutes (January 19, 2017)
 - D. Nuts and Bolts Tori Williams, Manager

 - 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/AIDS 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/AIDS 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 with HIV/AIDS", 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. New Business
 - A. Purpose of the Committee
 - B. 2017 Committee Goals
 - C. 2017 Committee Meeting Dates & Critical Timeline Tori Williams
 - D. Critique the 2017 Mentor Luncheon
 - E. Critique the 2017 Council Orientation Amber Harbolt, Health Planner
 - F. Sign Member Statement of Confidentiality Forms Tori Williams
 - G. Petty Cash Deadlines
 - H. Open Meetings Act Training (completed by all members)
 - I. Elect a Committee Vice Chair

 - IV. Old Business
 - A. FY 2017 Council Support Budget Revisions
 - B. 2017 Council Training

 - V. Announcements

 - VI. Adjourn

 - OPTIONAL: Members meet with Committee Mentor Skeet Boyle

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

1:30 pm, Thursday, January 19, 2017

Meeting Location: 2223 W. Loop South, Suite 240; Houston, Texas 77027

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Curtis Bellard, Co-Chair	Arlene Johnson	Staff
Teresa Pruitt, Co- Chair	David Watson, excused	Tori Williams, Director
Connie Barnes		
Tracy Gorden		
Tana Pradia		

Call to Order: Teresa Pruitt, Co-Chair, called the meeting to order at 1:35 p.m. and asked for a moment of reflection.

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

Approval of the Minutes: ***Motion #2:*** *it was move and seconded (Bellard, Pradia) to approve the November 15, 2016 minutes. Motion carried unanimously.*

Public Comment: None.

2017 Council Orientation: The committee reviewed the itinerary for the 2017 Council Orientation and signed up for specific tasks.

Announcements: None.

Adjournment: ***Motion 6#:*** *it was move and seconded (Bellard, Barnes) to adjourn the meeting at 2:05 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Nuts and Bolts for New Members

Staff will mail meeting packets a week in advance; if they do not arrive in a timely manner, please contact the Office of Support.

The meeting packet will have the date, time and room number of the meeting; this information is also posted on signs on the first and second floor the day of the meeting.

Sign in upon arrival and use the extra agendas on the sign in table if you didn't bring your packet.

Only Council/committee members sit at the table since they are the voting members; staff and other non-voting members sit in the audience.

The only members who can vote on the minutes are the ones who were present at the meeting. If you were absent at the meeting, please abstain from voting.

Due to County budgeting policy, there will be no petty cash reimbursements in March and possibly April so save receipts and turn them into Eric for payment in April.

Be careful about stating personal health information in meetings as all meetings are tape recorded and, due to the Open Meetings Act, are considered public record. Anyone can ask to listen to the tapes, including members of the media.

Houston Area HIV Services Ryan White Planning Council

Standing Committee Structure

(Reviewed 07-15-15)

1. **Affected Community Committee**

This committee is designed to acknowledge the collective importance of consumer participation in Planning Council (PC) strategic activities and provide consumer education on HIV-related matters. The committee will serve as a place where consumers can safely and in an environment of trust discuss PC work plans and activities. This committee will verify consumer participation on each of the standing committees of the PC, with the exception of the Steering Committee (the Chair of the Affected Community Committee will represent the committee on the Steering Committee).

When providing consumer education, the committee should not use pharmaceutical representatives to present educational information. Once a year, the committee may host a presentation where all HIV/AIDS-related drug representatives are invited.

The committee will consist of HIV+ individuals, their caregivers (friends or family members) and others. All members of the PC who self-disclose as HIV+ are requested to be a member of the Affected Community Committee; however membership on a committee for HIV+ individuals will not be restricted to the Affected Community Committee.

2. **Comprehensive HIV Planning Committee**

This committee is responsible for developing the Comprehensive Needs Assessment, Comprehensive Plan (including the Continuum of Care), and making recommendations regarding special topics (such as non-Ryan White Program services related to the Continuum of Care). The committee must benefit from external membership and expertise.

3. **Operations Committee**

This committee combines four areas where compliance with Planning Council operations is the focus. The committee develops and facilitates the management of Planning Council operating procedures, guidelines, and inquiries into members' compliance with these procedures and guidelines. It also implements the Open Nominations Process, which requires a continuous focus on recruitment and orientation. This committee is also the place where the Planning Council self-evaluations are initiated and conducted.

This committee will not benefit from external member participation except where resolve of grievances are concerned.

4. **Priority and Allocations Committee**

This committee gives attention to the comprehensive process of establishing priorities and allocations for each Planning Council year. Membership on this committee does include external members and must be guided by skills appropriate to priority setting and allocations, not by interests in priority setting and allocations. All Ryan White Planning Council committees, but especially this committee, regularly review and monitor member participation in upholding the Conflict of Interest standards.

5. Quality Improvement Committee

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

In addition to these responsibilities, this committee is also designed to implement the Planning Council’s third legislative requirement, assessing the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area, or assessing how well the grantee manages to get funds to providers. This means reviewing how quickly contracts with service providers are signed and how long the grantee takes to pay these providers. It also means reviewing whether the funds are used to pay only for services that were identified as priorities by the Planning Council and whether all the funds are spent. This Committee may benefit from the utilization of external members.

2017 QUARTERLY REPORT OPERATIONS COMMITTEE

(submit April 2017)

Status of Committee Goals and Responsibilities (* means mandated by HRSA):

1. Design and implement Orientation for Council members and new external committee members in January and February 2017.
Status:
2. When necessary, address member needs for additional orientation and training, including through the Committee Mentoring Program. (Example: create more training for mentors and a “Frequently Asked Questions” form. The information for this document can be gathered from Project LEAP and others.)
Status:
3. *When necessary, review and revise the bylaws, policies, and procedures of the Ryan White Planning Council.
Status:
4. When necessary, review and revise policies and procedures for the Council support staff.
Status:
5. *Investigate and make recommendations regarding complaints and grievances brought before the committee in order to assure member/staff compliance with bylaws, policies, and procedures.
Status:
6. *Resolve any grievances brought forward.
Status:
7. *Make nominations to the CEO, which ensure the reflectiveness and representativeness of the Council.
Status:
8. Evaluate the performance of the Manager in conjunction with the Planning Council Chair and CEO.
Status:
9. Ensure that the Council is complying with HRSA, County and other open meeting requirements.
Status:
10. Annually, review the status of Committee activities identified in the Comprehensive Plan.

Status of Tasks on the Timeline:

Committee Chairperson

Date

2017 Ryan White Planning Council Committee Schedule - DRAFT

(as of 02/07/17)

AFFECTED COMMUNITY

Meetings are on the following Mondays starting at 12 noon.

February 20	July 24
MARCH 16*	August 21
March 20	September 25
April no meeting	October 23
May 22	November 20
June 19	December no mtg

COMPREHENSIVE HIV PLANNING

Meetings are on the following second Thursdays starting at 2:00 pm:

February 9	August 10
March 9	September 14
April 13	October 12
May 11	November 9
June 8	December 14
July 13	

OPERATIONS

Meetings are on the following Tuesdays starting at 2:00 pm:

February 14	August 15
March 14	September 19
April 18	October 17
May 16	November 14
June 13	December no mtg
July 18	

PLANNING COUNCIL

Meetings are on the following second Thursdays starting at 12 noon:

February 9	August 10
March 9	September 14
April 13	October 12
May 11	November 9
June 8	December 14
July 13	

PRIORITY & ALLOCATIONS

Meetings are on the following fourth Thursdays starting at 11:00 am:

February 23	July 27
MARCH 16*	August 24
March 23	September 28
April 27	October 26
May 25	November no mtg
JUNE (Wed) 21	December no mtg

QUALITY IMPROVEMENT

Meetings are on the following third Thursdays starting at 11:00 am:

February 16	August no mtg
March 16*	September 21
April 20	October no mtg
May 18	November 16
June 15	December no mtg
July 20	

STEERING

Meetings are on the following first Thursdays starting at 12 noon:

February 2	August 3
March 2	September 7
April 6	October 5
May 4	November 2
June 4	December 7
July 6	

***Joint meeting of the Affected Community, Priority and Allocations and Quality Improvement Committees.**

**** Time to be announced**

BOLD = Special meeting date, time or place

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2017 Council Activities

(Revised 01-23-17)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location. The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 713 572-3724.

General Information: The following is a list of significant activities regarding the 2017 Houston Ryan White Planning Council. Consumers, providers and members of the general public are encouraged to attend and provide public comment at any of the meetings described below. For more information on Planning Council processes or to receive monthly calendars and/or meeting packets, please contact the Office of Support at 713 572-3724 or visit our website at: www.rwpchouston.org.

Routinely, the Steering Committee meets monthly at 12 noon on the first Thursday of the month. The Council meets monthly at 12 noon on the second Thursday of the month.

Thurs. Jan. 26 Council Orientation.

Thurs. Feb. 2 12 noon. First 2017 Steering Committee meeting.

Mon. Feb. 6 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. The Council is currently funding, or recommending funding, for 16 of the 28 allowable HRSA service categories. The Proposed Idea Form can be used to ask the Council to reconsider including a service that is no longer being funded by Ryan White Part A, Part B or State Services. The form requires documentation for why dollars should be used to fund a particular service and why it is not a duplication of a service already offered through another funding source. Anyone can submit a Proposed Idea Form. Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.

Tues. Feb. 7 10:00 am. Orientation for new 2017 External Committee Members.

Thurs. Feb. 9 12 noon. First 2017 Council meeting.

Fri. Feb. 28 Deadline for submitting a Project LEAP application form. See April 5 for description of Project LEAP. Call 713 572-3724 for an application form.

Thurs. Feb. 23 11:00 am. Priority & Allocations Committee meets to approve the **policy on allocating FY 2017 unspent funds, FY 2018 priority setting process** and more.

March EIIHA Workgroup meeting.

Thurs. March 16 Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2018 service categories** for Part A, Part B and *State Services* funding.

Tues. March 21 **Consumer Training** on the How to Best Meet the Need process.

Wed. April 5 **Project LEAP** classes begin. Project LEAP is a free 17-week training course for individuals infected with and affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area.

(Continued)

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Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2017 Council Activities

(Revised 01-23-17)

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The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 713 572-3724.

Thurs. April 6 12 noon. Steering Committee meets.

Thurs. April 13 12 noon. Planning Council meets.

1:30 – 4:00 pm. **Council and Community Training for the How to Best Meet the Need process.** Those encouraged to attend are community members as well as individuals from the Quality Improvement, Priority & Allocations and Affected Community Committees. Call 713 572-3724 for confirmation and additional information.

Tentative:
April 17 or 19 Workgroups for Proposed Ideas including ideas on retention in care and linking transgender individuals into care.

Tues. April 25 10:30 am – 4:00 pm. **How To Best Meet the Need Workgroups #1 and #2** at which the following services will be reviewed:

- Ambulatory/Outpatient Medical Care (including Local Pharmacy Assistance, Medical Case Management & Service Linkage – Adult, Rural and Pediatric)
- Clinical Case Management
- Health Insurance Premium & Co-pay Assistance
- Home & Community-based Health Services (Adult Day Treatment)
- Hospice
- Linguistic Services
- Medical Nutritional Therapy (including Nutritional Supplements)
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Oral Health – Untargeted & Rural
- Professional Counseling (Mental Health)
- Substance Abuse Treatment/Counseling
- Vision Care

Call 713 572-3724 for confirmation and additional information.

Wed. April 26 3:00 pm – 5:00 pm. **How To Best Meet the Need Workgroup #3** at which the following services will be reviewed:

- Early Intervention Services
- Legal Assistance
- Transportation (van-based-Untargeted & Rural)

Call 713 572-3724 for confirmation and additional information.

Thurs. April 27 Priority & Allocations Committee meets to allocate **Part A unspent funds.**

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Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2017 Council Activities

(Revised 01-23-17)

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The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 713 572-3724.

Fri. May 5 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See March 2 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.

Tues. May 16 11:00 am. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2018 Council Support Budget.

Thurs. May 18 11:00 am. Quality Improvement Committee meets to approve the **FY 2018 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.

Mon. May 22 7:00 pm., Public Hearing on the **FY 2018 How To Best Meet the Need results**.

Tues. May 23 10:00 am. Special Quality Improvement Committee meeting to review public comments regarding **FY 2018 How To Best Meet the Need results**.

Thurs. May 25 Priority & Allocations Committee meets to recommend the **FY 2018 service priorities** for Ryan White Parts A and B and *State Services* funding.

Thurs. June 1 12 noon. Steering Committee meets to approve the **FY 2018 How to Best Meet the Need results**.

Thurs. June 8 12 noon. Council approves the **FY 2018 How to Best Meet the Need results**.
Project LEAP students present the results of their needs assessment to the Council.
OFF SITE MEETING

June 9 - 14 Meeting times to be determined. Special Priority & Allocations Committee meetings to draft the **FY 2018 allocations for RW Part A and B and State Services funding**.

Thurs. June 15 11:00 am. Quality Improvement Committee reviews the results of the assessment of the administrative mechanism. **or AUG. meeting w/ SOC training**

Wed. June 21 11:00 am. The Priority & Allocations Committee meets to approve the **FY 2018 allocations for RW Part A and B and State Services funding**. LEAP students will be in attendance.

Mon. June 26 7 pm. Public Hearing on the **FY 2018 service priorities and allocations**.

Tues. June 27 11:00 am. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2018 service priorities and allocations**.

July/Aug. Workgroup meets to complete the proposed **FY 2018 EIIHA Plan**.

Thurs. July 6 12 noon. Steering Committee approves the **FY 2018 service priorities and allocations**.

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Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2017 Council Activities

(Revised 01-23-17)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location. The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 713 572-3724.

- Thurs. July 13 12 noon. Council approves the **FY 2018 service priorities and allocations.**
- Thurs. July 27** If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2018 priority & allocations.** They also allocate **FY 2017 carryover funds.** (**Allocate even though dollar amount will not be avail. until Aug.**)
- Thurs. Aug. 3 **ALL ITEMS MUST BE REVIEWED BEFORE BEING SENT TO COUNCIL – THIS STEERING COMMITTEE MEETING IS THE LAST CHANCE TO APPROVE ANYTHING NEEDED FOR THE FY 2018 GRANT.** (Mail out date for the August Steering Committee meeting is July 27, 2017.)
- Tues. Aug. 22** 12 noon. **Consumer Training** on Standards of Care and Performance Measures.
- Fri. Sept. 1 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See March 2 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.
- Thurs. Sept. 21** 11:00 am. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Tues. Sept. 26** 12 noon. **Consumer-Only Workgroup** meeting to review FY 2018 Standards of Care and Performance Measures.
- Tues. Oct. 17** 11:00 am. Review and possibly update the Memorandum of Understanding between all Part A stakeholders.
- October or November Community Workgroup meeting to review **FY 2018 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 26** 11:00 am. Priority & Allocations Committee meets to allocate FY 2017 unspent funds.
- Nov/Dec/Jan. Review the evaluation of 2017 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2018 Project LEAP.
- November The Resource Group contacts all stakeholders to see if changes need to be made to the Ryan White Part B/State Services Letter of Agreement.
- Thurs. Nov. 9 12 noon. Council recognizes all external committee members.
- Tues. Nov. 14 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- Fri. Dec. 1 **World AIDS Day.**
- Thurs. Dec. 14 12 noon Council meeting to elect the **2018 Council officers.**

7:30 a.m. CHECK-IN: NEW COUNCIL MEMBERS

- * **Optional Breakfast**

8:00 a.m. WELCOME

- * **Opening Remarks, Housekeeping Reminders and Review of the Agenda**

Cecilia Ross, Chair, Ryan White Planning Council

- * **Introductions**

8:20 a.m. GENERAL OVERVIEW OF AIDS FUNDING

Tori Williams, Director, Office of Support

8:25 a.m. COUNCIL BYLAWS, POLICIES & PROCEDURES

- * **Committee Structure**

Tori Williams

- * **How to Use the Ryan White Notebooks**

Teresa Pruitt, Committee Member

- * **Meeting Packets and Agendas**

Tana Pradia, Committee Member

- * **Bylaws and Policies**

Alternating Committee Members

- * **Attendance**

Tori Williams

9:25 a.m. FORMAL RELATIONSHIPS

Tori Williams, Facilitator

- * **Tori Williams, Liaison for County Judge Ed Emmett, Chief Elected Official**

- * **Cecilia Ross, Chair
Ryan White Planning Council**

- * **Tori Williams, Director, Office of Support
for the Ryan White Planning Council**

- * **Carin Martin, Manager
Ryan White Grant Administration
Harris County Public Health**

- * **Sha'Terra Johnson-Fairley, Health Planner
Houston Regional HIV/AIDS Resource Group**

9:55 a.m. ROBERT'S RULES OF ORDER

Tori Williams

10:15 a.m. RETURNING COUNCIL MEMBERS ARRIVE

10:30 a.m. INTRODUCTION OF OFFICERS & COMMITTEE CO-CHAIRS AND COMMITTEE ORIENTATION

11:00 a.m. TIMELINE OF 2017 CRITICAL COUNCIL ACTIVITIES

Tori Williams

11:08 a.m. HONOR THOSE WHO HAVE GONE BEFORE US

Cecilia Ross, Chair, Ryan White Planning Council

11:18 a.m. RECOGNIZE THE MENTORS

Cecilia Ross, Chair, Ryan White Planning Council

11:20 a.m. OPEN MEETINGS ACT

Venita Ray, Legacy Community Health

12:00 p.m. LUNCH

- * **Introduce your furry, feathered or foliage friend**

Curtis Bellard, Facilitator and Connie Barnes, Timekeeper

1:15 p.m. THE STATE OF THE STATE

Cecilia Ross, Facilitator

- * **Ann Robbins, Senior Public Health Advisor
TB, HIV/STD and Viral Hepatitis Unit
Texas Department of State Health Services**

2:45 p.m. CONFIDENTIALITY

Bob Hergenroeder, Montrose Center

3:15 p.m. CLOSING REMARKS

Cecilia Ross, Chair, Ryan White Planning Council

3:25 p.m. ADJOURN

Houston Area HIV Services Ryan White Planning Council

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

713 572-3724 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 Area HIV Services Ryan White Planning Council
Office of Support
2223 West Loop South, Suite 240, Houston, Texas 77027
713 572-3724 telephone; 713 572-3740 fax

MEMORANDUM

To: Members, Ryan White Planning Council
External Members, Ryan White Committees

Copy: Carin Martin

From: Tori Williams, Director, Office of Support

Date: January 26, 2017

Re: End of Year Petty Cash Procedures

The fiscal year for Ryan White Part A funding ends on February 28, 2017. Due to procedures in the Harris County Auditor's Office, it is important that all volunteers are aware of the following end-of-year procedures:

- 1.) Council and External Committee members must turn in all requests for petty cash reimbursements **at or before 2 p.m. on Friday, February 3, 2017.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2015 **will not be reimbursed at all if they are turned in after March 31, 2017.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and May 31, 2017. This means that volunteers should give Rod the usual reimbursement request forms for transportation, food and childcare expenses incurred after March 1, 2017 but the Office may not be able to reimburse volunteers for these expenses until mid to late May 2017.

We apologize for this significant inconvenience. Please call Tori Williams at the number listed above if you have questions or concerns about how these procedures will affect you personally.

(OVER FOR TIMELINE)

March 1

2016.....

Beginning
of fiscal year 2016

Feb 3

2017.....

Turn in all
receipts

Feb 28

2017.....

End of
fiscal year 2016.
No money
available to write
checks until April
or May

March 31

2017

Turn in all receipts
or you will not be
reimbursed for any
expenses incurred
between March 1, 2016
and Feb. 28, 2017

2017 Ryan White Planning Council

STANDING COMMITTEE LIST

(Updated 01-30-17)

Red Text = Committee Mentor

STEERING	
Cecilia Ross, RWPC Chair	Curtis Bellard, Co-Chair, Operations
John Lazo, Vice Chair	Nancy Miertschin, Co-Chair, Operations
Carol Suazo, Secretary	Ella Collins-Nelson, Co-Chair, Priority and Allocations
Rodney Mills, Co-Chair, Affected Community	Paul Grunenwald, Co-Chair, Priority and Allocations
Tana Pradia, Co-Chair, Affected Community	Robert Noble, Co-Chair, Quality Improvement
Isis Torrente, Co-Chair, Comprehensive HIV Planning	Gloria Sierra, Co-Chair, Quality Improvement
Steven Vargas, Co-Chair, Comprehensive HIV Planning	

AFFECTED COMMUNITY		
1. Rodney Mills, Co-Chair	7. Arlene Johnson	<i>External Members:</i>
2. Tana Pradia, Co-Chair	8. Denis Kelly	
3. Curtis Bellard	9. Allen Murray	
4. Ardry "Skeet" Boyle	10. Teresa Pruitt	
5. Amber David	11. Isis Torrente	
6. Herman Finley		

COMPREHENSIVE HIV PLANNING		
1. Isis Torrente, Co-Chair	8. Osaro Mgbere	<i>External Members:</i>
2. Steven Vargas, Co-Chair	9. Allen Murray	
3. Ted Artiaga	10. Shital Patel	
4. Denny Delgado	11. Larry Woods	
5. Evelio Salinas Escamilla		
6. Tracy Gorden		
7. Herman Finley		

OPERATIONS		
1. Curtis Bellard, Co-Chair	4. Denis Kelly	
2. Nancy Miertschin, Co-Chair	5. Carol Suazo	
3. Ardry "Skeet" Boyle	6. Isis Torrente	

PRIORITY AND ALLOCATIONS			
1. Ella Collins-Nelson, Co-Chair	4. J. Hoxi Jones	7. Krystal Shultz	<i>External Members:</i>
2. Paul Grunenwald, Co-Chair	5. Peta-gay Ledbetter		
3. Angela F. Hawkins	6. John Lazo		

QUALITY IMPROVEMENT		
1. Robert Noble, Co-Chair	8. Amber David	<i>External Members:</i>
2. Gloria Sierra, Co-Chair	9. Johnny Deal	
3. Ted Artiaga	10. Tom Lindstrom	
4. Connie Barnes	11. John Poole	
5. Curtis Bellard	12. Teresa Pruitt	
6. Bianca Burley	13. Venita Ray	
7. David Benson	14. Viviana Santibanez	

(Over)

Revisions to the FY 2017 Council Support Budget

(as of 01/31/17)

Budget Item	Original Amount	Revised Amount	Difference
Health Insurance Changed from \$11,116/employee/year to \$13,000/employee/year	\$47,200	\$52,000	+ \$ 4,800
Retirement Changed from 10.75%/employee/year to 14%/employee/year	\$27,735	\$36,120	+ \$8,385
Equipment Replaced all staff computers in FY 2016	\$ 3,000	\$ 500	- \$ 2,500
Travel No national meetings in FY 2017	\$ 5,800	\$ 2,000	- \$ 3,800
Supplies	\$ 6,000	\$ 5,000	- \$ 1,000
Needs Assess Activities Incentives usually provided by The Resource Group	\$ 3,000	\$ 2,115	- 885
Postage	\$ 10,000	\$ 5,000	- \$ 5,000
TOTALS			0

Houston Ryan White Planning Council
FY 2017 Council Support Budget
(Prepared 01-27-17)

	Subtotal	Total
PERSONNEL		
RWPC Manager (V. Williams) (\$6621/mo. X 12 mos. X 100%) Responsible for overall functioning of planning council, supervises all support staff.	\$79,446	\$258,002
RWPC Health Planner (A. Harbolt) (\$6068/mo. X 12 mos. X 100%) Responsible for coordinating Comprehensive Planning and Needs Assessment activities. Analyzing and presenting data.	\$72,820	
RWPC Coordinator (D. Beck) (\$4,718/mo x 12 mos. X 100%) Coordinates support activities for the RW Planning Council and committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.).	\$56,611	
Assistant Coordinator (R. Avila) (\$4094/mo x 12 mos. X 100%) Coordinates support activities for assigned committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.)	\$49,125	
FRINGE		\$115,386
Social Security @ 7.65%	\$19,737	
Health Insurance (4 x \$13,000/FTE)	\$52,000	
Retirement @ 14%	\$36,120	
Workers Compensation @ 0.83%	\$2,141	
Supplemental Death Insurance @ 0.50	\$1,290	
Unemployment Insurance @ 0.60%	\$1,548	
Incentives/allowances	\$2,550	

Houston Ryan White Planning Council
FY 2017 Council Support Budget
(Prepared 01-27-17)

		Subtotal	Total
EQUIPMENT	\$500	\$500	
Replacement computers to replace obsolete units			
TRAVEL		\$2,000	
Local travel @ \$0.535/mile for Planning Council Support Staff	\$500		
Out of EMA travel:	\$1,500		
One out of state trip for Office of Support staff for HIV planning meeting and five in State trips for staff and/or volunteer Council members for statewide HIV Planning meetings			
SUPPLIES	\$5,000	\$5,000	
General consumable office supplies including materials for Council Members and Public Meetings			
CONTRACTUAL	\$0	\$0	
OTHER		\$131,551	
Resource Guide	\$60,000		
Needs Assessment Activities	\$2,115		
Reimbursement for PC member expenses: Reimbursement for travel, childcare, meals and other eligible expenses resulting from participation in Council approved/ HRSA grant required activities.	\$23,686		
Advertising for PC Activities: For publication of meeting announcements in community papers; invitations to participate in needs assessment activities and focus groups; advertisements for additional volunteers.	\$6,000		
Communications (phone, pagers): For local and long distance phone expenses and internet charges.	\$3,500		
Web Page Technical Assistance Costs: For additional training/consultation to staff in order to update/improve web site.	\$500		

Houston Ryan White Planning Council
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	Subtotal	Total
<p>Council Education: For speakers & training costs primarily for Council member orientation, room rentals & the cost of speakers for ongoing training to insure that key decision-makers receive necessary and relevant information. This includes the Sept. & Nov. 2015 Council meetings & the Jan. 2016 training/orientation meeting, all to be held off-site at locations within Harris County, Texas.</p>	\$3,500	
<p>Project LEAP Student Reimbursement: 30 participants for 17 week course including travel, childcare and other eligible expenses resulting from participation in Council approved training activities related to the HRSA grant.</p>	\$5,500	
<p>Project LEAP Education: Training costs for 17 weeks including speaker fees, room rental for off-site meetings & educational materials.</p>	\$9,500	
<p>Interpreter Services For Spanish-speaking and sign-language interpretation services during public meetings, focus groups, etc.</p>	\$1,500	
<p>Fees and Dues Registration costs for attending meetings, trainings and conferences related to HIV/AIDS health planning.</p>	\$500	
<p>English/Spanish Translation (written): For professional translation of Council materials into Spanish.</p>	\$1,000	
<p>Postal Machine Rental & Postage: For mailouts of Committee and Council agendas, minutes and attachments; HIV/AIDS Resource Guides for those who are unable to pickup in person; other office of support communications.</p>	\$5,000	
<p>Copier Rental: For rental, service agreement of high-use Xerox machine used for Council and Office of Support.</p>	\$9,250	
TOTAL		\$512,439

Training Topics for 2017 Ryan White Planning Council Meetings (updated: 11-08-16)

DRAFT

Shaded area indicates an off-site meeting location	Topic	Speaker	Notes
January 26 2017	Council Orientation	N/A	Trevisio's Restaurant
February 9	END HIV Houston Crosswalk: END HIV Houston and 2017 Houston Area HIV Prevention and Care Comp. Plan	Venita Ray, Coordinator, END HIV Houston, Legacy Amber Harbolt, Health Planner, Office of Support	
March 9	2017 HIV Comprehensive Plan: Council Activities How To Best Meet the Need Process & Training	Amber Harbolt, Health Planner, Office of Support Co-Chairs, Quality Improvement	
April 13	TENTATIVE: Retention in Care	Ann Dills, DSHS	
May 11	Priority Setting Process	, Co-Chairs, Priority & Allocations Committee	
June 8	Project LEAP Presentation	Project LEAP 2017 Students	OFF SITE: L. Castillo with Project LEAP
July 13	Priority Setting and Allocations Processes	Co-Chairs, Priority & Allocations Committee	
August 10	Prevention of Domestic and Sexual Violence	RW Grant Administration staff	
September 14			
October 12	TENTATIVE: Update on ACA EIIHA Update	Carin Martin, RWGA Amber Harbolt, Health Planner	
November 9	We Appreciate Our External Members Election Policy	Chair, Ryan White Planning Council Operations Committee	
December 14	Elections for the 2018 Officers	Co-Chairs, Operations Committee	

Suggestions: Public Speaking HRSA Updates TB and HIV HIV & Oral Health Houston Medical Monitoring Project
 CPG Needs Assess Update on SIRR