

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

2:00 pm, Tuesday, March 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 Curtis Bellard and
Nancy Miertschin, Co- Chairs
- A. Moment of Reflection
 - B. Adoption of the Agenda
 - C. Adoption of the Minutes
- II. Public Comments and Announcements
(NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV/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. Old Business
- A. 2017 Council Training
- IV. New Business Tori Williams
- A. Proposed FY 2017 Council Support Budget Request
 - B. Review Council Policies:
 - 1200.00 Honorariums
 - 100.01 Public Comments and 1 supporting document
 - 600.01 Quorum, Voting, Proxies and Attendance
- V. Announcements
- VI. Adjourn
- OPTIONAL: Members meet with Committee Mentor Skeet Boyle

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

2:00 pm, Thursday, February 14, 2017

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

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Curtis Bellard, Co-Chair	Ardry “Skeet” Boyle	Staff
Nancy Miertschin, Co- Chair		Tori Williams, Director
Denis Kelly		Amber Harbolt, Health Planner
Carol Suazo		Rod Avila, Assistant Coordinator
Isis Torrente		

Call to Order: Nancy Miertschin, Co-Chair, called the meeting to order at 2:05 p.m. and asked for a moment of reflection.

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

Approval of the Minutes: ***Motion #2:*** *it was move and seconded (Bellard, Kelly) to approve the January 19, 2017 minutes. Motion carried.* Abstention: Kelly, Suazo, and Torrente

Public Comment: None.

Williams reviewed the Nuts and Bolts, Purpose of the Committee, 2017 Committee Goals, 2017 Committee Meeting Dates & Critical Timeline of Council Activities, Petty Cash Deadlines, the list of those who have taken the Open Meetings Act training, and each member signed a *Statement of Confidentiality* form.

Motion #3: *it was moved and seconded (Kelly, Torrente) to approve the attached 2017 Committee Goals. Motion carried unanimously.*

Kelly and Bellard attended the 2017 Mentor Luncheon and felt that it was well done.

Critique the 2017 Council Orientation: Members reviewed the attached *2017 Council Orientation Evaluation Results* and were in agreement with the collective critique. At the 2018 Orientation, the committee would like to: 1.) Move Honoring Those Who Came Before so it is not difficult for the next speaker. (Venita knew many of the people in the presentation, making it difficult for her to be the next speaker.) 2.) Consider giving Ann Robbins more time and 3.) Members enjoyed the ice breaker at lunch and would like to have people submit baby pictures for that activity in 2018.

Elect a Committee Vice Chair: ***Motion #4:** It was moved and seconded (Torrente, Kelly) to nominate Carol Suazo to serve as the Committee Vice Chair. After Suazo accepted the nomination, and since she was the only nominee, **Carol was elected as committee Vice Chair by acclamation.***

Old Business

FY 2017 Council Support Budget Revisions: Tori informed the committee that in 2017 Harris County implemented significant increases in the costs of employee health insurance and retirement. Hence, the attached changes were made to several line items in order to absorb the required cost increases.

2017 Council Training: See attached draft of the 2017 Council Training Schedule.

Announcements: None.

Adjournment: ***Motion 5#:** it was move and seconded (Kelly, Bellard) to adjourn the meeting at 3:38 p.m. **Motion carried unanimously.***

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Training Topics for 2017 Ryan White Planning Council Meetings (updated: 02-08-17)

DRAFT

Shading = may be room on agenda for a second speaker

Month	Topic	Speaker
January 26 2017	Council Orientation	N/A
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 Robert Noble & Gloria Sierra, Quality Improvement
April 13	Tentative: How to Read Council Reports Southern Cities Initiative	Ryan White Staff Nancy Miertschin working on a speaker
May 11	DSHS Legislative Update (include ADAP update)	Shelly Lucas, Texas Dept. of State Health Services
June 8	Project LEAP Presentation	Project LEAP 2017 Students
July 13	Priority Setting and Allocations Processes	Ella Collins-Nelson & Paul Grunenwald, Co-Chairs, Priority & Allocations
August 10	DSHS Budget & Program Update	Shelly Lucas, Texas Dept. of State Health Services
September 14	Prevention Of Domestic & Sexual Violence	RW Grant Administration staff
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

Requests: DSHS Updates (2/year) Training in reading Council reports
 Training in how to be a good committee participant: keep questions related to the topic

Increased Funding Request from the Office of Support

Respectfully requested on 03-14-17

BUDGET Five Road 2 Success Classes June 2017 through February 2018

Class #2 and #4 in Spanish. Class #5 in English and Spanish

ITEM	ESTIMATED COST*
Food	5,000.00
Light breakfast \$300 x 5 classes	1,500.00
Lunch \$700 x 5 classes	3,500.00
Room Rental	2,010.00
Classes #1 & #2 – To be determined	300.00
Class #3 – Montrose Center	270.00
Class #4 – Leonel Castillo Community Center	1,050.00
Class #5 – Montrose Center	390.00
Interpreters	2,320.00
ASL - Class #1, #3 and #5	1,845.00
Spanish - Class #5	475.00
Spanish Translation	1,500.00
Spanish Materials/Handouts for Classes #2, #4 and #5	
Advertising	4,240.00
English Speaking Press & Social Media	3,440.00
Spanish Speaking Press & Social Media	800.00
Supplies (color toner, paper, etc.)	400.00
Transportation Reimbursement	750.00
TOTAL ESTIMATED COST	16,220.00

*Cost estimates based on previous events

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

EST. OCT. 2002

REVISED DECEMBER 13, 2007

POLICY NO. 1200.00

HONORARIUMS

1 **PURPOSE**

2
3 The purpose of this policy is to establish guidelines by which honorariums or other forms of gratuity
4 are received by Ryan White Planning Council members.
5

6 **PROCESS**

7
8 No member of the Ryan White Planning Council, or any other Council-related volunteer, may accept
9 an honorarium or other form of gratuity for services performed in connection to his or her service to
10 the Council. This does not pertain to reimbursements for travel, meals, hotel or other expenses
11 incurred in performance of these services. If an honorarium is sent, the recipient is to turn it in to
12 the Office of Support who will return the check with a letter declining the check and a suggestion
13 that the money be distributed to an HIV/AIDS organization, such as those listed in the Blue Book.

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

EST. JUL 15, 1998

REV JULY 11, 2013

POLICY No. 100.01

PUBLIC COMMENTS

1 **PURPOSE**

2
3 This policy establishes guidelines by which public comments will be received by the Houston
4 Area HIV Health Services Ryan White Planning Council.
5

6 **AUTHORITY**

7
8 The RWPC through adoption of its bylaws ensures that there will be a procedure for receiving
9 public comments.
10

11 **INTENT**

12
13 The Houston Eligible Metropolitan Area (EMA) HIV Services Planning Council represents the
14 HIV/AIDS affected six county area (EMA). The RWPC does not act on behalf of individuals
15 from affected communities nor agencies serving these communities. The PC identifies the needs
16 of all affected communities, prioritizes those needs and allocates limited Ryan White Part A
17 (formerly known as Title I) funds to meet a portion of those needs. Per a request from the Texas
18 Department of State Services, the PC also makes recommendations regarding the priorities and
19 allocation of funds for Ryan White Part B and State Services funding. The Planning Council
20 does not allocate funds to individuals or to agencies except as allowed in limited circumstances
21 within the Ryan White Program. While a "Comprehensive Needs Assessment" is completed
22 every 2-3 years, "Needs" are assessed on an ongoing basis through various HIV/AIDS Needs
23 Assessment processes.
24

25 The work of prioritizing needs and allocating Ryan White Part A and B funds to meet these
26 needs is achieved annually through the Priority and Allocations Committee (See RWPC Policy
27 No.400.01) and approved by the whole Planning Council. The RWPC also is active in planning
28 a better HIV/AIDS system of care for the Houston EMA. A comprehensive care plan is
29 produced every three to five years with adjustments to the plan each year or as needed to address
30 advances in treatment, new and emerging needs, and changes in the populations affected by
31 HIV/AIDS. This activity is handled by the Comprehensive HIV Planning Committee (Policy
32 No.400.01). The final plan is approved by the whole Planning Council.
33

34 **PROCESS**

35
36 All RWPC meetings are open to the public (see Policy No. 200.03) and are announced and
37 conducted in accordance with the Open Meetings Act. There will always be a place on the
38 Agenda for public comments. The RWPC can at any time determine where on the agenda public
39 comments can be made. At the Planning Council meetings, only members of the Planning
40 Council can vote on agenda items. However, official external members can vote on items at the
41 committee level on which they serve (Policy No. 400.01). Public comments may be limited to 3
42 minutes per individual. At the discretion of the Chair, public comments may be limited to a

43 shorter, or expanded to a longer period of time, but the amount of time must be announced at the
44 beginning of the public comment portion of the agenda and a uniform amount of time must apply
45 equally to all who are giving comments at the meeting. Only during the Public Comment portion
46 of the meeting are Council members asked to refrain from engaging in dialogue with or asking
47 questions of individuals who are providing public comment at Council meetings. The Chair of
48 the Council will refer public comments that need additional follow up to the appropriate
49 committee. Council members will abide by the Public Information Act. See staff policy
50 regarding the distribution of information. (See Staff Personnel notebook.)

51

52 **SPECIALLY SCHEDULED PUBLIC COMMENTS**

53

54 During the year, the standing committees will announce requests for Public Comment on key
55 work products before going to the whole PC for final approval. In addition, the PC may also
56 announce requests for Public Comments on key issues.

57

58 **HOW DECISIONS ARE MADE**

59

60 The PC will NOT make decisions on information presented to the PC during public comments
61 unless it relates to an item that has followed the appropriate Council process. It will hear
62 comments and then assign follow-up to the appropriate standing committee (see RWPC Policy
63 No. 400.01). All business for decision by members of the full Planning Council will be handled
64 in the following fashion:

- 65 ➤ Introduce the business item at a Steering Committee Meeting (unless item has already
66 been assigned to/undertaken by the appropriate committee)
- 67 ➤ Steering assigns the task to the appropriate committee
- 68 ➤ Chair of the appropriate committee may:
 - 69 • Create a sub-committee
 - 70 • Create a work group
 - 71 • Seek public input
 - 72 • Set a time limit as to resolution
- 73 ➤ Report the recommended action back to Steering
- 74 ➤ Steering includes the Committee's recommended action on the Council Agenda for
75 Council Meeting if Committee's recommended action passes Steering.
- 76 ➤ Full council votes

77

78 All items on the agenda for vote by the full council will become official by majority vote.

The Public Information Act

FROM: The Texas State Library and Archives Commission, updated 12-18-15

The Public Information Act, Texas Government Code Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information.

Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

Rights of Requestors

You have the right to:

- Prompt access to information that is not confidential or otherwise protected;
- Receive treatment equal to all other requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements;
- Receive certain kinds of information without exceptions, like the voting record of public officials, and other information;
- Receive a written statement of estimated charges, when charges will exceed \$40, in advance of work being started and opportunity to modify the request in response to the itemized statement;
- Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both;
- A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;
- Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy;
- Lodge a written complaint about overcharges for public information with the Office of the Attorney General. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

Responsibilities of Governmental Bodies

All governmental bodies responding to information requests have the responsibility to:

- Establish reasonable procedures for inspecting or copying public information and inform requestors of these procedures;
- Treat all requestors uniformly and shall give to the requestor all reasonable comfort and facility, including accommodation in accordance with ADA requirements;

- Be informed about open records laws and educate employees on the requirements of those laws;
- Inform requestors of the estimated charges greater than \$40 and any changes in the estimates above 20 percent of the original estimate, and confirm that the requestor accepts the charges, has amended the request, or has sent a complaint of overcharges to the OAG, in writing before finalizing the request;
- Inform the requestor if the information cannot be provided promptly and set a date and time to provide it within a reasonable time;
- Request a ruling from the Office of the Attorney General regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor;
- Segregate public information from information that may be withheld and provide that public information promptly;
- Make a good faith attempt to inform third parties when their proprietary information is being requested from the governmental body;
- Respond in writing to all written communications from the Office of the Attorney General regarding charges for the information. Respond to the Office of the Attorney General regarding complaints about violations of the Act.

Procedures to Obtain Information

1. Submit a request by mail, fax, email or in person according to a governmental body's reasonable procedures.
2. Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
3. Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

Information to be released

- You may review it promptly, and if it cannot be produced within 10 working days the public information officer will notify you in writing of the reasonable date and time when it will be available.
- Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested.

Office of Support Staff Policies – 02-13-13

- 3.) Have the recipient sign the Office receipt book for the amount received.
- 4.) Write the receipt number on the upper right hand corner of the reimbursement form.
- 5.) File the receipt forms.
- 6.) At least once a month, submit the receipt forms to the Manager of the Office of Support for reconciliation and submission to the County Auditor’s Office for reimbursement.

Cash Advances

Harris County Policy does not allow cash advances.

Failure to adhere to these policies may result in the employee becoming personally responsible for the expense.

REQUESTS FOR INFORMATION

All requests for information under the Open Records Act will be submitted to the County Attorney for opinion prior to the release of information requested. The Office of Support will attempt to make all public information available upon request according to Harris County policy. Information that is required to be confidential will not be released from the Office.



Staff members must seek direction from the Manager before releasing any information that has not already been approved for public release and distribution.

Line of Communication

The Manager is not the official spokesperson of the Ryan White Planning Council. However, the Manager may represent the Council on its behalf as requested and/or directed.

When a request is made of the Manager that may require interaction with the County, the Manager, as the designated County interface with the Planning Council, will determine the appropriate line of communication within the County structure.

Only the Manager may speak officially on behalf of the Office of Support, unless he/she has directed another staff person to do so.

Data Collection and Evaluation

The Office of Support will assure that all client specific data is maintained in accordance with applicable State and Federal laws, rules and regulations concerning confidentiality and access to records. Procedures for protecting the confidentiality of individuals who participate in evaluation and assessment activities conducted by or directed under the auspices of the Office of

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV November 13, 2014

POLICY No. 600.01

QUORUM, VOTING, PROXIES, ATTENDANCE

1 PURPOSE

2
3 This policy establishes the guidelines as to what legally constitutes a Houston Area HIV Health
4 Services (Ryan White) Planning Council meeting. In addition, the policy will define and
5 establish how voting is done, what constitutes a roll call vote and who monitors that process.
6 This policy will define attendance, and the process by which a member can be removed from the
7 council.
8

9 AUTHORITY

10
11 The adoption of the Houston Area HIV Health Services (Ryan White) Planning Council Bylaws
12 Rev. 12/07 Article VI; Sections 6.01-6.04).
13

14 PROCESS

15 QUORUM:

16 A majority of the members of the Council are required to constitute a quorum. A minimum of
17 one (1) self-identified HIV+ member must also be present to constitute a quorum. ~~**In the event**~~
18 ~~**that there is not a quorum, the council meeting can begin discussions but no official**~~
19 ~~**business of the body can be conducted or approved. Once quorum is established then the**~~
20 ~~**Chair will end discussions up to that point and put forth a motion to adopt items needed to**~~
21 ~~**be approved by a majority before business can continue.**~~ To constitute a Standing Committee
22 quorum, at least two (2) committee members and a Chair must be present; one of these must be a
23 self-identified HIV positive member.
24

25 VOTING:

26 Each council member will have only one vote on any regular business matter coming before the
27 Council. A simple majority of members present and voting will be required to pass any matter
28 coming before the Council except for that of proposed Bylaws changes. Proposed changes to the
29 Bylaws will be submitted in written form for review to the full Council at least fifteen (15) days
30 prior to voting and will require a two-thirds (2/3) majority for passage. The Chair of the Council
31 will not vote except in the event of a tie. The Chairs of the Standing Committees shall not vote at
32 Committee meetings except in the event of a tie. In a case where standing committees have co-
33 chairs, only one of them may vote at Steering. The Chair of the Council is an ex-officio member
34 of all committees (standing, subcommittee, and work groups). Ex-officio means that he/she is
35 welcome to attend and is allowed to be a part of committee discussion. He/she is not allowed to
36 vote. In the absence of the Chair of the Council, the next officer may assume the ex-officio role
37 with committees. In an effort to manage agency influence over a single committee or
38 workgroup, only one voting member (Council or External) per agency will be permitted to vote
39 on Ryan White Planning Council committees and workgroups. If there is an unresolved tie vote
40 and the Chair of the Committee works for the same agency as another committee member, then
41 the information will be forwarded to the Steering Committee for resolution.
42

43 **ALTERNATE PARTICIPATION:**

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

49

50 **CONFLICT OF INTEREST AND VOTING AMONG EXTERNAL MEMBERS:**

51 External members must declare a conflict of interest.

52

53 The number of external members on a committee (not a subcommittee or work group) should not
54 equal or exceed the number of council members on that committee.

55

56 **ROLL CALL VOTE:**

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

61

62 **ATTENDANCE:**

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

68

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

85

86 If for two consecutive months the Office of Support is unable to make contact with a Council or
87 external committee member by telephone and receives returned email and/or mail sent to that
88 member, staff will send a certified letter requesting the member to contact the Office of Support
89 by telephone or in writing to update their contact information. If the member does not respond to
90 the certified letter within 30 days, or if the certified letter is returned to the Office of Support, the
91 Operations Committee will be notified at their next regularly scheduled meeting. At the request
92 of the Operations Committee, the Chair of the Planning Council and the CEO will be informed

93 of the situation and the steps taken by the Council to address the situation. As stated above, the
94 CEO has the sole authority to terminate a Council member and will notify said member in
95 writing, if that is his/her decision. The CEO or the Chair of the Planning Council has the
96 authority to terminate an external committee member and will notify said member in writing, if
97 that is his/her decision.

98

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

104

105 **PROXIES:**

106 There will be no voting by proxy.