

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

2:00 pm, Tuesday, April 18, 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. Update on report training
- B. Review Council Policies
- 400.01 Standing and Other Committees
 - 500.01 Election of Officers
 - 1100.00 Computer Policy
 - Next meeting: Petty Cash Policy: staff suggested change – members who receive petty cash for travel and are employed in full time positions must use their work address as point of origin for mileage.
 - Next meeting: Member suggestion: create a policy for poor behavior on Social media.
- IV. New Business
- A. Organize Election for Council Vice Chair
- 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, March 14, 2017

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

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Curtis Bellard, Co-Chair		Cecilia Ross, RWPC Chair
Nancy Miertschin, Co- Chair		Tori Williams, Office of Support
Ardry "Skeet" Boyle		Amber Harbolt, Office of Support
Denis Kelly		Diane Beck, Office of Support
Carol Suazo		
Isis Torrente		

Call to Order: Nancy Miertschin, Co-Chair, called the meeting to order at 2:11 p.m. and asked for a moment of reflection.

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

Approval of the Minutes: ***Motion #2:*** *it was move and seconded (Bellard, Suazo) to approve the February 14, 2017 minutes.* **Motion Carried.** Abstention: Boyle.

Public Comment: None.

2017 Council Training: See attached 2017 Training Topics and 2017 Council Reports Training Survey Results. Williams said that Ann Dills will be here in April; it would be helpful if the Southern Cities Initiative presentation could be postponed so that Ms. Dills can present information about the Houston Continuum of Care at the Council meeting since that is important that is used throughout the How To Best Meet the Need process. The committee agreed. Harbolt presented the results of the Council Reports Training Survey and suggested the training be done a few documents at a time in correlation with the process they feed into when applicable. Ross would like separate trainings done for reports, not during a meeting. Miertschin said the committee will work with Ross to set up report training sessions. She added that mentors should be able to train members who are having trouble in their committee. Torrente said that we need to remind council members that they can sit in on any committee meeting which may also be helpful for understanding reports from other committees.

Old Business

Proposed FY 2017 Council Support Budget Request: See attached Increased Funding Request from the Office of Support. Williams said that the funds would be used to provide additional Road 2 Success classes this year. ***Motion #3:*** *it was moved and seconded (Boyle, Torrente) to approve the request for increased funding from the Office of Support.* **Motion Carried.**

Review Council Policies: See attached policy 1200.00 Honorariums, 100.01 Public Comments, and 600.01 Quorum, Voting, Proxies, Attendance. The committee reviewed the policies and approved the changes suggested by the Office of Support. In policy 600.01 add under Quorum – the meeting will be cancelled based on a decision by the Chair in consultation with the Office of Support.

Announcements: Ross presented Boyle with a special mentor pin.

Adjournment: *Motion #4*: *it was move and seconded (Bellard, Boyle) to adjourn the meeting at 3:16 p.m.* **Motion carried unanimously.**

Submitted by:

Approved by:

Tori Williams, Director Date

Committee Chair Date

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JULY 15, 1998

REV AUGUST 8, 2013

POLICY No.400.01

STANDING AND OTHER COMMITTEES AND EXTERNAL MEMBERSHIP

PURPOSE

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

AUTHORITY

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

Ryan White HIV/AIDS Treatment ~~Modernization Act of 2006~~ Extension Act of 2009 or the Ryan White Program and by establishment of Houston Area HIV Health Services Ryan White Planning Council as established by the CEO ensures that the actions and decisions of the RWPC as represented through its committees are within the scope and intent of the Act.

REQUIREMENTS FOR STANDING COMMITTEE MEMBERSHIP

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

STANDING AND OTHER COMMITTEES

STEERING COMMITTEE:

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

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

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

QUALITY ASSURANCE- IMPROVEMENT COMMITTEE:

This committee will be given the responsibility of assessing and ensuring continuous quality improvement within Ryan White Part A 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 Outcome Evaluation, which must be looked at within each year, will also be monitored from this committee. Whenever possible, this committee should collaborate with other Ryan White planning groups, especially within the service categories that are also funded by other Ryan White monies, to create shared Standards of Care.

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

COMPREHENSIVE HIV PLANNING COMMITTEE:

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

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

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

PRIORITY AND ALLOCATIONS COMMITTEE:

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

COMMITTEE MEMBERSHIP

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

- Skills in epidemiology, health care finance, and financial systems planning
- HIV+ individuals
- Expertise/experience in the Houston EMA Continuum of Care and from health and support services, both private and public. Health services are broadly defined to

include the full array of health related services, and are not limited to biomedical services.

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

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

COMMITTEE LEADERSHIP

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

COMMITTEE PARTICIPATION

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

CONFLICTS OF INTEREST

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

AFFECTED COMMUNITY COMMITTEE:

This committee is designed to acknowledge the collective importance of consumer participation in 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). The committee will consist of HIV+ individuals, caregivers (friends or family members) and others. All members of the PC who self-disclose as HIV+ should be invited 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.

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. It is acceptable for a pharmaceutical company to provide refreshments at such an educational meeting as long as the refreshments are valued at less than \$25 per person.

OPERATIONS COMMITTEE:

This committee will be responsible for four (4) areas of compliance with the Houston Area HIV Health Services Ryan White Planning Councils operations as outlined in the Ryan White Program. The committee will (1) develop and facilitate the management of PC operating procedures, guidelines, and inquiries into member compliance with these procedures and guidelines. (2) Implement the Open Nominations Process (RWPC Policy No.200.01), which will require a continuous focus on recruitment and orientation. (3) Initiate and conduct the PC self-

evaluations and where the PC staffing pattern design and staff recruitment-selection-evaluation is initiated and conducted. (4) Grievances related to the PC processes will be handled by this committee (RWPC Policy No.1000.01). This committee will meet regularly for a projected two hour meeting and will not benefit from external members, except where resolve of grievances are concerned. External members knowledgeable about the area of grievance may sometimes be utilized to promote objectivity in decision-making.

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

AD HOC COMMITTEES, WORK GROUPS, SUBCOMMITTEES:

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

EXTERNAL COMMITTEE MEMBERS:

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

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

VOTING PRIVILEGES AND CONFLICT OF INTEREST FOR EXTERNAL COMMITTEE MEMBERS:

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

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

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV November 13, 2014

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 (12/07) 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 himself/herself 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 his or her 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 candidates is not regulated. Following the first vote in the race, if one candidate has not received the majority, a run-off election is held between the two candidates receiving the most votes. The Council may

accept nominations for the slate of officers that exceeds two candidates and may receive nominations from the floor regardless of the number of candidates already nominated.”) Each member of the Council shall be entitled to one vote on any regular business matter coming before the Council. A simple majority of members present and voting is required to pass any matter coming before the Council except for that of proposed Bylaw changes, which shall 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 shall not vote except in the event of a tie. The election of the officers will be done one at a time in the following order: Chair, Vice-Chair, and Secretary.

QUALIFICATIONS FOR RWPC OFFICERS:

Ryan White Part A or B or State Services funded providers/employees/subcontractors/Board Members and or employees/subcontractors of the Grantee(s) shall not be eligible to run for office of Chair of the Ryan White Planning Council. Except as otherwise required by the Ryan White Program, staff representing the Office of Support and Part A and B administrative agencies cannot serve as members of the Ryan White Planning Council. Staff representing these entities is requested to attend Council, committee and other meetings when work products are being developed and approved.

Candidates will have served as an appointed member of the RWPC for the preceding twelve (12) months and, if needed, have been reappointed by the CEO. If subsequent to the election the Chair of the RWPC becomes a provider/employee of a subcontractor/Board member of a subcontractor/of the Grantee he/she shall be immediately removed from office. A new election will be held to fill any open positions. Any one of the three officers must be a self-identified HIV positive person.

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 he/she is welcome to attend and is allowed to be a part of committee discussion. He/she is 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 the Chair. If neither are present, committee members shall use consensus to select another committee member to chair that particular meeting. The Committee Chairs are responsible for the execution of the duties prescribed herein (see RWPC Policy 400.01) for the Committees and for such other duties as may be prescribed by the Chair of the Council or the Council from time to time. The Committee Chairs are responsible for the recording of or cause to be recorded all deliberations undertaken by each respective Committee. Copies of all approved minutes are available from the Office of Support (713-572-3724). Minutes from full Council meetings are available on the PC website (www.rwpc.org) once the draft copy has been approved by the Chair of the Council.

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

EST. JAN 2002

REVISED DECEMBER 13, 2007

POLICY NO. 1100.00

COMPUTER POLICY

PURPOSE

The purpose of this policy is to establish guidelines by which “donated” computers or computer equipment will be utilized by Houston Ryan White Planning Council members.

PROCESS

Any agency, company, business or individual can donate a computer or computer equipment to the Houston Ryan White Planning Council. The above entity should contact the Office of Support, with a description of the unit(s) or equipment that will be donated. The Office of Support will make known to all Council members by email, mail or fax the availability of the equipment. Council members must make a written request for use of the available equipment. If the number of requests by Council members exceeds the available equipment, a lottery will be held using the priority list below to determine which request(s) will be honored. The Operations Committee will conduct the lottery.

PRIORITY

Priority for use of “donated” equipment will be given to the following Council members:

1. Elected Officers
2. Standing Committee Chairs
3. Council Members

CONDITIONS FOR USE OF EQUIPMENT

Use of the equipment is limited to the “term” of the Council member. It is the responsibility of Council members selected to “use” the equipment to arrange for delivery of the equipment to and from his or her home.

The Planning Council and the Office of Support is not responsible for upgrading, maintenance or repair of the aforementioned equipment. Any fees, expenses, or cost associated with use of the equipment is the sole responsibility of the Council member utilizing the equipment and will not be borne by the Council or the Office of Support.

When the membership term of the Council member ends, the Council member is responsible for returning the equipment to the Office of Support. If the equipment is not returned in a reasonable time, not to exceed 30 days, the Office of Support staff is authorized to make all reasonable attempts to recover the equipment for future use.

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 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.



**Learn about changes to the
Texas HIV Medication Program that affect you**

When: Thursday, May 18, 2017
2:00 – 4:00 pm

Speaker: Rachel Sanor, Manager
Texas HIV Medication Program

Location: Ryan White Planning Council
2223 W. Loop South, Room 532
Houston, Texas 77027

RSVP: **SEATING IS LIMITED**
Please confirm your attendance by
5:00 pm, Monday, May 15th to
Diane Beck: 713 572-3724 or
diane.beck@cjo.hctx.net



TEXAS
Health and Human
Services

Texas Department of State
Health Services