

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

2:00 pm, Tuesday, May 16, 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. How To Best Meet the Need Workgroup Meeting

- A. 2018 – 2019 Blue Book
 - 1. General Information
 - 2. FY 2018 Proposed Budget - \$17,000 for reprints
- B. The How To Best Meet the Need Workgroup Meeting Adjourns

IV. New Business

- A. Recommendations from the How To Best Meet the Need Workgroup
- B. FY 2018 Council Support Budget
 - 1. Policy for Approving the Council Support Budget
 - 2. Current FY 2017 Council Support Budget
 - 3. Proposed FY 2018 Council Support Budget

V. Old Business

- A. Update on Election for Council Vice Chair
- B. Update on report training
- C. Office of Support Emergency Procedure
- D. Review Council Policies
 - 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.
- D. Quarterly Committee Report

VI. Announcements

VII. Adjourn

OPTIONAL: Members meet with Committee Mentor

Skeet Boyle

DRAFT

Budget – Printed in Summer 2017

2018 - 2019 Blue Book

*The exact cost of reproducing the 2017 – 2018 Blue Book is not available at this time since the largest budget item, printing costs, fluctuates with the price of oil/ink.

Budget for the 2017 – 2018 Blue Book

Graphic Design	5,000
Updating the Book (in house)	
Advertising	3,000
Spanish Translation	2,000
App Support	1,000
Software	1,000
Postage	4,000
Printing 50,000 copies (\$.88/book)	<u>44,000*</u>
TOTAL	\$60,000*

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JULY 10, 2008

POLICY No. 400.03

PROCESS FOR APPROVING THE COUNCIL SUPPORT BUDGET

PURPOSE

This policy is to establish the process used to review and approve the annual budget for the Houston Area HIV Health Services Ryan White Planning Council and the Council Support Staff.

AUTHORITY

The authority given to the Operations Committee by the Council adoption and approval of By-laws Rev. 12/07 and under the order of the Chief Elected Official (CEO) of Harris County, initiate procedures by which day to day business of the Council is to take place. According to the Ryan White HIV/AIDS Treatment Modernization Act of 2006, and a letter of guidance issued by the HIV/AIDS Bureau (April 26, 2007) "Section 2604(h) specifies that the chief elected official of an eligible area shall not use in excess of 10 percent of amounts received under a Part A grant for administrative expenses. The amounts may be used for administrative activities that include all activities associated with the grantee's contract award procedures, including activities carried out by the HIV Health Services Planning Council as established under section 2602 (b) of the Act... While Part A Planning Councils may use Ryan White Program funds to support certain activities related to carrying out required functions, the Planning Council must also work with the grantee to agree on a budget for Planning Council support activities. Reasonable and necessary activities include both tasks directly related to legislative functions and the following costs that support multiple functions:

- Staff support (professional and clerical)
- Expenses of Planning Council members as a result of their participation
- Activities publicizing the Planning Council's activities for people living with HIV and efforts to substantively enhance community participation in Planning Council activities
- Developing and implementing Planning Council grievance procedures for decisions related to funding."

INTENT

Create an atmosphere of mutual respect and transparency as the Council works with the CEO and the grantee to agree on the annual Council Support budget.

PROCEDURE

The following describes the steps to be followed in order to secure approval of the Council Support budget:

1. The Manager of the Office of Support prepares a proposed budget.
2. The Manager distributes the proposed budget to members of the Operations Committee, the liaison to the CEO and the manager of Harris County Public Health

- 42 and Environmental Services/Ryan White Grants Administration Section (the
43 “grantee”).
- 44 3. The grantee reviews the budget in terms of Ryan White Program guidelines and
45 discusses any concerns with both the Manager of the Office of Support and the
46 assigned liaison to the CEO.
- 47 4. The Manager conveys this input to the Operations Committee when they meet to
48 review and make recommendations on the proposed budget.
- 49 5. The Operations Committee reviews the budget to make sure that it supports activities
50 related to carrying out the legislatively mandated role of the Council and prepares a
51 committee recommendation regarding the proposed budget.
- 52 6. The Steering Committee and Council review and vote on the recommendations of the
53 Operations Committee regarding the Council Support budget.
- 54 7. The Manager provides the grantee with the Council approved budget.
- 55 8. The grantee reviews the budget and provides written confirmation to the Manager of
56 the Office of Support and the liaison with the County Judge’s Office stating that the
57 budget is consistent with HRSA requirements and County rules and no changes are
58 necessary. If the budget is not consistent with HRSA requirements and County rules,
59 the budget is returned to the Manager of the Office of Support who revises the budget
60 and begins the process at Step 1 as described above.

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

		Subtotal	Total
PERSONNEL			
RWPC Manager (V. Williams)	\$79,446	\$258,002	
(\$6621/mo. X 12 mos. X 100%) Responsible for overall functioning of planning council, supervises all support staff.			
RWPC Health Planner (A. Harbolt)	\$72,820		
(\$6068/mo. X 12 mos. X 100%) Responsible for coordinating Comprehensive Planning and Needs Assessment activities. Analyzing and presenting data.			
RWPC Coordinator (D. Beck)	\$56,611		
(\$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.).			
Assistant Coordinator (R. Avila)	\$49,125		
(\$4094/mo x 12 mos. X 100%) Coordinates support activities for assigned committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.)			
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			
Replacement computers to replace obsolete units	\$500	\$500	
TRAVEL			
Local travel @ \$0.535/mile for Planning Council Support Staff	\$500	\$2,000	
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			
General consumable office supplies including materials for Council Members and Public Meetings	\$5,000	\$5,000	
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
FY 2017 Council Support Budget
(Prepared 01-27-17)

	Subtotal	Total
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.	\$3,500	
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.	\$5,500	
Project LEAP Education: Training costs for 17 weeks including speaker fees, room rental for off-site meetings & educational materials.	\$9,500	
Interpreter Services For Spanish-speaking and sign-language interpretation services during public meetings, focus groups, etc.	\$1,500	
Fees and Dues Registration costs for attending meetings, trainings and conferences related to HIV/AIDS health planning.	\$500	
English/Spanish Translation (written): For professional translation of Council materials into Spanish.	\$1,000	
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.	\$5,000	
Copier Rental: For rental, service agreement of high-use Xerox machine used for Council and Office of Support.	\$9,250	
TOTAL		\$512,439

Houston Ryan White Planning Council
FY 2018 Council Support Budget
(Prepared 05-03-17)

		Subtotal	Total
PERSONNEL			
RWPC Manager (V. Williams)	\$79,446	\$258,002	
(\$6621/mo. X 12 mos. X 100%) Responsible for overall functioning of planning council, supervises all support staff.			
RWPC Health Planner (A. Harbolt)	\$72,820		
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(\$4094/mo x 12 mos. X 100%) Coordinates support activities for assigned committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.)			
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 2018 Council Support Budget
(Prepared 05-03-17)

		Subtotal	Total
EQUIPMENT			
Replacement computers to replace obsolete units	\$2,000	\$2,000	
TRAVEL			
Local travel @ \$0.535/mile for Planning Council Support Staff	\$500	\$3,500	
Out of EMA travel:	\$3,000		
Two out of state trips 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			
General consumable office supplies including materials for Council Members and Public Meetings	\$5,000	\$5,000	
CONTRACTUAL			
	\$0	\$0	
OTHER			
		\$113,156	
Resource Guide	\$17,000		
Needs Assessment Activities	\$5,000		
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
FY 2018 Council Support Budget
(Prepared 05-03-17)

	Subtotal	Total
Council Education: For speakers & training costs primarily for room rentals & the cost of speakers for ongoing training to insure that key decision-makers receive necessary & relevant information. This includes the January Orientation and one Council meeting to be held off-site in Harris County.	\$4,000	
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.	\$5,500	
Project LEAP Education: Training costs for 17 weeks including speaker fees, room rental for off-site meetings & educational materials.	\$9,500	
Consumer Education: Training costs for 5 seminars including speaker fees & room rental for off-site meetings & educational materials.	16,220	
Interpreter Services For Spanish-speaking and sign-language interpretation services during public meetings, focus groups, etc.	\$1,500	
Fees and Dues Registration costs for attending meetings, trainings and conferences related to HIV/AIDS health planning.	\$500	
English/Spanish Translation (written): For professional translation of Council materials into Spanish.	\$1,000	
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.	\$10,000	
Copier Rental: For rental, service agreement of high-use Xerox machine used for Council and Office of Support.	\$9,250	
TOTAL		\$497,044

EMERGENCY

Procedure if Disorderly Person Disrupts a Meeting

Step 1: Check with Manager of the Office of Support before implementing procedure *unless there is no time*.

Step 2: Call **713 877-5200** dispatch number for Sherriff's Office on 7th floor
Or, go to Sherriff's Office on 7th floor and speak to person at the front desk.

Call or ask for **Sargent Larry Franks (713 877-5266 direct line)** if time. He has worked with Office of Support staff before and understands that we serve the public.

Step 3: Call **Houston Police Dept: 911 or 713 884-3131**. Notification is required since this is their jurisdiction and they have the authority to ticket and/or arrest an individual within City limits.

Off-Site Event/Not on County Property: Call **Houston Police Dept: 911 or 713 884-3131** for dispatch.

Background: The Sherriff's Department is allowed to assist at a Harris County sponsored event if a person is disorderly on County property. But, 2223 W. Loop South is under the jurisdiction of the Houston Police Department (HPD), so HPD must be notified as well. During regular business hours, Office of Support Staff can call and ask for help from the Sherriff's Department if there is a problem, or if there is concern that there might be a problem. Staff can ask an officer to sit in on a meeting if they call in advance. Officers cannot try to control a person's opinions, but they can intercede if there is disorderly conduct which is defined as conduct that disturbs the peace or endangers the morals, health, or safety of a community (example: the use of vulgar or obscene language in a public place.) Often the presence of a Sherriff in the room will discourage disorderly conduct. A Sherriff can detain a person, but HPD must write the ticket and arrest an individual.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL. 15, 1997

REV JUNE 12, 2014

POLICY No. 900.01

PETTY CASH

PURPOSE

This policy establishes the guidelines by which petty cash reimbursements of expenses to attend Houston Area HIV Health Services (Ryan White) Planning Council meetings are made. While all members of the RWPC are eligible for reimbursement this policy notes that members who are not Persons Living with HIV/AIDS (PWAs) are encouraged to pay for their own expenses out of their own funds. This policy includes both internal as well as external members.

AUTHORITY

“Guidelines for Reimbursement of People on a Ryan White Title I Planning” dated January 21, 1997, revised 05/29/98 of the Ryan White C.A.R.E. Act Title I manual, Guidelines for Reimbursement. The RWPC voted on February 10, 1996 to set as a priority the reimbursement of expenses to attend RWPC meetings (including subcommittee and related meetings). Those eligible to receive reimbursement of expenses to attend committee, subcommittee and related meetings include Council and external committee members.

DEFINITIONS

Meetings - are defined as outlined in the RWPC adoption of its Bylaws, Article IX. Rev. 12/07.

Meals - are those that are related to and occur as the result of attending any Houston area HIV/AIDS Health Services (Ryan White) Planning Council meeting.

PROCESS

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

Transportation - Expenses will be reimbursed as a result of a Planning Council or external committee member attending a scheduled meeting. If travel is conveyed through the use of the members own vehicle the rate will be the same as the county rate per mile. Council and external committee members are reimbursed for mileage to and from a consistent, designated starting point (either home or work). The start point will be documented in the member’s file and mileage will be determined by an Internet site selected annually by the Office of Support. If the member travels by cab, then an official cab company receipt must accompany the request for reimbursement. Bus expenses will be reimbursed at the prevailing METRO rate (round trip).

Traveling by cab should be the option of last resort, with the following exceptions. Council and external committee members who are accompanied by children are allowed to take a cab to and from work, home and/or the child care provider. Parents must provide the Office of Support with the location from where they will be coming at least 24 hours in advance of a meeting. Members are also allowed to use a cab if no other means of transportation is available or there

are barriers to existing transportation. Members are allowed to ask the Operations Committee for additional exemptions if necessary.

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

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

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

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

MAXIMUM REIMBURSEMENT RATES

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

The allowable amount for all members is:

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

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

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

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

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

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

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

If an individual uses their work address as the point of origin for their travel reimbursement, then they are not eligible for childcare reimbursement. Requests for exceptions can be submitted to the Operations Committee for review and approval.

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

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

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

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

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

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

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

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

2017 QUARTERLY REPORT OPERATIONS COMMITTEE

(submit May 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