

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

2:00 pm, Tuesday, August 15, 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 Nancy Miertschin
Tori Williams
Tori Williams
- A. Update on Cross Committee Training
 - B. Update on 2017 Attendance (Patel, Johnson, A. David, Broaddus)
 - C. Petty Cash Announcement for All Committees
 - D. Review Council Policies
 - 900.01 Petty Cash Policy
 - Review Petty Cash Forms
 - 200.01 Nominations Screening Process
 - Review Nominations Forms
 - 200.02 Appointment of Council
- IV. New Business
- 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, July 18, 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	Cecilia Ross, RWPC Chair
Nancy Miertschin, Co- Chair	Isis Torrente, excused	Tori Williams, Office of Support
Denis Kelly		Rod Avila, Office of Support
Carol Suazo		

Call to Order: Curtis Bellard, Co-Chair, called the meeting to order at 2:06 p.m. and asked for a moment of reflection.

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

Approval of the Minutes: **Motion #2:** *it was move and seconded (Miertschin, Kelly) to approve the May 16, 2017 minutes.* **Motion carried unanimously.**

Public Comment: See the two attached, written public comments from Turner and Hawkins.

Old Business

Update on report training: Ross stated that the first Committee Cross training was well attended and informative. She invited members to attend the two upcoming Cross Trainings that will be on July 31, 2017 and September 14, 2017.

Council Training: Committee members agreed by consensus to add *HIV Anti-Stigmatizing Language* training to the list of 2017 Council trainings.

Review Council Policies:

900.01 Petty Cash: Members discussed ways to provide mileage reimbursement to members who have full time jobs. When should these members receive mileage from home verses mileage from their place of employment? Ideas included requesting a form from the member’s employer documenting dates taken from work as vacation days or requesting a copy of a timesheet to document when a member who is employed can receive mileage from their home, as opposed to their place of employment.

Ross suggested updating the wording for the introduction for this policy of Petty Cash to be more welcoming to everyone. For example:

1. The purpose of these funds is to encourage a wide range of community participation.
2. While all members of the Ryan White Planning Council are eligible for reimbursement, all members are encourage to pay for their own expenses out of their own funds if possible.

200.01 Nominations Screening Process: Kelly agreed to update the section entitled Recruitment/Advertisement so that it includes language related to social media. The committee further discussed the rewording of this policy to include ‘...compliance with HRSA rules and regulations’ and to include the possibility that members can be appointed to fill unexpired terms at any time.

Office of Support will type up the recommended changes to both policies so that committee members can review at their next meeting. The committee reviewed and made suggested changes to current application forms. Kelly suggested that staff use Google Calendar to send meeting reminders and capture rsvp’s.

200.02 Appointment of Council: In reviewing this policy, Miertschin noticed some of the stigmatizing language and made the following motion: **Motion #3:** *it was move and seconded (Kelly, Suazo) that staff is to review and remove all stigmatizing language from Ryan White Planning Council policies and procedures. Motion passed unanimously.*

New Business

2017 Attendance: Williams went over the 2017 attendance list for Council and External Committee members. The committee instructed the Office of Support to send letters to Amber David, Shital Patel, Arlene Johnson and Taneisha Broaddus regarding their poor attendance.

Announcements: None.

Adjournment: **Motion #4:** *it was move and seconded (Kelly, Miertschin) to adjourn the meeting at 4:19 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director Date

Committee Chair Date

ANNOUNCE: I want to remind members about petty cash funds. If someone has a car and they typically get a check for mileage, this same person cannot claim mileage if their car breaks down and they take the bus.

If another member were to see someone doing this and they were to report it to Harris County, Harris County will look into it and if they find that someone has collected mileage when they were in fact riding the bus, they will prosecute the individual and that person could spend a few days in the County jail. I know because that happened before my time.

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. The purpose of these funds is to encourage a wide range of community participation. While all members of the RWPC are eligible for reimbursement, all members are encouraged to pay for their own expenses out of their own funds if possible. This policy includes both internal as well as external members.

AUTHORITY

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

PROCESS

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

Transportation - Expenses will be reimbursed as a result of a Planning Council or 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. **Members are encouraged to carpool. When members carpool, only the member who is the driver of the automobile can request mileage reimbursement from his or her designated starting point.**

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

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

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

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

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

Other - Council and 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.

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

Committee will respond to the request in writing.

MAXIMUM REIMBURSEMENT RATES

All Ryan White Council and 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

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

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

Step 1: The 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 **90** days of the date of the event **or they may not be approved.** **End of year reimbursements must be submitted within 30 days after the end of the Ryan White Part A fiscal year.** Reimbursement requests presented 30 days after the end of the fiscal year will not be approved. **Once a check has been distributed to a member, it will not be replaced if lost or stolen (OR, If a check is lost or stolen, the Office of Support will replace a check one time. After that, the member is not eligible to have a lost or stolen check replaced.)** Any request over and above the amounts and time frames outlined above needs to be submitted in writing to the RWPC Manager for approval. All reimbursements are available from the **Ryan White Office of Support Staff.**

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

Petty Cash Transportation Form

Fill out this form ONLY if you will be requesting reimbursement for transportation

Per the Ryan White Petty Cash Policy: Council and external 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 a member is employed full time, and work hours are Monday through Friday during regular business hours (approximately 8 a.m. until 5 p.m.), the member must provide the requested employment information on this Petty Cash Transportation Form. If work hours typically overlap with Ryan White meetings, then the member must use their primary work address as their designated starting point for determining mileage reimbursement. Harris County may contact an employer to confirm employment information stated below.

FILL IN THIS BOX ONLY IF YOU ARE EMPLOYED. IF NOT EMPLOYED, GO TO THE NEXT BOX.

NAME:

DATE:

Name of employer:

Address of primary work location:

Days and hours of employment:

NAME:

DATE:

ADDRESS OF DESIGNATED STARTING POINT (home or work):

Request for Change of Designated Starting Point

DATE:

INITIALS:

NEW DESIGNATED STARTING POINT:

Check # _____
 Receipt # _____

Houston Area HIV Services Ryan White Planning Council
Claim For Reimbursement (revised 1.01.17)

Please PAPER CLIP receipt(s)/DO NOT staple items to this form

NAME:

DRAFT – 08-04-17

Standard Rate for Transportation: Round trip from *ADD ADDRESS* to RW Office = _____ miles X \$.535 = \$_____.

Receipts can be submitted at anytime within 90 days of the date of the event or they may not be approved. End of year reimbursements must be submitted within 30 days after the end of the Ryan White Part A fiscal year. Reimbursement requests presented 30 days after the end of the fiscal year will not be approved. Once a check has been distributed to a member, it will not be replaced if lost or stolen (OR, If a check is lost or stolen, the Office of Support will replace a check one time. After that, the member is not eligible to have a lost or stolen check replaced.)

TRANSPORTATION EXPENSE (Attached receipts required for cab and bus fares. Mileage totals must be pre-approved and on file before reimbursement(s) will be made.)

DATE	PURPOSE	CAB FARE	BUS FARE	RATE X MILEAGE =
				\$.535 X = \$
				\$.535 X = \$
				\$.535 X = \$
				\$.535 X = \$
				\$.535 X = \$
	TOTAL	\$		\$

FOOD EXPENSE (Attached receipt required. \$10 maximum for lunch, \$15 maximum for dinner.)

DATE	PURPOSE	AMOUNT
	TOTAL	\$

CHILD CARE EXPENSE (Attached receipt required.)

DATE	PURPOSE	AMOUNT
	TOTAL	\$

OTHER

DATE	VENDOR	PURPOSE	AMOUNT
		TOTAL	\$

The above services provided to me represent a true and accurate account of services I have received while in attendance at Ryan White Planning Council meeting(s). I further certify that this expense was necessary for me to attend Ryan White Planning Council meetings, and I have not/will not claim reimbursement for the above expenses from any other source.

I have received from (staff) _____ \$ _____

 Signature of Council/Committee Member

 Date

 # of receipt(s) attached

Houston Ryan White Planning Council
2223 West Loop South, Suite 240, Houston, Texas 77027
713 572-3724 telephone; 713 572-3740 fax

CHILDCARE REIMBURSEMENT FORM

Ryan White Child Care Policy (as of 06-12-14): 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.

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. 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.

I, _____, child care worker for _____,
(Printed name of child care worker) (person submitting request)

provided child care services from _____ to _____ on _____,
(time) (time) (date of care)

for the following children (use the back if necessary):

1.) _____
(child's name) (age)

2.) _____
(child's name) (age)

3.) _____
(child's name) (age)

4.) _____
(child's name) (age)

TOTAL AMOUNT RECEIVED FROM PARENT/GUARDIAN \$ _____

(Signature of child care worker)

(Telephone number or email address)

(Date)

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

EST. JUL 15, 1998

REV DECEMBER 13, 2007

POLICY No. 200.01

PLANNING COUNCIL AND EXTERNAL COMMITTEE MEMBER APPLICATION AND SCREENING PROCESSES

PURPOSE

This policy establishes guidelines by which members are nominated for membership on the Houston Area HIV Health Services Ryan White Planning Council (RWPC). It also outlines the process for applying for External Committee membership. These are two separate processes.

AUTHORITY

The process related to Council membership will comply with the most current Ryan White HIV/AIDS Program Part A Manual. The CARE Act as amended (currently referred to as the Ryan White HIV/AIDS Treatment Extension Act of 2009 or the Ryan White Program), Section 2602(b)(1) states: "Nominations to the planning council shall be identified through an open process and candidates shall be selected based on locally delineated and publicized criteria. Since there are no HRSA guidelines for External Committee membership, the process for applying and being screened for External Committee membership must comply with Houston Ryan White Planning Council (RWPC) bylaws, policies and procedures.

PLANNING COUNCIL APPLICATION PROCESS

The Nominations Screening Process for Planning Council membership will be as follows: The process shall be continuous and/or as needed to fill vacancies in Council membership. The Council shall work with the CEO's office to ensure that Council membership is in compliance with HRSA mandates regarding membership. ~~in an attempt to see that no Council seat is vacated for more than three months.~~ All terms begin in January. Members may be appointed to fill an unexpired term. ~~unless a Council member is selected to fill an unexpired term.~~

With the exception of persons representing HRSA required government organizations, such as Medicaid, HOPWA and others, Council applicants will be subject to the Nominations Screening Process conducted by the Operations Committee. ~~The Operations Committee can request a courtesy interview with the purpose of making recommendations to the Council Chair regarding committee placement.~~ The process will be an open-ended process available to all interested persons wishing to serve.

PLANNING COUNCIL REPRESENTATION:

See HRSA grant instructions.

The composition of the RWPC will be reflective of the local HIV/AIDS epidemic and according

to HRSA policy. Besides the HRSA required representation categories of Planning Council Membership, the RWPC may also request other positions/representation, subject to the approval of the CEO, in order to maintain diversity within the RWPC reflecting the pandemic and/or needed expertise within the EMA. These positions are subject to the Nominations Screening Process.

PLANNING COUNCIL RECRUITMENT/ADVERTISEMENT:

The Operations Committee shall announce the Nominations Screening Process by notification to interested and affected groups in the form of press releases, advertisements, flyers/brochures, etc. Announcements should be targeted to the following organizations and communities:

- Local HIV/AIDS organizations
- Veterans, Gay, Lesbian, Bi-sexual, Transgender, African American, Hispanic,
- Asian, Rural and other communities
- Project LEAP students

Recommendations for vacant positions, which occur during the year, will be selected from this pool of applicants.

~~Included in the announcement, will be the name of the contact person to call regarding information about the Nominations Screening Process. All forms which need to be completed by a potential applicant will be available from the contact person.~~

PLANNING COUNCIL NOMINEE APPLICATION:

Council Application: Forms for RWPC membership will be reviewed annually by the Operations Committee for revisions/changes to the forms and will be made available in English and Spanish.

With the exception of persons representing HRSA required government organizations, such as Medicaid, HOPWA and others, persons interested in serving on the RWPC must submit a completed nominee application form to the Operations Committee. Staff will contact an applicant if their form is not complete and inform them that the Committee will not interview a candidate with an incomplete application form.

Interviews with a potential nominee will be scheduled after an application is received. The interview process will be used to determine the applicants' interest, experience, background and availability of time. Open-ended questions will be used to clarify answers given in response to a specific list of questions. The goal is to obtain as much appropriate information as possible about the applicant. During the process, the potential applicant will be able to ask questions of the Operations Committee.

CONSIDERATION OF APPLICANTS:

The Operations Committee will consider all applications in order to ensure that the PC is balanced in terms of expertise, racial and ethnic composition, geography, and other criteria developed by HRSA and the RWPC.

LIST OF CANDIDATES:

The Operations Committee will submit all applications with a committee recommendation to the CEO. The CEO will also be notified of the candidates who are not being recommended. The CEO will appoint all members to the Council.

EXTERNAL COMMITTEE APPLICATION PROCESS

Forms for External Committee membership will be reviewed annually by the Operations Committee for revisions/changes to the forms and will be made available in English and Spanish. External members will be appointed for a one year term by the Chair of the Council to each of the Standing Committees with the exception of Operations and Steering (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 or Council member. 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.

PLANNING COUNCIL AND EXTERNAL COMMITTEE APPLICATION PROCESSES

For both Planning Council and External Committee applicants, the following items will be addressed through correspondence or during the interview, and on the application:

TIME COMMITMENT:

Each applicant shall be informed of the time commitment necessary to participate as a member. Minimum time requirements for a Council member are at least four (4) hours per month. Two (2) hours for monthly RWPC meetings and two (2) hours for monthly Service Committee meetings. Minimum time requirements for an External Committee member are at least two (2) hours per month for committee meetings. This information is to be included on both Council and External Committee application forms.

CONFLICT OF INTEREST:

As part of the application process, all candidates will be informed in writing that individuals who are members of or who have a financial interest in an organization receiving and/or seeking Ryan White Part A or B or State Services funding are considered to have a conflict of interest. **(OPTIONAL TEXT)** If appointed, the individual will be required to complete a Conflict of Interest Disclosure Form annually and/or as needed, describing the relationship of the person to each organization that can benefit from an action by the RWPC. Additionally all Council and External Committee members will be required to identify conflicts of interest during a discussion and/or vote and abstain from voting on issues pertaining to that conflict.

HIV DISCLOSURE:

Persons who are self-identified as being HIV positive or having AIDS may choose whether or not to reveal their HIV/AIDS status. All laws regarding HIV/AIDS confidentiality are adhered to. This information is included on the application forms.

Caller: _____

Date: _____

REFERENCE INFORMATION (Over for important information)

Name of applicant: _____

Name of Reference: _____ Relationship to Applicant: _____

Telephone Number: _____ Alternate Number: _____

Description of the Planning Council: Annually, Harris County receives approximately \$19 million from the Ryan White HIV/AIDS Treatment Modernization Act with the stipulation that these federal dollars be used to provide medically related services to people living with HIV/AIDS in the six-county area. The Houston Ryan White Planning Council is responsible for planning these services. Council members are appointed by the County Judge and are required to spend 4 – 6 hours each month in meetings or preparing for meetings.

- 1.) How long and in what capacity have you known the applicant?
- 2.) How would you describe the applicant?
- 3.) Is the applicant a good team player?
- 4.) Are there special qualifications or skills that this person can bring to the Planning Council?
- 5.) Membership on the Planning Council requires a significant time commitment. This includes participation on a committee, as well as attending the monthly Planning Council meeting. In your experience in working with this applicant, does this person follow through when they make a commitment?
- 6.) Do you think this person would be a good member of the Planning Council, i.e. a person who would attend meetings regularly, review their information packet in advance of a meeting and make decisions based on data as opposed to pushing a personal agenda?

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV DECEMBER 13, 2007

POLICY No.200.02

APPOINTMENT OF PLANNING COUNCIL, COMPOSITION OF COUNCIL AND COMPENSATION

PURPOSE

This policy establishes guidelines set forth in RWPC Bylaws Rev.11/01, Article II, Sections 2.01 through Section 2.05 and current HRSA guidelines. This policy will ensure representation of the HIV+ communities on the Planning Council.

AUTHORITY

Current Bylaws of the Houston Area HIV Health Ryan White Planning Council and the Ryan White HIVAIDS Treatment Extension Act of 2009 (the Ryan White Program).

APPOINTMENT OF COUNCIL

All members of the above mentioned Council will be appointed by the Chief Elected Official (CEO) of Harris County. Vacancies will be filled by appointment of the CEO and serve at the pleasure of the CEO. All candidates are subject to the established Nominations Screening Process (see RWPC Policy No. 200.01).

COMPOSITION OF COUNCIL

The Planning Council will be made up of individuals as specified in Sec.2602(2) PLANNING COUNCIL REPRESENTATION as stated in current Ryan White Program, and will be reflective of the local HIV/AIDS Epidemic according to HRSA policy. The Planning Council may also request other positions/representation in order to maintain diversity within the EMA reflecting the pandemic and/or needed expertise within the EMA subject to approval of the CEO. These positions are subject to the Nominations Screening Process.

A minimum of 33% of the membership of the Planning Council will be HIV+ persons who do not have a conflict of interest (or according to current HRSA policy) and are willing to represent the community.

Recruitment will comply with the Health Resources Services Administration (HRSA) Program Guidance to ensure Planning Council membership reflects and is representative of those affected by HIV/AIDS throughout the EMA. Therefore, special recruitment efforts will be made among those least represented on the PC.

TERM

Council position terms are two (2) years. The terms of one-half of the Council positions shall terminate in even-numbered years. The other half of the positions shall terminate in odd-numbered years. A term shall begin on January 1 and shall terminate on December 31 of the second year following. Council members appointed to vacancies shall complete the unexpired term of office.

The CEO shall appoint Council members to no more than three consecutive two-year terms. All members serve at the pleasure of the CEO through an open nominations process.

COMPENSATION/REIMBURSEMENT

Persons serving as members of the Houston Area HIV Health Services Ryan White Planning Council shall not receive any salary or other compensation for their services as a member of the Council. All Council members may be reimbursed allowable expenses as approved by Harris County Public Health, the Ryan White Planning Council and the CEO.