

## Houston Area HIV Services Ryan White Planning Council

### Operations Committee Meeting

11:00 am, Thursday, January 14, 2016

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 Ruth Atkinson and  
Curtis Bellard, Co- Chairs
- A. Moment of Reflection
  - B. Adoption of the Agenda
  - C. Adoption of the Minutes\*
  - D. Select 2016 Committee meeting dates
- 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. **When signing in, guests are not required to provide their correct or complete names.** 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. 2016 Council Orientation
- IV. Petty Cash
- A. Request to reconsider decision related to Council interview
  - B. Request to allow mileage to change each trip based upon traffic
- V. Announcements
- VI. Adjourn

**12 noon, Mentor Luncheon in room 532**

DRAFT

Houston Ryan White Planning Council  
2016 Orientation

**AGENDA**

Thursday, January 21, 2016  
Meeting Location: Trevisio Restaurant  
6550 Bertner, Houston, Texas 77030  
\* = handout

**8 – 10 a.m. NEW MEMBER ORIENTATION**

- 8:15 a.m. WELCOME (10 min.)
- Opening Remarks, Housekeeping & Review Agenda , Steven Vargas, Chair, RWPC
  - Introductions
- 8:25 a.m. \*GENERAL OVERVIEW OF AIDS FUNDING (5 min.) Tori Williams, Manager, Office of Support
- 8:30 a.m. COUNCIL BYLAWS, POLICIES & PROCEDURES (60 min.)
- \*Committee Structure, Tori Williams, Manager, Office of Support
  - How to Use the Ryan White Notebooks, Teresa Pruitt, Committee Member
  - \*Meeting Packets and Agendas, Tana Pradia, Committee Member
  - \*Bylaws & Policies – Alternating Committee Members
  - Attendance, Tori Williams
- 9:30 a.m. ROBERT’S RULES OF ORDER, Tori Williams (5 min.)
- \*Review Robert’s Rules

**9:45 a.m. 2015 COUNCIL MEMBERS ARRIVE**

- 10:00 a.m. COUNTY JUDGE ED EMMETT ADDRESSES THE COUNCIL (40 min.)
- 10:40 a.m. INTRODUCE RWPC OFFICERS AND COMMITTEE CHAIRS (2 min.)  
COMMITTEE ORIENTATION (28 min.)
- 11:10 a.m. TIMELINE OF CRITICAL 2016 COUNCIL ACTIVITIES (5 min.), Tori Williams
- 11:15 a.m. HONOR THOSE WHO HAVE GONE BEFORE US (5 min.), Steven Vargas, Chair, RWPC
- 11:20 a.m. RECOGNIZE THE MENTORS (5 min.), Steven Vargas, Chair, RWPC

- 11:30 a.m. FORMAL RELATIONSHIPS – Modelle Brudner, Facilitator (30 min.)
- Modelle Brudner, Liaison for County Judge Ed Emmett, Chief Elected Official
  - Steven Vargas, Chair, Ryan White Planning Council
  - Tori Williams, Manager, Office of Support for the Ryan White Planning Council
  - Carin Martin, Manager, Ryan White Grant Administration, Harris Co. Public Health Services
  - Sha'Terra Johnson-Fairley, Health Planner, The Houston Regional HIV/AIDS Resource Group
- 12:00 p.m. LUNCH (75 min.) – Connie Barnes, Facilitator  
SHARE SOMETHING WE DON'T KNOW ABOUT YOU (seat by committees; staff has own table)
- 1:15 p.m. THE STATE OF THE STATE (90 min.) - Steven Vargas, Chair, Ryan White Planning Council  
Ann Robbins
- 2:45 p.m. HONOR MODELLE BRUDNER (30 min.) – Steven Vargas, Chair, Ryan White Planning Council
- 3:15 p.m. RYAN WHITE JEOPARDY (30 min.), Connie Barnes and Diane Beck
- 3:45 p.m. CLOSING REMARKS (15 min.), Steven Vargas, Chair, RWPC
- 4:00 p.m. ADJOURN

## Williams, Victoria (County Judge's Office)

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**From:**  
**Sent:** Monday, December 21, 2015 6:01 PM  
**To:** Williams, Victoria (County Judge's Office)  
**Subject:** RE: Petty Cash

Thanks Tori,

And yes do send it back to them. My contention is; I came to the meeting as a participant/interviewee and external member. My attendance/participation was on the agenda for this meeting and as an external member I am entitled to reimbursement for this trip. I did not stop being a member just because I was trying to upgrade my membership.

I understand situation with the route chosen for this year. Next year we will make the necessary changes. I really enjoy coming to all the functions. I always learn something new about this HIV epidemic and I truly want to be as knowledgeable as Bruce and Steven. (And yes Amber also. She is Brain Number 1) My only concern is being able to afford to continue to come. You will be happy with helping me.

Sent via the Samsung Galaxy SIII 5 ACTIVE™, an AT&T 4G LTE smartphone

----- Original message -----

**From:** "Williams, Victoria (County Judge's Office)" <Victoria.Williams@cjo.hctx.net>  
**Date:** 12/21/2015 5:37 PM (GMT-06:00)

**To:**  
**Cc:** Steven Vargas - Council Business <sivargas68@gmail.com>

**Subject:** RE: Petty Cash

Hi Michael,

I understand that you wish to choose your route and will present this to the Operations Committee at their next meeting. Also, both Ruth and Curtis signed the letter that you received stating that the Committee had reviewed your request and, collectively, did not feel that mileage reimbursement was appropriate. I will ask them to review that issue at their next meeting as well.

Please note that if you decide to attend the Coordination of Effort Workgroup meeting at 9 am tomorrow, Tuesday, December 22, 2015, the reimbursement rate will be the standard \$22.54 and the cost of tolls to and from the meeting. It will remain that rate until the Operations Committee makes a recommendation regarding a change to the policy and the Council approves that recommendation. I will be sure that the Operations Committee reviews both of your concerns (mileage reimbursement for your interview re: 2016 Council membership and the standard rate that you are offered for transportation reimbursement) at their next meeting. I will let you know when that meeting will take place and if mileage reimbursement is allowed to attend the meeting.

With best wishes,

Tori

Tori Williams ✕  
Manager, Office of Support  
Ryan White Planning Council  
2223 West Loop South, Suite 240  
Houston, Texas 77027  
Ph: 713-572-3724  
Fx: 713-572-3740  
Cell: 832 594-1929

[www.rwpchouston.org](http://www.rwpchouston.org)

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**From:**  
**Sent:** Sunday, December 20, 2015 8:41 PM  
**To:** Williams, Victoria (County Judge's Office)  
**Subject:** RE: Petty Cash

Hi Tori,

The issue I was having is that the route choosing by your staff, is not the route I take. I spoke with Steven Vargas about this and he said that we could change the route on the first of the new year. I only mentioned the expense of operating my vehicle to illustrate my investment in the process. I'm not asking for anything extra, just the mileage I actually drive. Also because I absolutely cannot afford to participate in most Council functions I am keenly aware of my expenditure as I try to maintain my budget. I'm learning so much from my experience with the Council that I don't want this petty cash thing to overshadow the real reason I am here.

Also I have received a letter from Ruth and I don't agree with her finding. The meeting was a scheduled Ryan White event. And I didn't choose to come to the meeting, it was required that I attend. This was without a doubt a Ryan White Planning Council meeting that I was required to attend. And I attended as an external member on official Ryan White Business.

Please send it back to her for further review. Furthermore I was under the impression that this would be handled by the entire Operations Committee at their meeting.

Sent via the Samsung Galaxy S® 5 ACTIVE™, an AT&T 4G LTE smartphone

----- Original message -----

From: "Williams, Victoria (County Judge's Office)" <[Victoria.Williams@cjo.hctx.net](mailto:Victoria.Williams@cjo.hctx.net)>  
Date: 12/16/2015 1:28 PM (GMT-06:00)  
To:  
Cc: Steven Vargas - Council Business <[sivargas68@gmail.com](mailto:sivargas68@gmail.com)>

From: \_\_\_\_\_  
Subject: RE: Petty Cash

Hi Michael,

Thank you for your email below. We appreciate your commitment to the Planning Council and your participation in our processes. Unfortunately, the transportation policy determines how staff is to disperse petty cash. The policy allows the Auditors Office, and other County officials, to verify requests for petty cash, for example, they can verify where you live and work. As per the cost of maintaining one type of vehicle over another, the County has a set rate which is the reimbursement rate for all volunteers and staff regardless of the type of vehicle being driven.

As you can see from the attached Ryan White policy:

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.

After reviewing the second attachment, you will note that in February 2015 you submitted this form which states your original destination for petty cash reimbursement requests is your home. Per the policy, the designated starting point stays the same regardless of the route you chose to take. The second form is an agreement that states that you understand Ryan White policies and agree to abide by them.

You are welcome to submit a grievance or use the more informal route, which is to send me an email and ask the Operations Committee to review and possibly amend the petty cash policy. Until the policy is amended, it is my job to follow the policy. If you wish to file a grievance, I have attached a copy of that policy. As you can see from the timeline on page 2, you must submit the form at the end of the policy within 5 business days of the incident. Since you brought this to my attention yesterday, December 15, 2016, I must receive the grievance before 5 pm on Tuesday, December 22, 2016.

Regarding your last request to the Operations Committee, the Co-Chairs of the Committee will get back with you soon with a response to your inquiry. In the meantime, let me know if you have questions.

With best wishes,

Tori

Tori Williams   
Manager, Office of Support

Ryan White Planning Council  
2223 West Loop South, Suite 240  
Houston, Texas 77027  
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**From:** /  
**Sent:** Wednesday, December 16, 2015 8:29 AM  
**To:** Williams, Victoria (County Judge's Office)  
**Subject:** RE: Petty Cash

Hello Tori

Again I thank you for all the support that you have given me over the years. I absolutely enjoy being a part of The Ryan White Planning Council. I wear my shirt with pride. I also want you to know that it is with great personal sacrifice that I attend these functions. There is a lot more going on in my life that you just don't see. That smile you see is often covering deep pain and sadness. But I smile and come anyway.

I could not attend these functions without the financial assistance I get from petty cash. As you know operating a vehicle is expensive. Operating my vehicle is very expensive. My tires cost \$400.00 each. They have very little tread life (less than 12,000 miles) and they must be replaced/not repaired when punctured. (a nail will cost me \$400.00) Therefore I have zero desire to drive thru construction zones or on poor roads. I also use full synthetic oil and ceramic brakes. Plus every other component has the designation of High Performance. Very expensive parts, with mileage being the driving factor for replacement.

I understand the need for uniformity in the computation of miles driven and I believe that it is only fair to reimburse me for the miles I actually drive. It is unfair for you to dictate to me the route I must take to a given destination. The need for course change is fluid.(construction zones, traffic, road closures, weather) And if that change of course adds additional miles/expenses to the route you selected, I should be reimbursed for these additional expenses also. I understand that it may be a little inconvenient for you to calculate the different route, but in fairness inconvenience is acceptable.

I truly enjoy being a part of the Ryan White Planning Council and I genuinely want to contribute in anyway possible. I absolutely cannot afford to do this without the assistance of petty cash. I am taking on a lot here and although petty cash does not fully cover all my expenses, every little bit helps. I am a very honest person and I promise you that I will not abuse the system. I need to be paid for the miles I actually drive, not some hypothetical route you have selected from the comfort of your office. Please make this happen.

Also, what is the outcome of my previous request for payment for miles driven to come to a Ryan White event?

Sent from Mail for Windows 10





**Houston Area HIV Services Ryan White Planning Council**  
**Claim For Reimbursement** (revised 2.5.13)

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

**NAME:**

Standard Rate for Transportation: Round trip from: ADD ADDRESS = \_\_\_\_\_ miles X \$.575 = \$\_\_\_\_\_.

**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 =
				\$.575 X = \$
				\$.575 X = \$
				\$.575 X = \$
				\$.575 X = \$
				\$.575 X = \$
				\$.575 X = \$
	<b>TOTAL</b>	\$		\$

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

DATE	PURPOSE	AMOUNT
	<b>TOTAL</b>	\$

**CHILD CARE EXPENSE** (Attached receipt required.)

DATE	PURPOSE	AMOUNT
	<b>TOTAL</b>	\$

**OTHER**

DATE	VENDOR	PURPOSE	AMOUNT
		<b>TOTAL</b>	\$

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 been previously reimbursed for the above expenses.

I have received from (staff) \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Council/Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_ # of receipt(s) attached