

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

1:30 pm, Thursday, January 19, 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
Teresa Pruitt, 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. **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. 2017 Council Orientation

IV. Announcements

V. Adjourn

DRAFT

Houston Ryan White Planning Council
2017 Orientation

ITINERARY

Thursday, January 26, 2017

Meeting Location: Trevisio Restaurant
6550 Bertner, Houston, Texas 77030

* = handout

**WED.
JAN. 25** Diane prints 65 agendas and gives: 20 to Tori and 45 to Rod.
Tori puts a note on the door saying we will be out on Thursday.
Tori turns on the answering machine.
Tori notifies Security Guards that we will be out of the office.

THURS. JAN. 2

7:00 a.m. Staff arrives to set up.

Rod arrives with:	2017 PC Notebooks Sign-in sheets Name tags – necklace style Posters & display board for all who have passed away (Nadine & Ruben) Staff suggestion from 2016: 2 narrow folding tables for greeting table – use restaurant’s linen table cloth	Small Committee Table Signs Committee Info Packets Board for committee meeting dates
Amber arrives with:	Power Point Equipment PA System Evaluation forms	
Diane arrives with:	Camera Presentation: Honoring Those Who Came Before Us Project LEAP application forms and flyers	
Tori arrives with:	20 Agendas 10 Robert’s Rule Books Memo re: End of Year Deadlines Packets: 2017 Critical Timeline, Justification Charts, etc. Demo meeting packets, conflict signs, presentation handouts: bylaws+, etc.	LEAP flyers, applic & contest Demo Pitcher & Glasses MOU/LOA (6 copies)

Rod:	Set up and staff the greeting table
Tori:	Set up for new member training
Amber:	Set up the power point equipment for _____ presentation
Diane:	Take photos of Council members, especially Steering & 8 new members

**STAFF EATS, CLEARS WORK AREA OF DISHES & IS AT THEIR STATION BEFORE 7:30 AM
STAFF ALSO SITS TOGETHER AT A TABLE AT THE BACK OF THE ROOM THROUGHOUT THE DAY**

EARLY MORNING SESSION IS FOR NEW COUNCIL MEMBERS (including Venita); THE COUNCIL CHAIR; AND MEMBERS OF THE OPERATIONS COMMITTEE.

8 – 10:30 a.m. NEW MEMBER ORIENTATION

Diane takes photos

8:00 a.m. WELCOME (20 min.)

- Opening Remarks, Housekeeping & Review Agenda , Cecilia Ross, Chair, RWPC
- Introductions

8:25 a.m. *GENERAL OVERVIEW OF AIDS FUNDING (5 min.), Tori Williams, Director, Office of Support

8:30 a.m. COUNCIL BYLAWS, POLICIES & PROCEDURES (60 min.)

- *Committee Structure, Tori Williams, Director, Office of Support
- How to Use the Ryan White Notebooks, _____, Committee Member
- *Meeting Packets and Agendas, _____, Committee Member
- *Bylaws & Policies – Alternating Members
- Attendance, Tori Williams

8:45 a.m. Rod sets up committee tables with: signs & packets for each member

9:30 a.m. FORMAL RELATIONSHIPS – Tori Williams, Facilitator (30 min.)

- Tori Williams, Liaison for County Judge Ed Emmett, Chief Elected Official
- Cecilia Ross, Chair, Ryan White Planning Council
- Tori Williams, Director, 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

10:00 a.m. ROBERT'S RULES OF ORDER (20 min.), Tori Williams

- *Review Robert's Rules Summary Card

10:15 a.m. 2016 COUNCIL MEMBERS ARRIVE – Rod & Georgette at greeting table. Diane taking photos.

CECILIA - Remind all members to be seated according to their committee assignment. State that County Judge Ed Emmett will not be available to address the Council today but we are hopeful that he can address the Council at one of our monthly meetings. Dr. Ann Robbins will be arriving from Austin to share important information about the Texas ADAP Program and more.

10:30 a.m. INTRODUCE RWPC OFFICERS AND COMMITTEE CHAIRS (5 min.), Cecilia Ross

10:35 a.m. COMMITTEE ORIENTATION (25 min.)

- General housekeeping - Cecilia
- End of year deadlines – Tori
- **Affected: Rod Comp Plan: Amber QI: Diane P & A: Tori Operations: Tori**
- Members introduce themselves to others at their table
- Committee Chairs explain the purpose of their committees
- Select dates and times for monthly committee meetings

11:00 a.m. TIMELINE OF CRITICAL 2017 COUNCIL ACTIVITIES (8 min.), Tori Williams

- Project LEAP contests and application forms – Tori

CECILIA – When introducing the next presentation, remind members that the slide presentation represents Council and external members who have passed away since 1998, not necessarily from HIV.

11:08 a.m. HONOR THOSE WHO HAVE GONE BEFORE US (10 min.), Cecilia Ross, Chair, RWPC

11:18 a.m. RECOGNIZE THE MENTORS (2 min.), Cecilia Ross, Chair, RWPC

11:20 a.m. OPEN MEETINGS ACT (40 min.), Venita Ray, Legacy Community Health

12:00 p.m. LUNCH (75 min.) – _____, Facilitator
INTRODUCE YOUR FURRY, FEATHERED OR FOLIAGE FRIEND
(ROD: members eat at their committee table; staff has their own table)

CECILIA: Invite newly arrived guests in the audience to introduce themselves (5 min.)

1:15 p.m. THE STATE OF THE STATE (90 min.) – Cecilia Ross, Facilitator

- Ann Robbins, Senior Public Health Advisor, TB, HIV/STD, and Viral Hepatitis Unit, Texas Department of State Health Services

2:30 p.m. AMBER: Pass out evaluation forms.

3:00 p.m. CONFIDENTIALITY (30 min.), Bob Hergenroeder, Montrose Center

3:30 p.m. CLOSING REMARKS, Cecilia Ross, Chair, RWPC
BRING MEMBERS OF THE STEERING COMMITTEE UP ON STAGE

CECILIA: As people are exiting the room, have members of the Steering Committee stand in the lobby and thank people for attending the meeting.

3:40 p.m. ADJOURN