

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday, February 16, 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. Approval of the Minutes
 - D. Nuts and Bolts Tori Williams, Manager

- 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. New Business
 - A. Purpose of the Committee
 - B. 2016 Committee Goals
 - C. 2016 Committee Meeting Dates & Critical Timeline Tori Williams
 - D. Critique the 2016 Mentor Luncheon
 - E. Critique the 2016 Council Orientation Amber Harbolt, Health Planner
 - F. Sign Member Statement of Confidentiality Forms Tori Williams
 - G. Petty Cash Deadlines
 - H. Open Meetings Act Training
 - I. Elect a Committee Vice Chair

- IV. Old Business
 - A. 2016 Council Training
 - B. Conflict of Interest
 - 1. Harris County Organization Chart
 - 2. Review Managing Conflict of Interest Chart

- V. Announcements

- VI. Adjourn

1:00 pm, Interview with Council Applicant

Members meet with Committee Mentor

David Watson

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 a.m., Thursday, January 14, 2016

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

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Curtis Bellard, Co-Chair	Arlene Johnson, excused	Michael Kennedy
Ruth Atkinson, Co-Chair	David Watson, excused	Tasha Traylor, RWGA
Gene Ethridge		Tori Williams, Office of Support
Tracy Gorden		Diane Beck, Office of Support
Connie Barnes		
Kevin Moore		
Tana Pradia		
Teresa Pruitt		

Call to Order: Curtis Bellard, Co-Chair, called the meeting to order at 11:10 a.m. and asked for a moment of reflection.

Adoption of the Agenda: ***Motion #1:*** *it was move and seconded (Pradia, Atkinson) to adopt the revised agenda. Motion carried unanimously.*

Select 2016 Committee Meeting Dates: The committee would like to meet on the same date and time of the month in 2016 as in 2015.

Petty Cash – Issue #1: Per the attached email, M. Kennedy is unhappy with the amount of the mileage reimbursement he is receiving. Williams stated that, according to Council policy, Office of Support staff selects an internet mapping website to calculate all transportation reimbursement. At the beginning of the year, each Council and external committee member choses a fixed start and end point – either work or home – to determine mileage for that member. Often, there are several routes offered by the mapping website and staff routinely selects the middle route. Kennedy lives in an area of town where Highway 290 is the most direct route to the Ryan White Office of Support location but 290 is currently undergoing major renovations and is frequently closed making it an undesirable route. In response to the email, staff recently looked at the mapping website and found that the third, and longest, route would be more realistic in terms of time. Staff recommends allowing the use of the third and longest route to and from Kennedy’s home to determine Kennedy’s mileage reimbursement in 2016. Kennedy stated that it is the best route to help him get to Ryan White meetings. The committee agreed that this was a reasonable accommodation. ***Motion #2:*** *it was moved and seconded (Pradia, Atkinson) to allow Kennedy to use Route #3 (via I-10) in 2016. Motion carried.* Abstention: Ethridge.

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Petty Cash – Issue #2: Per the attached email, Kennedy feels that he should receive mileage reimbursement to and from his interview as a Council applicant on October 13, 2015. Williams stated that the committee has previously discussed this issue and voted against reimbursing Kennedy but he asked for a chance to revisit the issue (see attached letter to Kennedy). Kennedy stated that transportation reimbursement is provided to help people like him specifically so that they can participate. The Council has invested greatly in him by training him (Project LEAP, etc). He believes that all applicants should be reimbursed. He was already an external member and was looking to up his membership status – he was required to be present at the interview. Pruitt read the Purpose and Transportation Process from Council Policy 900.01, see attached. She stated that no one has ever been reimbursed for transportation to an interview. Pradia agreed. Ethridge agreed, adding that we are now assigning LEAP graduates to external membership positions much earlier than in previous years and should look at the fact that they are coming on earlier. Gorden said that while a committee meeting did take place prior to the interviews, he was not a part of the meeting and not a member of the committee – he was present for a few minutes and then left. Atkinson said that this policy was thoroughly reviewed in 2014 and tightened up. If we were audited, it could be problematic if only one person was reimbursed for travel to the interview and not all. Pruitt said that you cannot be reimbursed if you are not an official volunteer at an event but you can still attend the event without reimbursement. **Motion #3:** *it was moved and seconded (Atkinson, Barnes) to re-vote on the issue.* **Motion failed.** The original decision stands.

Announcements: None.

Adjournment: **Motion #1:** *it was move and seconded (Gorden, Pruitt) to adjourn the meeting at 11:48 a.m.* **Motion carried unanimously.**

Submitted by:

Approved by:

Tori Williams, Manager

Date

Committee Chair

Date

2016 Operations Committee Voting Record for 01/14/16

Scribe: Beck C: Chaired the meeting	Absent from meeting	Motion #1 Agenda Carried			Motion #2 Kennedy Route Carried			Motion #3 Revote on Issue Carried			Motion #4 Adjournment Carried		
		ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO
MEMBERS													
Curtis Bellard, Co-Chair		C			C			C			C		
Ruth Atkinson, Co-Chair			X			X				X		X	
Connie Barnes			X			X				X		X	
Gene Ethridge			X			X			X			X	
Tracy Gorden			X			X				X		X	
Arlene Johnson	X												
Kevin Moore			X			X			X			X	
Tana Pradia			X			X				X		X	
Teresa Pruitt			X			X				X		X	
David Watson	X												

Nuts and Bolts for New Members

Staff will mail meeting packets a week in advance; if they do not arrive in a timely manner, please contact the Office of Support.

The meeting packet will have the date, time and room number of the meeting; this information is also posted on signs on the first and second floor the day of the meeting.

Sign in upon arrival and use the extra agendas on the sign in table if you didn't bring your packet.

Only Council/committee members sit at the table since they are the voting members; staff and other non-voting members sit in the audience.

The only members who can vote on the minutes are the ones who were present at the meeting. If you were absent at the meeting, please abstain from voting.

Due to County budgeting policy, there will be no petty cash reimbursements in March and possibly April so save receipts and turn them into Eric for payment in April.

Be careful about stating personal health information in meetings as all meetings are tape recorded and, due to the Open Meetings Act, are considered public record. Anyone can ask to listen to the tapes, including members of the media.

Houston Area HIV Services Ryan White Planning Council

Standing Committee Structure

(Reviewed 07-15-15)

1. **Affected Community Committee**

This committee is designed to acknowledge the collective importance of consumer participation in Planning Council (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).

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.

The committee will consist of HIV+ individuals, their caregivers (friends or family members) and others. All members of the PC who self-disclose as HIV+ are requested 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.

2. **Comprehensive HIV Planning Committee**

This committee is responsible for developing the Comprehensive Needs Assessment, Comprehensive Plan (including the Continuum of Care), and making recommendations regarding special topics (such as non-Ryan White Program services related to the Continuum of Care). The committee must benefit from external membership and expertise.

3. **Operations Committee**

This committee combines four areas where compliance with Planning Council operations is the focus. The committee develops and facilitates the management of Planning Council operating procedures, guidelines, and inquiries into members' compliance with these procedures and guidelines. It also implements the Open Nominations Process, which requires a continuous focus on recruitment and orientation. This committee is also the place where the Planning Council self-evaluations are initiated and conducted.

This committee will not benefit from external member participation except where resolve of grievances are concerned.

4. **Priority and Allocations Committee**

This committee gives attention to the comprehensive process of establishing priorities and allocations for each Planning Council year. Membership on this committee does include external members and must be guided by skills appropriate to priority setting and allocations, not by interests in priority setting and allocations. All Ryan White Planning Council committees, but especially this committee, regularly review and monitor member participation in upholding the Conflict of Interest standards.

5. Quality Improvement Committee

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

In addition to these responsibilities, this committee is also designed to implement the Planning Council’s third legislative requirement, assessing the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area, or assessing how well the grantee manages to get funds to providers. This means reviewing how quickly contracts with service providers are signed and how long the grantee takes to pay these providers. It also means reviewing whether the funds are used to pay only for services that were identified as priorities by the Planning Council and whether all the funds are spent. This Committee may benefit from the utilization of external members.

2016 QUARTERLY REPORT OPERATIONS COMMITTEE

(submit April 2016)

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

2016 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/25/16)

AFFECTED COMMUNITY

For this committee only, the following dates are tentative. The meeting time is 12 noon.

February 23	July 26
MARCH 17*	August 23
March 22	September 20
April no meeting	October 25
May 24	November 22
June 21	December no mtg

COMPREHENSIVE HIV PLANNING

Meetings are on the following second Thursdays starting at 2:00 pm:

February 11	August 11
March 10	September 8
April 14	October 13
May 12	November 10
JUNE 9 off site mtg	December 8
July 14	

OPERATIONS

Meetings are on the following Tuesdays starting at 11:00 am:

February 16	August 16
March 15	September 13
April 19	October 18
May 17	November 15
June 14	December no mtg
July 19	

PLANNING COUNCIL

Meetings are on the following second Thursdays starting at 12 noon:

February 11	August 11
March 10	September 8
April 14	October 13
May 12	November 10
JUNE 9 off site mtg	December 8
July 14	

PRIORITY & ALLOCATIONS

Meetings are on the following fourth Thursdays starting at 11:00 am:

February 25	July 28
MARCH 17*	August 25
March 24	September 22
April 28	October 27
May 26	November 17
JUNE 22 (Wed)	December no mtg

QUALITY IMPROVEMENT

Meetings are on the following third Thursdays starting at 11:00 am:

February 18	August no mtg
March 17*	September 15
April 21	October no mtg
May 19	November 17
June 16	December no mtg
July 21	

STEERING

Meetings are on the following first Thursdays starting at 12 noon:

February 4	August 4
March 3	September 1
April 7	October 6
May 5	November 3
June 2	December 1
July 7	

***Joint meeting of the Affected Community, Priority and Allocations and Quality Improvement Committees.**

**** Time to be announced**

BOLD = Special meeting date, time or place

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Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2016 Council Activities

(Revised 02-02-16)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location. The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 713 572-3724.

General Information: The following is a list of significant activities regarding the 2016 Houston Ryan White Planning Council. Consumers, providers and members of the general public are encouraged to attend and provide public comment at any of the meetings described below. For more information on Planning Council processes or to receive monthly calendars and/or meeting packets, please contact the Office of Support at 713 572-3724 or visit our website at: www.rwpchouston.org.

Routinely, the Steering Committee meets monthly at 12 noon on the first Thursday of the month. The Council meets monthly at 12 noon on the second Thursday of the month.

Thurs. Jan. 21 Council Orientation.

Thurs. Feb. 4 12 noon. First 2016 Steering Committee meeting.

* Tues. Feb. 9 10 am. Orientation for new 2016 External Committee Members.

Thurs. Feb. 11 12 noon. First 2016 Council meeting.

Fri. Feb. 12 Deadline for submitting a Project LEAP application form. See April 6 for description of Project LEAP. Call 713 572-3724 for application forms.

Thurs. Feb. 25 11 am. Priority and Allocations Committee meets to approve the **policy on allocating FY 2016 unspent funds, FY 2017 priority setting process** and more.

Fri. March 4 5 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. The Council is currently funding, or recommending funding, for 16 of the 28 allowable HRSA service categories. The Proposed Idea Form can be used to ask the Council to reconsider including a service that is no longer being funded by Ryan White Part A, Part B or State Services. The form requires documentation for why dollars should be used to fund a particular service and why it is not a duplication of a service already offered through another funding source. Anyone can submit a Proposed Idea Form. Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.

The Office of Support notifies the public regarding the **Subcategory Allocation Review Process**.

March EIIHA Workgroup meeting.

* Thurs. March 17 Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2017 service categories** for Part A, Part B and *State Services* funding.

Tues. March 22 **Consumer Training** on the How to Best Meet the Need process.

Wed. April 6 **Project LEAP** classes begin. Project LEAP is a free 17-week training course for individuals infected with and affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area.

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Houston Area HIV Services Ryan White Planning Council

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April Conduct the Year 4 evaluation of the **Comprehensive HIV Plan.**

Thurs. April 7 12 noon. Steering Committee meets.

*Thurs. April 14 12 noon. Planning Council meets.

1:30 – 4 pm. **Council and Community Training for the How to Best Meet the Need process.** Those encouraged to attend are community members as well as individuals from the Quality Improvement, Priority and Allocations and Affected Community Committees. Call 713 572-3724 for confirmation and additional information.

*Tentative:
April 19 or 20 Workgroups for Proposed Ideas including ideas on retention in care and retaining young MSM of color.

*Tues. April 26 10:30 am – 4 pm. **How To Best Meet the Need Workgroups #1 and #2** at which the following services will be reviewed:

- Ambulatory/Outpatient Medical Care (including Local Pharmacy Assistance, Medical Case Management & Service Linkage – Adult, Rural and Pediatric)
- Clinical Case Management
- Health Insurance Premium & Co-pay Assistance
- Home & Community-based Health Services (Adult Day Treatment)
- Hospice
- Linguistic Services
- Medical Nutritional Therapy (including Nutritional Supplements)
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Oral Health – Untargeted & Rural
- Professional Counseling (Mental Health)
- Substance Abuse Treatment/Counseling
- Vision Care

Call 713 572-3724 for confirmation and additional information.

*Wed. April 27 3 – 5 pm. **How To Best Meet the Need Workgroup #3** at which the following services will be reviewed:

- Early Intervention Services
- Legal Assistance
- Transportation (van-based-Untargeted & Rural)

Call 713 572-3724 for confirmation and additional information.

Thurs. April 28 Priority & Allocations Committee meets to allocate **Part A unspent funds. results.**

(Continued)

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Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2016 Council Activities

(Revised 02-02-16)

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- | | |
|-------------------------|--|
| Fri. May 6 | 5 pm. Deadline for submitting Proposed Idea Forms to the Office of Support. (See March 4 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms. |
| * Tues. May 17 | 11:00 am. How to Best Meet the Need Workgroup meets for recommendations on the Blue Book . The Operations Committee reviews the FY 2017 Council Support Budget. |
| Thurs. May 19 | 11 am. Quality Improvement Committee meets to approve the FY 2017 How To Best Meet the Need results and review subcategory allocation requests . Draft copies are forwarded to the Priority and Allocations Committee. |
| Tues. May 24 | 7 pm., Public Hearing on the FY 2017 How To Best Meet the Need results . |
| Thurs. May 26 | 9:00 am. (P & A meets at 11 am). Special Quality Improvement Committee meeting to review public comments regarding FY 2017 How To Best Meet the Need results . |
| Thurs. May 26 | Priority & Allocations Committee meets to recommend the FY 2017 service priorities for Ryan White Parts A and B and <i>State Services</i> funding. |
| Thurs. June 2 | 12 noon. Steering Committee meets to approve the FY 2017 How to Best Meet the Need results . |
| Thurs. June 9 | 12 noon. Council approves the FY 2017 How to Best Meet the Need results .
Project LEAP students present the results of their needs assessment to the Council. |
| <u>OFF SITE MEETING</u> | |
| June 9 - 15 | Meeting times to be determined. Special Priority & Allocations Committee meetings to draft the FY 2017 allocations for RW Part A and B and State Services funding . |
| Thurs. June 16 | 11 am. Quality Improvement Committee reviews the results of the assessment of the administrative mechanism. OR AUG. MEETING W/ SOC Training |
| <u>Wed. June 22</u> | 11:00 am. The Priority & Allocations Committee meets to approve the FY 2017 allocations for RW Part A and B and State Services funding . LEAP students will be in attendance. |
| Mon. June 27 | 7 pm. Public Hearing on the FY 2017 service priorities and allocations . |
| Tues. June 28 | 11:00 am. Special meeting of the Priority & Allocations Committee to review public comments regarding the FY 2017 service priorities and allocations . |
| July/Aug. | Workgroup meets to complete the proposed FY 2017 EIIHA Plan . |
| Thurs. July 7 | 12 noon. Steering Committee approves the FY 2017 service priorities and allocations . |

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Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2016 Council Activities

(Revised 02-02-16)

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- Thurs. July 14 12 noon. Council approves the **FY 2017 service priorities and allocations.**
- Thurs. July 28 If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2017 priority & allocations.** They also allocate **FY 2016 carryover funds.** (**Allocate even though dollar amount will not be avail. until Aug.**)
- Thurs. Aug. 4 ALL ITEMS MUST BE REVIEWED BEFORE BEING SENT TO COUNCIL – THIS STEERING COMMITTEE MEETING IS THE **LAST CHANCE TO APPROVE ANYTHING NEEDED FOR THE FY 2017 GRANT.** (Mail out date for the August Steering Committee meeting is July 28, 2016.)
- Tues. Aug. 23 12 noon. **Consumer Training** in Standards of Care and Performance Measures.
- Fri. Sept. 2 5 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 4 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.
- * Thurs. Sept. 15 11 am. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Tues. Sept. 20 12 noon. **Consumer-Only Workgroup** meeting to review FY 2017 Standards of Care and Performance Measures.
- * Tues. Oct. 18 11:00 am. Review and possibly update the Memorandum of Understanding between all Part A stakeholders.
- October or November Community Workgroup meeting to review **FY 2017 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 27 11:00 am. Priority and Allocations Committee meets to allocate FY 2016 unspent funds.
- * Nov/Dec/Jan. Review the evaluation of 2016 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2017 Project LEAP.
- * November The Resource Group contacts all stakeholders to see if changes need to be made to the Ryan White Part B/State Services Letter of Agreement.
- Tues. Nov. 15 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- Thurs. Nov. 10 12 noon. Council recognizes all external committee members.
- December Conduct the Outcome Evaluation of the **Comprehensive Plan.**
- Thurs. Dec. 1 **World AIDS Day.**
- * Thurs. Dec. 8 12 noon Council meeting to elect the **2017 Council officers.**



Ryan White Planning Council Mentor / Mentee Luncheon

12 noon, Thursday, January 14, 2016

AGENDA

- | | |
|---------------------------------------|--|
| I. Welcome | Tracy Gorden,
Vice Chair,
Planning Council |
| II. Roles of the Mentor
and Mentee | Ruth Atkinson and
Curtis Bellard,
Co-Chairs,
Operations Committee |
| III. Expectations | New Members |
| IV. Experiences | Current Members |
| V. Attendance & Paperwork | Tori Williams |
| VI. Closing Remarks | Tracy Gorden |



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| III. Expectations | New Members |
| IV. Experiences | Current Members |
| V. Attendance & Paperwork | Tori Williams |
| VI. Closing Remarks | Tracy Gorden |

JOB DESCRIPTIONS

MENTOR

- Ⓡ** Attend the Mentor/Mentee Luncheon.
 - Ⓡ** Help Mentee fill out paperwork at the Luncheon.
 - Ⓡ** At the first committee meeting or the year, determine if the committee mentors are going to make themselves available before or after committee meetings.
 - Ⓡ** Be available to meet with new committee members before or after each committee meeting.
-

MENTEE

- Ⓡ** Attend the Mentor/Mentee Luncheon.
- Ⓡ** Work with Mentor to fill out paperwork at the Luncheon.
- Ⓡ** Ask LOTS of questions in meetings!
- Ⓡ** Contact committee mentors via email or telephone to let them know they will be needed for consultation before or after the next committee meeting.

JOB DESCRIPTIONS

MENTOR

- Ⓡ** Attend the Mentor/Mentee Luncheon.
 - Ⓡ** Help Mentee fill out paperwork at the Luncheon.
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 - Ⓡ** Be available to meet with new committee members before or after each committee meeting.
-

MENTEE

- Ⓡ** Attend the Mentor/Mentee Luncheon.
- Ⓡ** Work with Mentor to fill out paperwork at the Luncheon.
- Ⓡ** Ask LOTS of questions in meetings!
- Ⓡ** Contact committee mentors via email or telephone to let them know they will be needed for consultation before or after the next committee meeting.

2016 RYAN WHITE PLANNING COUNCIL

OFFICERS

Steven Vargas, Chair
Tracy Gorden, Vice Chair Carol Suazo, Secretary

MEMBERS

**New Member*

Ted Artiaga
Ruth Atkinson
Connie L. Barnes
Melody Barr
Curtis W. Ballard
David Benson
Ardry "Skeet" Boyle, Jr.
Bianca Burley
Ella Collins-Nelson
Amber David
Denny Delgado*
Evelio Salinas Escamilla
Gene Ethridge
Herman L. Finley III
Paul E. Grunenwald
Steven L. Harris
Angela F. Hawkins
Arlene Johnson



J. Hoxi Jones
John Lazo
Peta-gay Ledbetter
Nancy Miertschin
Kevin Moore
Allen Murray*
Robert Noble
Shital Patel
Tana Pradia
Teresa Pruitt
Leslie Raneri
Cecilia Ross
Gloria Sierra*
Stephen Stellenwerf*
Isis Torrente*
C. Bruce Turner
David B. Watson
Larry Woods

Membership as of January 14, 2016

OFFICE OF SUPPORT

Tori Williams, Manager
Amber Harbolt, Health Planner
Diane Beck, Council Coordinator
Eric Moreno, Assistant Coordinator

Ryan White Planning Council Orientation 2016

January 21, 2016 ~ 8:00 a.m.

Trevisio Restaurant
Houston, Texas



7:30 a.m.	CHECK-IN: NEW COUNCIL MEMBERS ⊗ Optional Breakfast	11:20 a.m.	RECOGNIZE THE MENTORS Steven Vargas, Chair, Ryan White Planning Council
8:00 a.m.	WELCOME ⊗ Opening Remarks, Housekeeping Reminders and Review the Agenda Steven Vargas, Chair, Ryan White Planning Council ⊗ Introductions	11:30 p.m.	FORMAL RELATIONSHIPS Modelle Brudner, Facilitator ⊗ 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 County Public Health Services ⊗ Sha'Terra Johnson-Fairley, Health Planner Houston Regional HIV/AIDS Resource Group
8:25 a.m.	GENERAL OVERVIEW OF AIDS FUNDING Tori Williams, Manager, Office of Support	12:00 p.m.	LUNCH ⊗ Share Something We Don't Know about You Connie Barnes, Facilitator
8:30 a.m.	COUNCIL BYLAWS, POLICIES & PROCEDURES ⊗ Committee Structure Tori Williams ⊗ How to Use the Ryan White Notebooks Teresa Pruitt, Committee Member ⊗ Meeting Packets and Agendas Tana Pradia, Committee Member ⊗ Bylaws and Policies Alternating Committee Members ⊗ Attendance Tori Williams	1:15 p.m.	THE STATE OF THE STATE Steven Vargas, Facilitator ⊗ Ann Robbins, Senior Public Health Advisor TB, HIV/STD and Viral Hepatitis Unit Texas Department of State Health Services
9:30 a.m.	ROBERT'S RULES OF ORDER Tori Williams	2:45 p.m.	HONOR MODELLE BRUDNER Steven Vargas, Facilitator
9:45 a.m.	RETURNING COUNCIL MEMBERS ARRIVE	3:15 p.m.	RYAN WHITE JEOPARDY Connie Barnes, Facilitator
10:00 a.m.	MESSAGE FROM THE CHIEF EXECUTIVE OFFICER The Honorable Ed Emmett, County Judge	3:45 p.m.	CLOSING REMARKS Steven Vargas, Chair, Ryan White Planning Council
10:40 a.m.	INTRODUCE OFFICERS & COMMITTEE CO-CHAIRS AND COMMITTEE ORIENTATION	4:00 p.m.	ADJOURN
11:10 a.m.	TIMELINE OF 2016 CRITICAL COUNCIL ACTIVITIES Tori Williams		
11:15 a.m.	HONOR THOSE WHO HAVE GONE BEFORE US Steven Vargas, Chair, Ryan White Planning Council		

Houston Area HIV Services Ryan White Planning Council

2223 West Loop South, Suite 240, Houston, Texas 77027

713 572-3724 telephone; 713 572-3740 fax

www.rwpchouston.org

**Houston Ryan White Planning Council
Operations Committee Member
Statement of Confidentiality**

I, the undersigned, am a member of the Operations Committee or an ex-officio member of the Committee as current Chair of the Houston Ryan White Planning Council.

I understand that in the course of my service as a member of the Operations Committee, or Chair of the Ryan White Planning Council (RWPC), I may learn certain facts about individuals in the application/nomination and membership selection process that are of a highly personal and confidential nature (i.e. information such as, but not limited to: HIV status, medical conditions, sexual orientation, or other personal matters).

I agree to the best of my ability to protect the information of a personal and confidential nature of a Council applicant. I further agree to the best of my ability to protect any information of a personal and confidential nature learned while on the Operations Committee, or during my tenure as Chair, after my membership on the Operations Committee and my relationship with the Houston Ryan White Planning Council has ceased.

I also understand that a violation of this confidentiality agreement may result in my removal from the Houston Ryan White Planning Council.

Printed Name: _____

Signature: _____

Date: _____

Houston Area HIV Services Ryan White Planning Council
Office of Support
2223 West Loop South, Suite 240, Houston, Texas 77027
713 572-3724 telephone; 713 572-3740 fax

MEMORANDUM

To: Members, Ryan White Planning Council
External Members, Ryan White Committees

Copy: Modelle Brudner
Carin Martin

From: Tori Williams, Manager, Office of Support

Date: January 21, 2016

Re: End of Year Petty Cash Procedures

The fiscal year for Ryan White Part A funding ends on February 29, 2016. Due to procedures in the Harris County Auditor's Office, it is important that all volunteers are aware of the following end-of-year procedures:

- 1.) Council and External Committee members must turn in all requests for petty cash reimbursements **at or before 2 p.m. on Friday, February 5, 2016.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2015 **will not be reimbursed at all if they are turned in after March 31, 2016.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and May 31, 2016. This means that volunteers can give Eric the usual reimbursement request forms for expenses incurred after March 1, 2016 (expenses such as transportation, food and childcare) but the Office may not be able to reimburse volunteers for these expenses until mid to late May 2016.

We apologize for this significant inconvenience. Please call Tori Williams at the number listed above if you have questions or concerns about how these procedures will affect you personally.

(OVER FOR TIMELINE)

March 1

2015.....

Beginning
of fiscal year 2015

Feb 5

2016.....

Turn in all
receipts

Feb 29

2016.....

End of
fiscal year 2015.
No money
available to write
checks until April
or May

March 31

2016

Turn in all receipts
or you will not be
reimbursed for any
expenses incurred
between March 1, 2015
and Feb. 29, 2016

SUMMARY

**Minutes
July 14, 2015**

Electronic Media at Council Meetings: Alvarez stated that Skype can only accommodate participation from 6 different locations. Discussion regarding the experience of using Skype at today's Operations Committee meeting included the following comments:

- Hearing was the biggest challenge and it was difficult for those at off-site locations to see members on all sides of the meeting room.
- Asking those in the meeting room to use microphones might have helped those who were off-site.
- Those off-site would benefit from using head phones.
- Most cell phones can accommodate audio, but can they accommodate video as well? *(Note: It is a requirement of the Open Meetings Act that all participants be able to see and hear each other throughout the meeting.)*
- Electronic media is useful but is it necessary? The meeting process has to be stopped every time there is a technical problem.
- The Open Meetings Act requires that a sufficient number of members must be present in the meeting room to meet quorum.
- Since there may be limitations to the number of people who can participate from off-site locations, what guidelines would need to be created to determine eligibility for the off-site slots?
- How is the public incorporated into the use of electronic media? What about those who wish to make public comment from another location?
- Will members take advantage of using electronic media and undermine the Council's ability to meet quorum in the meeting room?
- It may seem useful as a tool, but does allowing the use of electronic media solve the original problem, which is meeting quorum.

The committee conducted a "straw poll" to see if members thought that the use of electronic media would be helpful in meeting quorum at future Council meetings. All voted that it would not be helpful.

Motion #4: *it was moved and seconded (Moore, Harris) to table further discussion of the issue until the September Committee meeting. Motion carried unanimously.*

Training Topics for 2016 Ryan White Planning Council Meetings (updated: 02-02-16)

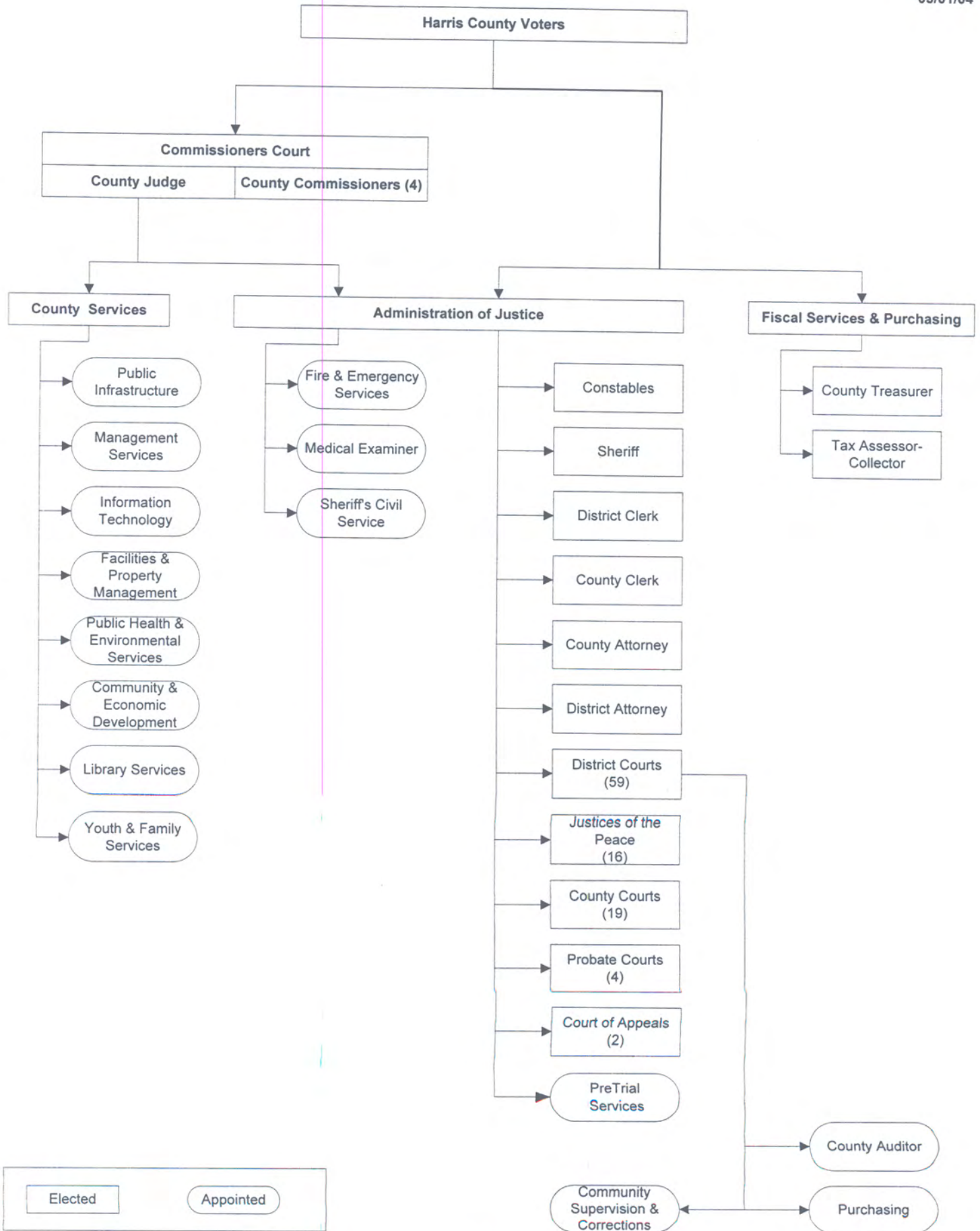
DRAFT

Shaded area indicates an off-site meeting location			
Month	Topic	Speaker	Notes
January 21 2016	Council Orientation	N/A	Trevisio's Restaurant
February 11	Open Meetings Act Training, including information On HB 283 re: online access to local govt. bds	Venita Ray, Attorney at Law	
March 10	Robert's Rules of Order	John Lazo, Speech Communications Specialist	
	How To Best Meet the Need Process & Training	Robert Noble and Cecilia Ross, Co-Chairs, Quality Improvement	
April 14	Update on Retention in Care	Ann Dills, Texas Dept. of State Health Services	c/o Amber
May 12	Priority Setting Process	Peta-gay Ledbetter and Bruce Turner, Co-Chairs, Priority & Allocations Committee	
June 9	Project LEAP Presentation	Project LEAP 2016 Students	OFF SITE: RMCC Project LEAP attending Council
July 14	Allocations Process	Peta-gay Ledbetter and Bruce Turner, Co-Chairs, Priority & Allocations Committee	
August 11			
September 8			
October 13			
November 10	EIIHA Update	Amber Alvarez, Health Planner, Office of Support	
	We Appreciate Our External Members	Chair, Ryan White Planning Council	
	Update on the Affordable Care Act	Carin Martin, Manager, RWGA	
	Election Policy	Co-Chairs, Operations Committee	
December 8	Elections for the 2017 Officers	Co-Chairs, Operations Committee	

Suggestions: Public Speaking HRSA Updates TB and HIV HIV & Oral Health Houston Medical Monitoring Project
 CPG Needs Assess Update on SIRR

Harris County Organization Chart

03/01/04



Managing Conflict of Interest (COI)

Area where COI can happen:	Suggestions from HRSA	How does the Houston RWPC address it?
<p>Leadership An actual or perceived conflict of interest can occur when planning councils are chaired by an employee of the grantee.</p>	<p>Ryan White legislation stipulates that the council cannot be chaired solely by an employee of the grantee. It can, however, be co-chaired by a grantee representative along with another member of the council. Some planning councils require that one co-chair be a consumer or PLWHA.</p>	<p>The RWPC Election Policy restricts eligibility to those who do not receive Ryan White funds</p>
Area where COI can happen:	Suggestions from HRSA	How does the Houston RWPC address it?
<p>Planning Council Council members, including PLWHA, should not be involved in decisions that can affect entities in which they have a financial interest or a governance responsibility.</p> <p>– <i>Examples include being an officer or board member, employee, or paid consultant to a Ryan White provider or the administrative agent.</i></p> <p>Many members wear “multiple hats” and need to clearly identify the perspective they are representing in their membership.</p> <p>– <i>Example: a member who is an employee of a funded provider, is a PLWHA, and is a member of a community of color.</i></p> <p>PLWHA come with a personal agenda or advocate for a particular service provider.</p>	<p>An actual or perceived bias in the decision-making process is based on the dual role played by planning council member who are affiliated with other organizations as an employee, Board member, consultant, or in some other capacity. Most State and local governments have conflict of interest standards in place. Planning councils may wish to refer to them and assess whether they are applicable or can be adapted to the needs of the planning council.</p> <p>Define conflict of interest to cover not only the individual member but also his/her close relatives.</p> <p>Prohibit those with a potential conflict of interest from voting on issues relating to a service category or other matters that directly affect organizations with which they are affiliated. Permit them to vote only on a slate of priorities or a combined set of allocations.</p> <p>Assign a co-chair or a committee to review all conflict of interest concerns. Authorize any planning council member to make a</p>	<p>See letter from attorney which compares Council policy with other, similar organizations.</p> <p>COI form signed annually</p> <p>Red COI sign</p> <p>COI chart provided to Council Secretary, committee co-chairs and Manager, Office of Support.</p> <p>Operations Committee See COI policy</p>

	<p>request for review of a perceived conflict of interest; define the process of review in writing, establishing timelines so that any review is undertaken in an expeditious manner; and establish policies for dealing with members who engaged in a conflict of interest and/or refused to cooperate in a conflict of interest review.</p> <p>Expectations should be clearly defined for members who represent a community. A good planning process gathers diverse perspectives; however, the role of a representative should be communicated clearly, stating how the representative is expected to communicate with members of the community they represent. This would help deal with a problem where PLWHA either come with a personal agenda or advocate for a particular service provider.</p>	
Area where COI can happen:	Suggestions from HRSA	How does the Houston RWPC address it?
Affected Community Committee		<p>Co-chairs get guidance regarding committee activities from the Office of Support.</p> <p>COI cards, COI policy, use of Robert's Rules of Order.</p>
Area where COI can happen:	Suggestions from HRSA	How does the Houston RWPC address it?
<p>Comprehensive HIV Planning Committee</p> <ul style="list-style-type: none"> – Inadequate planning for underserved populations or groups. – Focus on service categories based on provider interests rather than identified needs of PLWHA. – Not using needs assessment results to set goals and objectives. – An ineffective planning process that results in an ineffective service 	<p>For effective planning, the planning council should develop a structure that includes specific steps in the development of a plan and a timeline for implementation. A clearly defined planning process provides for broad community input with emphasis on non-aligned consumers and prevents those with conflicts of interest from directing the process in a biased or unfair way and helps ensure that a plan is followed.</p>	

delivery system that is not responsive to a changing epidemic.		
Area where COI can happen:	Suggestions from HRSA	How does the Houston RWPC address it?
<p>Priority and Allocations Committee:</p> <ul style="list-style-type: none"> – Failure to use the approved criteria to set priorities. – Priorities based on who was most vocal at the meeting. – Efforts by members affiliated with providers to influence priorities and allocations for their own benefit. – Efforts by members to advocate for the interests of a particular population or community instead of basing decisions on the needs of all PLWHA in the EMA. – Choosing to fund services that do not match the needs identified in the needs assessment. 	<p>When setting priorities, look at the big picture - the continuum of care - rather than focus on individual categories of funding. An overall plan minimizes the chances for a single advocacy group to dominate. Priorities should reflect the service needs of all PLWHA throughout the service area. The setting of priorities and the allocation of resources should flow from the data, such as needs assessment results and client utilization data, not from the individual interests of the members. Funding decisions should reflect changes in the local epidemic and be designed to meet the service gaps and unmet needs of PLWHA. In justifying priorities, discuss the availability of other funding sources to lessen the need for Ryan White funding of a particular service and reduce duplication of effort. The more data-based the decision-making process, the less likely it is that conflicts of interest will influence the process.</p>	
Area where COI can happen:	Suggestions from HRSA	How does the Houston RWPC address it?
<p>Quality Improvement Committee</p> <p>Conflict of interest can emerge at decision points of the needs assessment process such as the following:</p> <ul style="list-style-type: none"> – How to conduct a needs assessment. – Which groups to survey. – What providers to contact when seeking PLWHA to participate in surveys or focus groups. – What questions to ask. – How to phrase the questions. 	<p>A good needs assessment contains input from consumers and Ryan White providers, as well as agencies beyond the currently funded providers.</p>	

<ul style="list-style-type: none"> – How to interpret the results. – How to review external data, such as epidemiologic data. – Which data to use. – Which results to implement. – A provider convinces the committee to overemphasize the input of its clients. – A provider representative determines which agency clients (e.g., the happy ones!) should be targeted for the needs assessment. – The needs assessment is limited to the opinions of planning council members rather than obtaining community input. 		
Area where COI can happen:	Suggestions from HRSA	How does the Houston RWPC address it?
<p>Assessment and Evaluation</p> <p>Planning councils are responsible for assessing their own planning process and have the option of evaluating the cost-effectiveness and efficiency of funded services in meeting the needs identified by their needs assessment. The results of this evaluation should be used to improve the council’s ability to plan and the EMA’s ability to deliver high quality, cost-effective services to meet the needs of PLWHA in their communities.</p> <p>Conflict of interest can influence:</p> <ul style="list-style-type: none"> – The extent to which evaluation is 		

<p>conducted.</p> <ul style="list-style-type: none">– How it is conducted.– Who can conduct it.– What the results are.– How the results are interpreted/used. <p>Conflict of interest can lead to a stagnant process where the status quo is maintained, with no real evaluation of the planning council’s efficiency and effectiveness or the cost-effectiveness and outcomes of the services provided by the EMA.</p>		
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ABOUT THE GRACE PROJECT CONFERENCE

The Grace Project was inspired by Grace Hunt, a loving and generous woman who counseled women with HIV/AIDS.

The program seeks to encourage hope and hold families together through a supportive net of services including mental health counseling, substance abuse treatment, support building, and education as women are the fastest growing population of new HIV infections. The conference is the centerpiece of the program.

Celebrating the conference's 17th year, the event is designed to bring formerly isolated women living with HIV together. The goal of the conference is to SEE (Support, Educate and Empower) each woman and create future advocates for HIV prevention, health education and awareness.

If you are planning to attend the 2016 conference, you can download and review last year's FAQ and Conference Schedule. These documents will provide you with an idea of what to expect at next year's conference! Frequently Asked Questions guide and the Conference Schedule

SUPPORT

Discover a group of supportive women sharing their stories and encouraging one another.

EDUCATE

Learn tips and techniques to improve your daily life and the lives of those around you.

EMPOWER

Become an advocate for others living with HIV through knowledge and strength.

Become Better Together by joining us for an amazing conference!

With workshops, speakers, and a weekend full of education and support, you will leave the conference with an uplifting sense of power, love, and advocacy for other women living with HIV.

At the conference, you will have an opportunity to enjoy various interest rooms and forums that will provide you with new skills or just an improved outlook on life with HIV.

Register online or download and print the appropriate registration form (In-Town Attendees or Out-of-Town Attendees. If you have questions about the 2016 conference, email graceproject@legacycounseling.org or call 214-520-6308 ext. 384.

PRESENTERS

Each year, the conference offers a wide array of presenters that provide crucial information to improve your life. Past speakers include local advocates, celebrities, physicians, and other health professionals.

INTEREST ROOMS

Interest rooms offer you the opportunity to learn new skills, relax, or improve your general well-being. From computer labs to writing to yoga and prayer, you will find something that works for you and your lifestyle.

WORKSHOPS

Our workshops are designed to empower you with knowledge and information that you can use to improve your own life or the lives of those around you through advocacy.

BE A PART OF THE CONFERENCE

You can support through conference through volunteering, presenting, or donating!

PRESENT

Become a presenter for next year's conference. To be considered, please download our Request for Presenters, complete, and return as instructed on the application. The deadline for submissions is **March 15, 2015**.

VOLUNTEER

Volunteers are the core of our conference. From preparing interest rooms and events to contacting attendees and check-ins, volunteer help is invaluable to the conference. If you are interested in volunteering, complete our online Volunteer Interest form or download and complete the form.

DONATE

Financial support for this conference is essential. You have opportunities ranging from a meal sponsorship to a single \$50 donation to provide a scholarship to one attendee. We can work with your budget to develop a comprehensive sponsorship plan. You can also donate today.

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* indicates required

Email Address *

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