

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
www.rwpchouston.org

MEMO

To: 2016 Members, Operations Committee
Ruth Atkinson, Co-Chair Arlene Johnson
Curtis Bellard, Co-Chair Tana Pradia
Connie Barnes Teresa Pruitt
Gene Ethridge David Watson
Tracy Gorden

Copy: Steven Vargas David Benson
Carin Martin Melody Barr

From: Yvette Garvin
Tori Williams

Date: Monday, Tuesday, May 17, 2016

Re: Meeting Announcement

Please note that there will be a meeting of the Operations Committee. Details are as follows:

Operations Committee Meeting
Tuesday, May 17, 2016
11:00 am How To Best Meet the Need Blue Book Meeting
11:30 am Committee Meeting
2223 W. Loop South, Suite 240
Houston, TX 77027
Lunch will be provided

Please call Eric Moreno, Assistant Coordinator, to RSVP even if you cannot attend. He can be reached by telephone at 713-572-3724, or by responding to one of his email reminders. And, if you have questions for your committee mentor, do not hesitate to contact David at:

- David Watson, 832 393-4757, david.watson2@houstonx.gov

We look forward to seeing you next week.

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday, May 17, 2016

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

AGENDA

* = Handout to be distributed at the meeting

-
- 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

 - 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. How To Best Meet the Need Workgroup Meeting
 - A. 2017 – 2018 Blue Book
 - 1. General Information
 - 2. Proposed Budget
 - B. The How To Best Meet the Need Workgroup Meeting Adjourns

 - IV. New Business
 - A. Recommendations from the How To Best Meet the Need Workgroup
 - B. FY 2017 Council Support Budget
 - 1. Policy for Approving the Council Support Budget
 - 2. Current FY 2016 Council Support Budget
 - 3. Proposed Updates to the FY 2016 Council Support Budget
 - 4. Proposed FY 2017 Council Support Budget
 - C. Co-sponsorship for an HIV Testing and Prevention Workshop Tori Williams
targeting private physicians on August 13, 2016
 - D. Quarterly Committee Report

 - V. Announcements

 - VI. Adjourn

 - VI. Members meet with Committee Mentor David Watson

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 a.m., Thursday, March 15, 2016

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

MINUTES

| MEMBERS PRESENT | MEMBERS ABSENT | OTHERS PRESENT |
|--------------------------|-----------------------|------------------------------------|
| Ruth Atkinson, Co-Chair | Gene Ethridge | Staff |
| Curtis Bellard, Co-Chair | Arlene Johnson | Tori Williams, Director |
| Connie Barnes | | Eric Moreno, Assistant Coordinator |
| Tracy Gorden | | |
| Tana Pradia | | |
| Teresa Pruitt | | |
| David Watson | | |
| | | |

Call to Order: Ruth Atkinson, 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 moved and seconded (Pruitt, Barnes) to adopt the agenda with two additional items: III.D. Council Training and III.E. Project LEAP Recruitment. Motion carried unanimously.*

Adoption of the Minutes: ***Motion #2:*** *it was move and seconded (Pruitt, Barnes) to approve the February 16, 2016 minutes. Motion carried unanimously.*

Public Comment: None.

Critique the 2016 Council Orientation: Harbolt summarized the results of the 2016 Council Orientation Evaluation. Moreno will secure Trevisio Restaurant for the 2017 Council Orientation.

Update on Open Meetings Act Training: T. Williams stated the link to access the training video has changed. Moreno has issued a reminder email to those Planning Council members who have not submitted a training certificate. The deadline for all members to complete the training is March 31, 2016.

Conflict of Interest: T. Williams explained that David Benson has retired from Harris County but he would like to keep his seat on the Planning Council. The County Judge is agreeable with this request.

Conflict of Interest: Work Products: The committee reviewed a list of Council work products and determined if conflict of interest relates to each product. See attached. ***Motion #3: it was moved and seconded (Pradia, Pruitt) to approve the Council Work Product Worksheet. Motion carried unanimously.***

Council Training: Staff recommended that the Planning Council have training regarding the needs of the Transgender Community. Committee members agreed with the suggestion so Williams will ask Lou Weaver to present general information and then facilitate a panel of transgender individuals. Members also agreed with a suggestion that the Council invite Dr. Patel to give a presentation on PrEP.

Project LEAP Recruitment: Williams explained that Planning Council and external committee members must be clear that we are guests when recruiting Project LEAP applicants at Ryan White funded clinics and other facilities.

Announcements: R. Atkinson informed the committee that their April committee meeting is cancelled so that members can participate in the *How To Best Meet the Need process*. T. Williams explained the workgroup schedule for *How To Best Meet the Need meetings*.

Adjournment: *Motion 4#:* *it was move and seconded (Pruitt, Barnes) to adjourn the meeting at 12:15 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

2016 Operations Committee Voting Record for 03/15/16

| Scribe: Moreno C: Chaired the meeting | Absent from meeting | Motion #1 Agenda Carried | | | Motion #2 Minutes Carried | | | Motion #3 Conflict of Interest Chart Carried | | | Motion #4 Adjournment Carried | | |
|--|---------------------|--------------------------------|-----|----|---------------------------------|-----|----|---|-----|----|-------------------------------------|-----|----|
| | | ABSTAIN | YES | NO | ABSTAIN | YES | NO | ABSTAIN | YES | NO | ABSTAIN | YES | NO |
| MEMBERS | | | | | | | | | | | | | |
| Curtis Bellard, Co-Chair | | | | | | | | | | | | | |
| Ruth Atkinson, Co-Chair | | C | | | C | | | C | | | C | | |
| Connie Barnes | | | X | | | X | | | X | | | X | |
| Gene Ethridge | 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 | |
| David Watson | | | X | | | X | | | X | | | X | |

DRAFT

Budget for the 2017 - 2018 Blue Book

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

Budget for the 2017 – 2018 Blue Book

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

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JULY 10, 2008

POLICY No. 400.03

PROCESS FOR APPROVING THE COUNCIL SUPPORT BUDGET

1 PURPOSE

2
3 This policy is to establish the process used to review and approve the annual budget for the
4 Houston Area HIV Health Services Ryan White Planning Council and the Council Support Staff.
5

6 AUTHORITY

7
8 The authority given to the Operations Committee by the Council adoption and approval of By-
9 laws Rev. 12/07 and under the order of the Chief Elected Official (CEO) of Harris County,
10 initiate procedures by which day to day business of the Council is to take place. According to
11 the Ryan White HIV/AIDS Treatment Modernization Act of 2006, and a letter of guidance
12 issued by the HIV/AIDS Bureau (April 26, 2007) "Section 2604(h) specifies that the chief
13 elected official of an eligible area shall not use in excess of 10 percent of amounts received under
14 a Part A grant for administrative expenses. The amounts may be used for administrative
15 activities that include all activities associated with the grantee's contract award procedures,
16 including activities carried out by the HIV Health Services Planning Council as established
17 under section 2602 (b) of the Act... While Part A Planning Councils may use Ryan White
18 Program funds to support certain activities related to carrying out required functions, the
19 Planning Council must also work with the grantee to agree on a budget for Planning Council
20 support activities. Reasonable and necessary activities include both tasks directly related to
21 legislative functions and the following costs that support multiple functions:

- 22 • Staff support (professional and clerical)
- 23 • Expenses of Planning Council members as a result of their participation
- 24 • Activities publicizing the Planning Council's activities for people living with HIV and
25 efforts to substantively enhance community participation in Planning Council activities
- 26 • Developing and implementing Planning Council grievance procedures for decisions
27 related to funding."
28

29 INTENT

30
31 Create an atmosphere of mutual respect and transparency as the Council works with the CEO
32 and the grantee to agree on the annual Council Support budget.
33

34 PROCEDURE

35
36 The following describes the steps to be followed in order to secure approval of the Council
37 Support budget:
38

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

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

Comparison of FY 2016 and 2017 Council Support Budgets

(Prepared 05-11-16)

| Item | Current FY 2016 Budget | Proposed FY 2016 Budget (3% Cost of Living Increase) | Difference between FY 2016 and Proposed FY 2016 Budgets | Proposed FY 2017 Budget | Difference Between FY 2016 and FY 2017 Budgets |
|------------------------------|------------------------------|---|---|-------------------------------|---|
| Salaries | \$250,487 | \$256,123 | + \$5,636 | \$258,002 | + \$1,879 |
| Fringe | 100,673 | 101,820 | + 1,147 | 102,201 | + 381 |
| Equipment | 3,000 | 2,347 | - 653 | 3,000 | + 653 |
| Travel | 11,770 | 10,640 | - 1,130 | 5,800 | - 4,840 |
| Supplies | 6,000 | 6,000 | 0 | 6,000 | 0 |
| Blue Book | 16,500 | 16,500 | 0 | 60,000 | + 43,500 |
| Needs Assessment | 10,700 | 10,700 | 0 | 3,000 | - 7,700 |
| Planning Council Expenses | 23,686 | 23,686 | 0 | 23,686 | 0 |
| Advertising | 6,000 | 6,000 | 0 | 6,000 | 0 |
| Communications | 7,000 | 7,000 | 0 | 7,000 | 0 |
| Council Education | 3,500 | 3,500 | 0 | 3,500 | 0 |
| Project LEAP | 7,750 | 7,750 | 0 | 15,000 | + 7,250 |
| Postage | 10,000 | 5,000 | - 5,000 | 10,000 | + 5,000 |
| Copier | 9,250 | 9,250 | 0 | 9,250 | 0 |
| TOTAL | \$466,316 | \$466,316 | 0 | \$512,439 | + \$46,123 |

Houston Ryan White Planning Council
FY 2016 Council Support Budget
County Judge approved 2 salary increases
(Prepared 03-01-16)

| | Subtotal | Total |
|--|----------|------------------|
| PERSONNEL | | |
| RWPC Manager (V. Williams) (\$6427/mo. X 12 mos. X 100%) Responsible for overall functioning of planning council, supervises all support staff. | \$77,132 | \$250,487 |
| RWPC Health Planner (A. Alvarez) (\$5,892/mo. X 12 mos. X 100%) Responsible for coordinating Comprehensive Planning and Needs Assessment activities. Analyzing and presenting data. | \$70,699 | |
| RWPC Coordinator (D. Beck) (\$4,580/mo x 12 mos. X 100%) Coordinates support activities for the RW Planning Council and committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.). | \$54,962 | |
| Assistant Coordinator (E. Moreno) (\$3,975/mo x 12 mos. X 100%) Coordinates support activities for assigned committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.) | \$47,694 | |
| FRINGE | | \$100,673 |
| Social Security @ 7.65% | \$19,162 | |
| Health Insurance (4 x \$11,116/FTE) | \$47,200 | |
| Retirement @ 10.75% | \$26,927 | |
| Workers Compensation @ 0.83% | \$2,079 | |
| Supplemental Death Insurance @ 0.50 | \$1,252 | |
| Unemployment Insurance @ 0.60% | \$1,503 | |
| Incentives/allowances | \$2,550 | |

**Houston Ryan White Planning Council
 FY 2016 Council Support Budget
 County Judge approved 2 salary increases
 (Prepared 03-01-16)**

| | | Subtotal | Total |
|--|----------------|-----------------|-------|
| EQUIPMENT | \$3,000 | \$3,000 | |
| Replacement computers to replace obsolete units | | | |
| TRAVEL | | \$11,770 | |
| Local travel @ \$0.575/mile for Planning Council Support Staff | \$800 | | |
| Out of EMA travel: | \$10,970 | | |
| One out of state trip for Office of Support staff for HIV planning meeting and five in State trips for staff and/or volunteer Council members for statewide HIV Planning meetings | | | |
| SUPPLIES | \$6,000 | \$6,000 | |
| General consumable office supplies including materials for Council Members and Public Meetings | | | |
| CONTRACTUAL | \$0 | \$0 | |
| OTHER | | \$94,386 | |
| Resource Guide | \$16,500 | | |
| Needs Assessment Activities | \$10,700 | | |
| Reimbursement for PC member expenses: Reimbursement for travel, childcare, meals and other eligible expenses resulting from participation in Council approved/ HRSA grant required activities. | \$23,686 | | |
| Advertising for PC Activities: For publication of meeting announcements in community papers; invitations to participate in needs assessment activities and focus groups; advertisements for additional volunteers. | \$6,000 | | |
| Communications (phone, pagers): For local and long distance phone expenses and internet charges. | \$3,500 | | |
| Web Page Technical Assistance Costs: For additional training/consultation to staff in order to update/improve web site. | \$500 | | |

**Houston Ryan White Planning Council
 FY 2016 Council Support Budget
 County Judge approved 2 salary increases
 (Prepared 03-01-16)**

| | Subtotal | Total |
|---|----------|------------------|
| Council Education: For speakers & training costs primarily for Council member orientation, room rentals & the cost of speakers for ongoing training to insure that key decision-makers receive necessary and relevant information. This includes the Sept. & Nov. 2015 Council meetings & the Jan. 2016 training/orientation meeting, all to be held off-site at locations within Harris County, Texas. | \$3,500 | |
| Project LEAP Student Reimbursement: 15 participants for 17 week course including travel, childcare and other eligible expenses resulting from participation in Council approved training activities related to the HRSA grant. | \$2,250 | |
| Project LEAP Education: Training costs for 17 weeks including speaker fees, room rental for off-site meetings & educational materials. | \$5,500 | |
| Interpreter Services For Spanish-speaking and sign-language interpretation services during public meetings, focus groups, etc. | \$1,500 | |
| Fees and Dues Registration costs for attending meetings, trainings and conferences related to HIV/AIDS health planning. | \$500 | |
| English/Spanish Translation (written): For professional translation of Council materials into Spanish. | \$1,000 | |
| Postal Machine Rental & Postage: For mailouts of Committee and Council agendas, minutes and attachments; HIV/AIDS Resource Guides for those who are unable to pickup in person; other office of support communications. | \$10,000 | |
| Copier Rental: For rental, service agreement of high-use Xerox machine used for Council and Office of Support. | \$9,250 | |
| TOTAL | | \$466,316 |

DRAFT
Houston Ryan White Planning Council
FY 2016 Council Support Budget
Includes 3% Cost of Living Increases
 (Prepared 05-01-16)

| | Subtotal | Total |
|---|-----------|-----------|
| PERSONNEL | | |
| RWPC Manager (V. Williams) | \$78,867 | \$256,123 |
| (\$6573/mo. X 12 mos. X 100%) Responsible for overall functioning of planning council, supervises all support staff. | | + \$5,636 |
| RWPC Health Planner (A. Alvarez) | \$72,290 | |
| (\$6024/mo. X 12 mos. X 100%) Responsible for coordinating Comprehensive Planning and Needs Assessment activities. Analyzing and presenting data. | | |
| RWPC Coordinator (D. Beck) | \$56,199 | |
| (\$4,683/mo x 12 mos. X 100%) Coordinates support activities for the RW Planning Council and committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.). | | |
| Assistant Coordinator (E. Moreno) | \$48,767 | |
| (\$4064/mo x 12 mos. X 100%) Coordinates support activities for assigned committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.) | | |
| FRINGE | \$101,820 | + 1,147 |
| Social Security @ 7.65% | \$19,593 | |
| Health Insurance (4 x \$11,116/FTE) | \$47,200 | |
| Retirement @ 10.75% | \$27,533 | |
| Workers Compensation @ 0.83% | \$2,126 | |
| Supplemental Death Insurance @ 0.50 | \$1,281 | |
| Unemployment Insurance @ 0.60% | \$1,537 | |
| Incentives/allowances | \$2,550 | |

DRAFT
Houston Ryan White Planning Council
FY 2016 Council Support Budget
Includes 3% Cost of Living Increases
(Prepared 05-01-16)

| | | Subtotal | Total |
|--|----------|-----------------|----------------------|
| EQUIPMENT | \$2,347 | \$2,347 | -\$ 653 |
| Replacement computers to replace obsolete units | | | |
| TRAVEL | | \$10,640 | -\$ 1,130 |
| Local travel @ \$0.575/mile for Planning Council Support Staff. | \$800 | | |
| Out of EMA travel: | \$9,840 | | |
| One out of state trip for Office of Support staff for HIV planning meeting and five in State trips for staff and/or volunteer Council members for statewide HIV Planning meetings | | | |
| SUPPLIES | \$6,000 | \$6,000 | |
| General consumable office supplies including materials for Council Members and Public Meetings | | | |
| CONTRACTUAL | \$0 | \$0 | |
| OTHER | | \$89,389 | |
| Resource Guide | \$16,500 | | |
| Needs Assessment Activities | \$10,700 | | |
| Reimbursement for PC member expenses: Reimbursement for travel, childcare, meals and other eligible expenses resulting from participation in Council approved/ HRSA grant required activities. | \$23,686 | | |
| Advertising for PC Activities: For publication of meeting announcements in community papers; invitations to participate in needs assessment activities and focus groups; advertisements for additional volunteers. | \$6,000 | | |
| Communications (phone, pagers): For local and long distance phone expenses and internet charges. | \$3,500 | | |
| Web Page Technical Assistance Costs: For additional training/consultation to staff in order to update/improve web site. | \$500 | | |

DRAFT
Houston Ryan White Planning Council
FY 2016 Council Support Budget
Includes 3% Cost of Living Increases
(Prepared 05-01-16)

| | Subtotal | Total |
|---|----------|------------------|
| Council Education: For speakers & training costs primarily for Council member orientation, room rentals & the cost of speakers for ongoing training to insure that key decision-makers receive necessary and relevant information. This includes the Sept. & Nov. 2015 Council meetings & the Jan. 2016 training/orientation meeting, all to be held off-site at locations within Harris County, Texas. | \$3,500 | |
| Project LEAP Student Reimbursement: 15 participants for 17 week course including travel, childcare and other eligible expenses resulting from participation in Council approved training activities related to the HRSA grant. | \$2,250 | |
| Project LEAP Education: Training costs for 17 weeks including speaker fees, room rental for off-site meetings & educational materials. | \$5,500 | |
| Interpreter Services For Spanish-speaking and sign-language interpretation services during public meetings, focus groups, etc. | \$1,500 | |
| Fees and Dues Registration costs for attending meetings, trainings and conferences related to HIV/AIDS health planning. | \$500 | |
| English/Spanish Translation (written): For professional translation of Council materials into Spanish. | \$1,000 | |
| Postal Machine Rental & Postage: For mailouts of Committee and Council agendas, minutes and attachments; HIV/AIDS Resource Guides for those who are unable to pickup in person; other office of support communications. | \$5,000 | - \$5,000 |
| Copier Rental: For rental, service agreement of high-use Xerox machine used for Council and Office of Support. | \$9,250 | |
| TOTAL | | \$466,319 |

DRAFT
Houston Ryan White Planning Council
FY 2017 Council Support Budget
Includes FY 2016 3% Cost of Living Increase
 (Prepared 05-10-16)

| | | Subtotal | Total |
|---|----------|------------------|-------------------|
| PERSONNEL | | | |
| RWPC Manager (V. Williams) | \$79,446 | \$258,002 | + \$ 1,879 |
| (\$66205/mo. X 12 mos. X 100%) Responsible for overall functioning of planning council, supervises all support staff. | | | |
| RWPC Health Planner (A. Alvarez) | \$72,820 | | |
| 6068 Responsible for coordinating Comprehensive Planning and Needs Assessment activities. Analyzing and presenting data. | | | |
| RWPC Coordinator (D. Beck) | \$56,611 | | |
| (\$4,718/mo x 12 mos. X 100%) Coordinates support activities for the RW Planning Council and committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.). | | | |
| Assistant Coordinator (E. Moreno) | \$49,125 | | |
| (\$4094/mo x 12 mos. X 100%) Coordinates support activities for assigned committees. Provides routine administrative duties (minutes, scheduling of meetings, mailouts, etc.) | | | |
| FRINGE | | \$102,201 | + \$ 381 |
| Social Security @ 7.65% | \$19,737 | | |
| Health Insurance (4 x \$11,116/FTE) | \$47,200 | | |
| Retirement @ 10.75% | \$27,735 | | |
| Workers Compensation @ 0.83% | \$2,141 | | |
| Supplemental Death Insurance @ 0.50 | \$1,290 | | |
| Unemployment Insurance @ 0.60% | \$1,548 | | |
| Incentives/allowances | \$2,550 | | |

DRAFT
Houston Ryan White Planning Council
FY 2017 Council Support Budget
Includes FY 2016 3% Cost of Living Increase
(Prepared 05-10-16)

| | | Subtotal | Total |
|--|----------|------------------|-----------------------|
| EQUIPMENT | \$3,000 | \$3,000 | + \$653 |
| Replacement computers to replace obsolete units | | | |
| TRAVEL | | \$5,800 | - \$4,840 |
| Local travel @ \$0.575/mile for Planning Council Support Staff | \$800 | | |
| Out of EMA travel: | \$5,000 | | |
| One out of state trip for Office of Support staff for HIV planning meeting and five in State trips for staff and/or volunteer Council members for statewide HIV Planning meetings | | | |
| SUPPLIES | \$6,000 | \$6,000 | |
| General consumable office supplies including materials for Council Members and Public Meetings | | | |
| CONTRACTUAL | \$0 | \$0 | |
| OTHER | | \$137,436 | |
| Resource Guide | \$60,000 | | + \$43,047 |
| Needs Assessment Activities | \$3,000 | | |
| Reimbursement for PC member expenses: Reimbursement for travel, childcare, meals and other eligible expenses resulting from participation in Council approved/ HRSA grant required activities. | \$23,686 | | |
| Advertising for PC Activities: For publication of meeting announcements in community papers; invitations to participate in needs assessment activities and focus groups; advertisements for additional volunteers. | \$6,000 | | |
| Communications (phone, pagers): For local and long distance phone expenses and internet charges. | \$3,500 | | |
| Web Page Technical Assistance Costs: For additional training/consultation to staff in order to update/improve web site. | \$500 | | |

DRAFT
Houston Ryan White Planning Council
FY 2017 Council Support Budget
Includes FY 2016 3% Cost of Living Increase
(Prepared 05-10-16)

| | Subtotal | Total |
|---|----------|-----------------------|
| Council Education: For speakers & training costs primarily for Council member orientation, room rentals & the cost of speakers for ongoing training to insure that key decision-makers receive necessary and relevant information. This includes the Sept. & Nov. 2015 Council meetings & the Jan. 2016 training/orientation meeting, all to be held off-site at locations within Harris County, Texas. | \$3,500 | |
| Project LEAP Student Reimbursement: 30 participants for 17 week course including travel, childcare and other eligible expenses resulting from participation in Council approved training activities related to the HRSA grant. | \$5,500 | |
| Project LEAP Education: Training costs for 17 weeks including speaker fees, room rental for off-site meetings & educational materials. | \$9,500 | |
| Interpreter Services For Spanish-speaking and sign-language interpretation services during public meetings, focus groups, etc. | \$1,500 | |
| Fees and Dues Registration costs for attending meetings, trainings and conferences related to HIV/AIDS health planning. | \$500 | |
| English/Spanish Translation (written): For professional translation of Council materials into Spanish. | \$1,000 | |
| Postal Machine Rental & Postage: For mailouts of Committee and Council agendas, minutes and attachments; HIV/AIDS Resource Guides for those who are unable to pickup in person; other office of support communications. | \$10,000 | 10 \$5,000 |
| Copier Rental: For rental, service agreement of high-use Xerox machine used for Council and Office of Support. | \$9,250 | |
| TOTAL | | \$512,439 |

2016 QUARTERLY REPORT OPERATIONS COMMITTEE

(submit May 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