

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday, July 19, 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 Curtis Bellard, Chair
 - 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. New Business
 - A. Council Training
 - B. 2016 Attendance
 - C. Quarterly Committee Report

 - IV. Announcements

 - V. Adjourn

 - VI. Members meet with Committee Mentor David Watson

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 a.m., Tuesday, May 17, 2016

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

MINUTES

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

Call to Order: Curtis Bellard, Co-Chair, called the meeting to order at 11:05 a.m. and asked for a moment of reflection.

Adoption of the Agenda: ***Motion #1:*** *it was moved and seconded (Pruitt, Pradia) to adopt the agenda with two additional items: IV.D. Petty Cash Distribution and III.E. Quarterly Committee Report. Motion carried unanimously.*

Adoption of the Minutes: ***Motion #2:*** *it was move and seconded (Pruitt, Watson) to approve the March 15, 2016 minutes. Motion carried unanimously.*

Public Comment: None.

Review Meeting Structure: Williams explained that the first part of the meeting would be a How to Best Meet the Need Workgroup meeting for the 2017-2018 Blue Book. Then, the Operations Committee will review and vote on recommendations coming from the workgroup, as well as taking action on the FY 2017 Council Support Budget. All recommendations will be moved forward to the Steering Committee and Planning Council for final approval.

How to Best Meet the Need Meeting: 2017 – 2018 Blue Book: ***Motion #A:*** *it was moved and seconded (Pruitt, Watson) to approve the attached budget for the 2017 – 2018 Blue Book. Motion carried unanimous.*

Adjournment: ***Motion 4#:*** *it was move and seconded (Kennedy, Boyle) to adjourn the meeting at 11:17 a.m. Motion carried unanimously.*

(continued on next page)

The Operations Committee Meeting Continued as Follows

New Business:

Recommendations from the How To Best Meet the Need Workgroup: Motion #3: *it was moved and seconded (Gorden, Pruitt) to approve the attached budget for the 2017 – 2018 Blue Book. Motion carried unanimously.*

FY 2017 Council Support Budget: Motion #4: *it was moved and seconded (Pruitt, Gorden) to approve the attached, proposed FY 2017 Working Draft Council Support Budget, dated 05-01-16). Motion carried unanimously.*

Petty Cash Distribution: Williams stated that there have been some individuals who are expressing concern about members attending workgroup meetings who arrive late and leave early. The Operations Committee instructed staff to ask all committee and workgroup chairs to remind members that the Petty Cash Policy states that members who arrive 20 minutes after the posted start time for a meeting will not be reimbursed from petty cash.

Co-sponsorship for an HIV Testing and Prevention Workshop: Motion #5: *it was moved and seconded (Pruitt, Gorden) Pending agreement from the Affected Community Committee, Operations recommends that the Planning Council co-sponsor the AETC sponsored HIV conference for private physicians and provide volunteers at the event if the Council is allowed to have an information table (per Council policy). The conference will include information on linkage to care.*

Adjournment: The meeting was adjourned at 1:10 p.m.

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

2016 Operations Committee Voting Record for 05/17/16

Scribe: Moreno C: Chaired the meeting	Absent from meeting	Motion #1 Agenda Carried			Motion #2 Minutes Carried			Motion #3 HTBMTN 2017 – 2018 Blue Book Budget Carried			Motion #4 FY 2017 Council Support Budget Carried			Motion #5 Adjournment Carried		
		ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO	ABSTAIN	YES	NO
MEMBERS																
Curtis Bellard, Co-Chair		X			X			X			X			X		
Ruth Atkinson, Co-Chair	X															
Connie Barnes	X					X			X			X				
Gene Ethridge	X															
Tracy Gorden			X			X			X			X			X	
Arlene Johnson	X															
Tana Pradia			X			X			X			X			X	
Teresa Pruitt									X			X			X	
David Watson			X			X			X			X			X	

Training Topics for 2016 Ryan White Planning Council Meetings (updated: 07-11-16)

DRAFT

Shaded area indicates an off-site meeting location	Topic	Speaker	Notes
Month			
January 21 2016	Council Orientation	N/A	Trevisio's Restaurant
February 11	Open Meetings Act Training, including info on HB 283 re: online access to local govt. bds	Venita Ray, Attorney at Law	
March 10	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: L. Castillo with Project LEAP
July 14	Priority Setting and Allocations Processes AFTER MTING: Q & A with Hila	Peta-gay Ledbetter and Bruce Turner, Co-Chairs, Priority & Allocations Committee Hila Berl, EGM Consulting	
August 11	2017 Houston Area Comprehensive Prevention and Care Services Plan	Amber Harbolt, Health Planner	
September 8	PrEP Results of 2016 HIV Needs Assessment	Dr. Patel or Dr. Flash Amber Harbolt, Health Planner	
October 13	Working with Transgender Communities RWPC presentations at HRSA Conf. – Part II & III	Lou Weaver Steven Vargas and Tori Williams	
November 10	We Appreciate Our External Members EIIHA Update Update on the Affordable Care Act Election Policy	Chair, Ryan White Planning Council Amber Harbolt, Health Planner, Office of Support Carin Martin, Manager, RWGA 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

2015 RWPC Attendance Records (as of 07-12-16)

a-absent, p-present, e-excused, re-resigned, shaded-do not include in count, Ssh-came but unable to stay, NMnm- no meeting

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Ted Artiaga		p	e	p	nm	p							
Comp HIV Plan		p	nm	nm	p	p							
Ruth Atkinson		p	e	a	nm	e							
Operations		e	p	nm	e	nm							
Steering		e	p	p	nm	e							
Rodriga Avila			e	p	nm	p							
Priority & Allocations			e	nm	p	e							
Connie Barnes		p	e	a	nm	p							
Operations		p	p	nm	a	nm							
Melody Barr		p	e	e	nm	e							
Priority & Allocations		p	nm	nm	p	e							
Curtis Bellard		p	p	p	nm	p							
Affected Community		p	p	nm	p	p							
Comp HIV Plan		p	nm	nm	p	p							
Operations		p	p	nm	p	nm							
Steering		p	p	p	nm	p							
David Benson		p	p	p	nm	e							
Comp HIV Plan		p	nm	nm	a	e							
Skeet Boyle		p	p	e	nm	p							
Quality Assurance		p	p	nm	p	p							
Affected Community		p	p	nm	p	p							
Bianca Burley		p	a	p	nm	p							
Quality Assurance		e	a	nm	p	nm							
Ella Collins-Nelson		p	p	p	nm	p							
Priority & Allocations		p	nm	nm	a	p							
Amber David		p	p	p	nm	e							
Quality Assurance		p	a	nm	e	nm							
Denny Delgado		a	a	a	nm	a							
Comp HIV		a	nm	nm	a	a							
Evelio Salinas Escamila		p	e	p	nm	p							
Comp HIV		p	nm	nm	p	p							
Gene Ethridge		p	p	a	nm								
Affected Community		p	p	nm	e								
Operations		p	e	nm	e								
Steering		p	p	e	nm								
Herman Finley		a	p	a	nm	p							
Affected Community		p	p	nm	a	a							
Comp HIV		a	nm	nm	a	a							
Tracy Gorden		p	p	p	nm	p							
Operations		p	p	nm	p	nm							
Steering		p	p	p	nm	p							
Paul Grunenwald		p	p	a	nm	p							
Priority & Allocations		p	nm	nm	e	p							
Steven Harris													
Comp HIV													
Angela F. Hawkins		p	p	p	nm	p							
Priority & Allocations		p	nm	nm	p	p							
Arlene Johnson		e	p	p	nm	p							
Affected Community		p	a	nm	a	e							
Operations		p	e	nm	e	nm							
J. Hoxi Jones		p	p	p	nm	p							
Priority & Allocations		p	nm	nm	p	p							
John Lazo		p	p	p	nm	p							
Comp HIV Planp		p	nm	nm	p	p							
Priority & Allocations		p	nm	nm	e	p							
Peta-gay Ledbetter		p	p	e	nm	p							
Priority & Allocations		p	nm	nm	p	e							
Nancy Miertschin		p	p	p	nm	p							
Comp HIV		p	nm	nm	e	p							
Steering		p	p	p	p	e							

Rodney Mills		p	p	p	p	p								
Affected Community		e	p	nm	p	p								
Allen Murray		p	p	p	nm	p								
Comp HIV		p	nm	nm	p	p								
Affected Community		p	p	nm	p	p								
Robert Noble		p	p	a	nm	p								
Comp HIV		p	nm	nm	p	p								
Steering		p	p	p	p	p								
Quality Assurance		p	a	nm	p	nm								
Shital Patel		e	p	a	nm	p								
Comp HIV Plan		e	nm	nm	a	e								
Tana Pradia		p	p	p	nm	p								
Steering		p	p	p	nm	p								
Affected Community		p	p	nm	p	p								
Teresa Pruitt		e	p	p	nm	p								
Affected Community		p	p	nm	p	p								
Operations		p	p	nm	p	nm								
Leslie Raneri		p	a	p	nm	p								
Quality Improvement		p	a	nm	e	nm								
Cecilia Ross		e	p	p	nm	p								
Affected Community		p	p	nm	p	p								
Quality Assurance		p	p	nm	p	nm								
Steering		p	p	p	nm	p								
Gloria Sierra		p	p	p	nm	e								
Quality Improvement		p	p	nm	p	nm								
Comp HIV		p	nm	nm	p	e								
Stephen Stellenwerf		p	e	e										
Quality Improvement		p	p	nm										
Carol Suazo		p	p	p	nm	p								
Quality Assurance		p	p	nm	p	nm								
Steering		p	p	p	nm	p								
Isis Torrente		p	p	p	nm	p								
Priority & Allocations		p	p	p	e	p								
Quality Improvement		p	p	nm	p	nm								
Bruce Turner		p	p	p	nm	p								
Priority & Allocations		p	nm	nm	p	p								
Steering		p	p	p	nm	p								
Steven Vargas		p	p	p	nm	p								
Steering		p	p	p	nm	p								
David Watson		p	p	p	nm	p								
Operations		p	p	nm	p	nm								
Larry Woods		p	p	p	nm	e								
Comp HIV Plan		p	nm	nm	e	e								

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
EXTERNAL MEMBERS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Kevin Aloysius													
Comp HIV Plan		p	nm	nm	e	a							
Johnetta Evans-Thomas													
Affected Community		p	a	nm	a	a							
Denis Kelly													
Comp HIV Plan		p	nm	nm	p	p							
Michael Kennedy													
Quality Assurance		p	p	nm	p	nm							
Tam Kiehnoff													
Comp HIV Plan		p	nm	nm	p	p							
Osaro Mgbere													
Comp HIV Plan		p	nm	nm	a	a							
Alex C. Moses													
Quality Improvement		p	p	nm	p	p							
Esther Ogunjimi													
Comp HIV Plan		p	nm	nm	p	p							
Lionel Pennamon													
Affected Community		p	p	nm	a	a							
Quality Improvement		e	p	nm	a	nm							
Pete Rodriguez													
Quality Improvement		e	p	nm	p	nm							
Viviana Santibanez													
Affected Community		p	a	nm	a	a							
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	

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

September 4, 2015

Dear ,

We have missed seeing you at Planning Council meetings. I hope everything is all right. If a member misses four meetings in a calendar year, they can be asked to resign from the Council. According to our records, you have missed six Planning Council Committee meetings this year.

Your input is important to us and we value your participation. Please call Tori Williams in the Office of Support to let us know if you wish to continue with this commitment in 2015.

With best wishes,

Steven Vargas
Chair
Ryan White Planning Council

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2223 West Loop South, Suite 240, Houston, Texas 77027
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www.rwpcHouston.org

September 4, 2015

Dear ,

We have missed seeing you at Quality Improvement Committee meetings. I hope everything is all right. If a member misses four meetings in a calendar year, they could be asked to resign from the committee. According to our records, you have missed four Quality Improvement Committee meetings this year.

Your input is important to us and to the process. If you are on a committee that is no longer compatible with your schedule, please let us know so that we can discuss an assignment to a different committee. In an effort to make it easier for you, funds are available to reimburse Council and external committee members for transportation, meals, and childcare during these meetings. Typically, members are also allowed to participate in committee meetings via speaker phone. (When needed, please contact staff for conference call instructions.) If you cannot attend due to a work commitment, illness or doctor's appointment, you can get an excused absence by calling the office at the number listed above and speaking with Eric

Please call Tori Williams in the Office of Support to let us know if you wish to continue with this commitment in 2015.

With best wishes,

Steven Vargas
Chair
Ryan White Planning Council

Houston Area HIV Services Ryan White Planning Council

2016 QUARTERLY REPORT OPERATIONS COMMITTEE

(submit July 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