

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

MEMO

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

Copy: Steven Vargas  
Carin Martin  
Yvette Garvin

From: Tori Williams

Date: Tuesday, August 9, 2016

Re: Meeting Announcement

---

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

Operations Committee Meeting  
Tuesday, August 16, 2016

**PLEASE NOTE TIME: 11 am until 2 pm**

2223 W. Loop South, Suite 240  
Houston, TX 77027  
Lunch will be provided

Please call Diane Beck, Council Coordinator, to RSVP even if you cannot attend. She can be reached by telephone at 713-572-3724, or by responding to one of her 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](mailto: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, August 16, 2016

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

**AGENDA**

\* = Handout to be distributed at the meeting

- 
- I. Call to Order Curtis Bellard and  
Teresa Pruitt, Co-Chairs
- A. Moment of Reflection
  - B. Adoption of the Agenda
  - C. Adoption of the Minutes

- II. Public Comments and Announcements
- (NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV/AIDS status. **When signing in, guests are not required to provide their correct or complete names.** All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV/AIDS status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a person with HIV/AIDS", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization.

- III. New Business
- A. Update on 2016 Attendance
  - B. 2016 Council Interview Form
    - 1. Practice Interview

- IV. Announcements
- The Committee will not be meeting in September and possibly October.

- 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., Thursday, July 19, 2016

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

**MINUTES**

---

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Curtis Bellard, Co-Chair	Ruth Atkinson, excused	<b>Guests</b>
Connie Barnes		Robert Noble
Tracy Gorden		
Arlene Johnson		<b>Staff</b>
Tana Pradia		Tori Williams, Director
Teresa Pruitt		
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, Barnes) to adopt the agenda with one additional item: III.C. Mileage Concern. Motion carried unanimously.*

Adoption of the Minutes: ***Motion #2:*** *it was move and seconded (Pruitt, Pradia) to approve the May 17, 2016 minutes. Motion carried unanimously.*

**Public Comment:** None.

**Council Training:** Committee members reviewed the 2016 Council Training Topics and agreed that Lou Weaver would be an excellent person to present information about the Transgender Community. Staff will contact him for October. Guest Robert Noble stated that he is coordinating a friendship group and Herman Finley is coordinating a grant that works with the transgender community.

**2016 Attendance:** Committee members reviewed the 2016 attendance records for Council and external committee members and instructed the staff to send a letter regarding poor attendance to Council member D. Delgado. They also asked staff to contact Santibanez to see if she would be happier serving on a different committee.

**Mileage Concern:** Bellard asked Pradia to chair this portion of the meeting. She agreed. Bellard submitted a letter to the committee that stated that last year his mileage was higher and his residence is still the same. He is also aware of a committee member who lives near his residence and is receiving more for his mileage. Williams provided the committee with Google

maps which indicate that, like other Council members, Bellard has been receiving the middle route that Google documents when calculating the miles between Bellard's home and the Ryan White Office of Support. Williams also explained that two things changed in 2016: 1.) the County lowered the mileage rate and 2.) staff used Google maps instead of Mapquest. The committee was very concerned about being consistent and fair to all members. Because Bellard's mileage was impacted significantly by the changes, ***Motion #3: it was moved and seconded, (Watson, Pruitt) to give Bellard the highest mileage allowable through the end of 2016 and to instruct staff to use Mapquest to determine mileage starting in 2017.*** **Motion carried unanimously.**

**Quarterly Committee Report:** Bellard resumed the role of committee chair again and agreed to complete the Quarterly Committee Report.

**Announcements:** Committee members agreed to interview all Council applicants in August and will, therefore, not be meeting in September and possibly October.

Bellard announced that Steven Vargas, the Chair of the Ryan White Planning Council, has appointed Teresa Pruitt as the Co-Chair of the Operations Committee, effective August 1, 2016 since Ruth Atkinson, the former Committee Co-Chair, will be moving out of state and has therefore resigned from the Planning Council.

**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 Mileage Concern 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												
Connie Barnes			X			X			X			X	
Tracy Gorden			X			X			X			X	
Arlene Johnson			X			X			X			X	
Kevin Moore			X			X			X			X	
Tana Pradia			X			X		C				X	
Teresa Pruitt			X			X			X			X	
David Watson			X			X			X			X	

**Applicant Name:**

**Date of Interview:**

**Does the Committee recommend applicant as a Council member to the County Judge:**

Yes  No  External member then Council member  External member only

Justification (at least one sentence): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Membership Committee Interview Evaluation**

Use the following rating scale to evaluate the applicant’s interview. **Reviewer must justify if rating candidate as a 1 or 4:**

- 1 = Unacceptable: Applicant did not understand or fully answer the question. Final response was incorrect or unacceptable. Did not demonstrate an understanding of the issues.
- 2 = Borderline acceptable: Applicant understood the question, but final response was vague or incomplete. It was not clear that the applicant understood the issues.
- 3 = Acceptable: Applicant’s response was acceptable. Final response addressed most aspects of the question and demonstrated a basic understanding of the issues.
- 4 = Exceptional: Applicant’s response was thorough, clear and well-presented. Final response addressed all aspects of the question and demonstrated a thorough understanding of the issues.

\*\*\*\*\*

**1. Applicant’s application form.**

1                      2                      3                      4

\_\_\_\_\_

\_\_\_\_\_

**1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional**

**2. Please tell us about yourself.**

1                      2                      3                      4

---

---

**3. Please tell us about any special interests, qualifications, and strengths that you can bring to the Ryan White Planning Council.**

1                      2                      3                      4

---

---

**4. What does the Ryan White Planning Council do?**

1                      2                      3                      4

---

---

**5. Please tell us why you want to be a member of the Ryan White Planning Council.**

1                      2                      3                      4

---

---

**6. Membership on the Planning Council requires a significant time commitment. Council meetings are at 12 noon on the second Thursday of every month and committees usually meet during working hours on Mondays, Tuesdays and Thursdays. This often equals 4 hours in meetings and 2 - 4 hours of reading between meetings. Please share how you would meet these requirements. Has your supervisor approved your time off for two monthly meetings and travel time?**

1                      2                      3                      4

---

---

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional

7. Please describe or give an example of conflict of interest as described in the “Conflict of Interest Disclosure” form that was part of your application package.

1                      2                      3                      4

---

---

8. Most of the work of the Planning Council is done in committees. Our standing committees are: Comprehensive HIV Planning, Operations, Priority and Allocations, Quality Assurance, and the Affected Community. Which of these committee(s) is of interest to you and why?

1                      2                      3                      4

---

---

9. Describe how you would work as a team player to build consensus with other Council and committee members, as well as with staff.

1                      2                      3                      4

---

---

10. Additional Questions:

1                      2                      3                      4

---

---

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional



**If applicant was previously a member of the Planning Council:**

**11. Why did you leave the Planning Council?**

1                      2                      3                      4

---



---

**12. Please describe your experience on the Council and how you plan to use that experience if appointed again.**

1                      2                      3                      4

---



---

**Applicant Strengths & Weaknesses**

	<b>3</b>	<b>2</b>	<b>1</b>
<b>1) Communication Skills</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>2) Self-Expression</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>3) Responsiveness</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>4) Leadership Potential</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>5) Basic Ryan White Knowledge</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>6) Motivational Level</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>7) Basic Leadership Skills</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>8) Adaptability</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>9) Growth &amp; Develop. Potential</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
<b>10) Team Player</b>	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement

Comments: \_\_\_\_\_

---

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional