

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 am, Tuesday, October 18, 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 and
Teresa Pruitt, Co-Chairs
 - A. Moment of Reflection
 - B. Adoption of the Agenda
 - C. Adoption of the Minutes
 - D. Interview with Council Applicant at 11:30 am Tori Williams

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. Review RW Part A Memorandum of Understanding
- B. Office of Support Request for Unspent Funds*

IV. Old Business

- A. Update on Elections for 2017 Officers
 - 1. Review the slate of nominees
 - 2. Review election procedures
- B. Update on 2016 Attendance
- C. Update on 2017 Council Orientation*

V. Announcements

The Committee will be meeting at noon on November 15, 2016

VI. Adjourn

VI. Members meet with Committee Mentor

David Watson

INTERVIEW WITH COUNCIL APPLICANT

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

11:00 a.m., Thursday, August 16, 2016

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

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Curtis Bellard, Co-Chair	Connie Barnes, excused	Staff
Tracy Gorden		Tori Williams, Director
Arlene Johnson		
Tana Pradia		
Teresa Pruitt		
David Watson		

Call to Order: Curtis Bellard, Co-Chair, called the meeting to order at 11:07 a.m. and asked for a moment of reflection.

Adoption of the Agenda: ***Motion #1:*** *it was moved and seconded (Johnson, Pradia) to adopt the agenda with one change, item IIIc was added: 2017 Orientation. Motion carried unanimously.*

Adoption of the Minutes: ***Motion #2:*** *it was move and seconded (Johnson, Watson) to approve the July 19, 2016 minutes. Motion carried unanimously.*

Public Comment: None.

2016 Attendance: Committee members reviewed the 2016 attendance records. Staff has been unsuccessful in reaching D. Delgado but they will continue to try.

2016 Council Interview Form and Practice: Members reviewed and agreed, by consensus, to use the 2015 interview form in 2016. They practiced using the form since the committee will be interviewing four Council applicants later in the day.

2017 Orientation: The Committee reviewed and revised the agenda for the 2017 Council Orientation. Williams will

Announcements: The Committee will not be meeting in September, and perhaps October. The Committee also decided that they will be meeting in January 2017, after the Mentor Luncheon.

DRAFT

Adjournment: Motion 4#: it was move and seconded (Pruitt, Pradia) to adjourn the meeting at 12:20 p.m. Motion carried unanimously.

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

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

LETTER OF AGREEMENT

Parties to the Letter of Agreement:

1. Harris County Judge – The “Chief Elected Official” (CEO)
2. Houston Eligible Metropolitan Area (EMA) Ryan White Part A Planning Council – The “Planning Council” (RWPC)
3. Houston EMA Office of Support for the Ryan White Part A Planning Council
4. Texas Department of State Health Services (DSHS) - Part B Grantee
5. Houston Regional HIV/AIDS Resource Group, Inc. - Houston HIV Service Delivery Area (HSDA) Part B Administrative Agency
6. Harris County Public Health and Environmental Services, HIV Services Section (HCPHES/HIV Services) - Houston EMA Part A Administrative Agency

PURPOSE

This Letter of Agreement is created to facilitate cooperative and collaborative working relationships between and among the Ryan White Part B Administrative Agency (AA) and the Ryan White Part A Planning Council, its affiliated AA and the Planning Council staff. The Health Resources and Services Administration (HRSA), a division of the United States Department of Health and Human Services, encourages stakeholders to draft a Letter of Agreement (LOA) to better define responsibilities for the Houston Eligible Metropolitan Area (EMA) and the Houston Health Services Delivery Area (HSDA) designated by the Texas Department of State Health Services (DSHS). The Houston EMA is designated by HRSA to receive Ryan White Program Part A funds to provide services to People Living with HIV/AIDS (PLWH/A). The Houston EMA is a six-county area in southeast Texas that consists of Chambers, Fort Bend, Harris, Liberty, Montgomery and Waller counties. The Houston HSDA consists of these same six counties and four others – Austin, Colorado, Walker and Wharton.

This document is not intended to restate all HRSA and DSHS rules, but rather to clarify entity roles and outline procedures that will foster productive interaction and efficient communication between and among the six stakeholders.

This LOA is a dynamic tool to help the principle stakeholders avert conflict and foster collaborative relationships and decision-making processes. The underlying foundation of the agreement is the principle of mutual respect. Mutual respect is created through open communication, active listening, seeking understanding, and acknowledging our mutual goals. This document is built upon the understanding that the six entities are equal stakeholders in the Ryan White process with the mutual goal of helping individuals and families living with HIV/AIDS obtain the highest quality and most appropriate Ryan White Program eligible services.

HRSA DEFINED ROLES AND DUTIES

The following is taken from the 2002 HRSA Title I (Part A) manual and the Title I (Part A) Planning Council Primer and describes the role and duties of the:

Chief Elected Official (CEO or Grantee for Part A):

The CEO is the person who officially receives the Part A Ryan White Program funds. In the Houston Eligible Metropolitan Area (EMA), the CEO is the County Judge, making the Judge ultimately responsible for administering all aspects of the Part A funds. Duties include: ensuring that all legal requirements are met, appointing all members of the Planning Council and selecting the Harris County Public Health and Environmental Services (HCPHES) to be the Administrative Agency (or grantee) for the Part A funding.

Houston Ryan White Part A Planning Council

This entity is a group of volunteers appointed by the CEO whose purpose is to plan for and oversee the delivery of services to persons with HIV in the defined EMA/HSDA. Duties include: setting up planning body operations; setting priorities; allocating resources to those priorities; and assessing the administrative mechanism which means reviewing how long the grantee takes to pay providers, 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. The Council also works with the Administrative Agency to assess need, develop a comprehensive plan, coordinate with other Ryan White Program programs and services, and reallocate funds. The Council reports to the CEO.

Planning Council Office of Support:

This entity provides administrative support to the Council. Duties include: coordinating and staffing all Council processes; interfacing with HRSA, the CEO's Office and other County Offices regarding Council business; and assisting Council members to stay in compliance with federal and county rules and regulations as well as Council bylaws, policies and procedures. The Manager of the Office of Support reports to the Planning Council and the CEO.

Ryan White Part A Administrative Agency (CEO's Agent, also called the Part A grantee):

This entity carries out the day-to-day administrative activities required to implement and administer services in the defined EMA according to the plan set forth by the Planning Council. Duties include: procuring services for people living with HIV or AIDS (PLWH/A) consistent with Planning Council priorities and allocations, including all aspects of the RFP, review, award and contracting process with service providers; establishing intergovernmental agreements; ensuring services to women, infants, children, and youth with HIV/AIDS disease; ensuring that Ryan White Program Part A funds are used to fill gaps; ensuring delivery of quality services; preparing and submitting Part A applications; assuring all services are in compliance with HRSA rules and regulations; limiting grantee administrative costs; limiting contractor administrative costs; monitoring contracts; advising the Council on HRSA mandates; and working with the Council to assess need, develop a comprehensive plan, coordinate with other Ryan White Program grantees and service providers programs and services, and reallocate funds.

Texas Department of State Health Services (DSHS)

This entity is the Ryan White Program Part B Grantee for the state of Texas. The Part B grantee is the entity that officially receives the Part B funds. In Texas, DSHS is ultimately responsible for administering all aspects of Part B funds. Duties include: ensuring that all legal requirements

are met, selecting and contracting with Part B AAs, providing oversight, monitoring and technical assistance to AAs in the planning and implementation of Part B funds.

Houston Regional HIV/AIDS Resource Group, Inc.

This entity is contracted by DSHS to carry out the day-to-day administrative activities required to implement and administer services in the Part B HIV/AIDS Administrative Service Area (HASA) according to the comprehensive plan. Duties include: procuring services for PLWH/A consistent with the local priorities and allocation as approved by DSHS, including all aspects of the RFP, review, award and contracting process with service providers; establishing intergovernmental agreements; ensuring services to women, infants, children, and youth with HIV/AIDS disease; ensuring that Ryan White Program funds are used to fill gaps; ensuring delivery of quality services; preparing and submitting Part B applications to the State; assuring all services are in compliance with HRSA rules and regulations; limiting grantee administrative costs; limiting contractor administrative costs; monitoring contracts; and assessing need, developing a comprehensive plan, coordinating with other Ryan White Program grantees and services, and reallocating funds.

DEFINED RESPONSIBILITIES IN THE HOUSTON EMA/HSDA

In areas where there is shared responsibility between the Part A Planning Council, Part A & B AAs, and the Office of Council Support, it is agreed that, in the Houston EMA/HSDA, the entities named above will have primary responsibility for initiating and completing the following:

- The Part B AA, Part A Planning Council, and Part A Office of Support will collaborate on a Needs Assessment process to determine the size and demographics of the population of individuals with HIV/AIDS disease in the Houston EMA/HSDA, and through this process jointly determine the needs of such populations in the defined geographic area.
- The Planning Council will indicate to the Part A and Part B grantees, through the service definitions and the standards of care, how the services are to be configured.
- The Part B AA and the Part A Planning Council will collaborate to develop a single list of service priorities for the Houston HSDA.
- The Planning Council will develop recommendations for Part B and state services allocations for the EMA/HSDA. (Recommended priorities and allocations for the EMA/HSDA may not be changed by the Part B Administrative Agency and must be presented to DSHS for approval.)
- Both AAs will collaborate with the Planning Council in developing Standards of Care for Parts A and B.
- Both AAs will collaborate with the Planning Council in determining the Part A/Part B Outcome Measures.
- The Planning Council will develop recommendations for the reallocation of Part B and state services funding in the defined EMA/HSDA
- The Part B AA and the Planning Council will collaborate on the production of, and updates to, the Comprehensive Needs Assessment for the defined EMA/HSDA.
- DSHS recommends that the Part B Administrative Agency Planner (or other AA personnel) be appointed as the Part B grantee designated representative to the Part A Planning Council. This Part B representative would be eligible to fill several positions, including the HRSA designated position of "Hospital Planning Agency or Other Healthcare Planning Agency".

- The Part B AA will provide data and give periodic reports to the Planning Council as needed, requested, or determined as agreed upon between the Part B AA and the Planning Council.
- The Part B AA, DSHS, and Part A AA will develop procedures to ensure that Part A/Part B client level data is entered into the ARIES system whether through direct input or import.

Houston Ryan White Planning Council and Part B Administrative Agency (Resource Group) agree to:

- Collaborate to provide guidance and leadership in the development and implementation of a timeline for all required Part B AA and Council work products that is consistent with published deadlines.
- Collaborate on planning and completion of multi-year and/or recurring processes such as needs assessment and comprehensive planning in order that the Council is appropriately informed of its deadlines and expected work products.
- Work to develop the Blue Book for the Houston EMA/HSDA.

Reviewing and Updating the LOA: Annually in November of each year the Part B AA will contact the principal Stakeholders (i.e., RWPC, RWPC Office of Support, CEO and Administrative Agency) in this LOA to see if any of the Stakeholders wish to review and/or revise the document. This annual process will provide an opportunity for Stakeholders to ensure the LOA will continue to be responsive to the needs and responsibilities of all concerned.

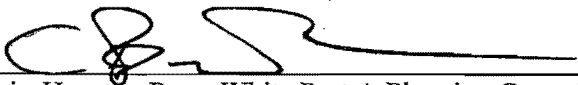
Signed By:



Harris County Judge Ed Emmett

10-30-07

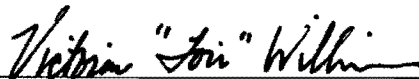
Date



Chair, Houston Ryan White Part A Planning Council

7-12-07

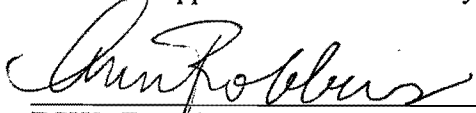
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Office of Support for the Houston Ryan White Planning Council

7-12-07

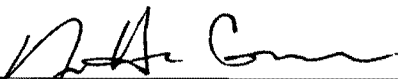
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DSHS, Texas Part B Grantee

7-24-07

Date



Houston Regional HIV/AIDS Resource Group, Inc.

7-12-07

Date



Harris County PHES HIV Services Section

7-12-07

Date

SLATE OF NOMINEES

As of Friday, September 30, 2016, the following people have been nominated as officers for the 2017 Ryan White Planning Council:

Chair:

Tracy Gorden

Cecilia Ross

Vice Chair:

John Lazo

Teresa Pruitt

Secretary:

Teresa Pruitt

Carol Suazo

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV November 13, 2014

POLICY No. 500.01

ELECTION OF OFFICERS, ELECTION OF COMMITTEE CHAIRS, DUTIES OF OFFICERS & CHAIRS

1 **PURPOSE**

2
3 This policy establishes the guidelines by which the officers of the Houston Area HIV Health
4 Services Ryan White Planning Council will be elected. In addition, this outlines and defines the
5 duties of RWPC Officers and duties of the Chairs of each of the Standing Committees. (See
6 RWPC Policy No.400.01)
7

8 **AUTHORITY**

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10 Bylaws (12/07) Article V, Sec5.01 - Sec5.06 ensures that the nomination and selection of
11 officers and committee chairs will be in accordance with those principles.
12

13 **DEFINITIONS**

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15 Ryan White Planning Council Officers refers to the positions of Chair, Vice Chair, and
16 Secretary.
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18 **PROCESS**

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20 Nominations for officers may be submitted to the Planning Council Support Staff up until the
21 end of the November Steering Committee meeting. After this time, nominations are added from
22 the floor the day of the election. Nominations for officers will be announced at least one month
23 prior to the December Houston Area HIV Health Ryan White Planning Council meeting. Any
24 member may submit a nomination for himself/herself or another member for a specific office.
25 Before the December Steering Committee meeting, each candidate must submit to the Office of
26 Support a brief written description of their qualifications for the office they are seeking and
27 prepare a short presentation describing their qualifications. The annual election will be held at
28 the December RWPC meeting. Before the election takes place, members will be reminded that
29 any member can ask for a call vote if that is their preference. If paper ballots are used, voters
30 must print their name on their ballot before submitting. If voter does not print their name on the
31 ballot, the ballot will be disqualified and not included in the election results. Paper ballots are to
32 be stored in a fire proof safe in the Office of Support for twelve months after the election so that
33 they can be accessed by anyone who wishes to review them. During the election, the Operations
34 Committee will announce the slate of nominees, which will include but not be limited to, each
35 candidate verbally expressing his or her interest in and qualifications for the office they are
36 seeking. Typically, election to office will be by written ballot unless there is only one candidate
37 running for a specific office. A simple majority vote will be required for election. (Per letter from
38 Judge Eckels dated 12-13-00: "As in any political election, the number of candidates is not
39 regulated. Following the first vote in the race, if one candidate has not received the majority, a
40 run-off election is held between the two candidates receiving the most votes. The Council may

41 accept nominations for the slate of officers that exceeds two candidates and may receive
42 nominations from the floor regardless of the number of candidates already nominated.”) Each
43 member of the Council shall be entitled to one vote on any regular business matter coming
44 before the Council. A simple majority of members present and voting is required to pass any
45 matter coming before the Council except for that of proposed Bylaw changes, which shall be
46 submitted (in written form) for review to the full Council at least fifteen (15) days prior to voting
47 and will require a two-thirds (2/3) majority for passage. The Chair of the Council shall not vote
48 except in the event of a tie. The election of the officers will be done one at a time in the
49 following order: Chair, Vice-Chair, and Secretary.

50

51 **QUALIFICATIONS FOR RWPC OFFICERS:**

52 Ryan White Part A or B or State Services funded providers/employees/subcontractors/Board
53 Members and or employees/subcontractors of the Grantee(s) shall not be eligible to run for office
54 of Chair of the Ryan White Planning Council. Except as otherwise required by the Ryan White
55 Program, staff representing the Office of Support and Part A and B administrative agencies
56 cannot serve as members of the Ryan White Planning Council. Staff representing these entities
57 is requested to attend Council, committee and other meetings when work products are being
58 developed and approved.

59

60 Candidates will have served as an appointed member of the RWPC for the preceding twelve (12)
61 months and, if needed, have been reappointed by the CEO. If subsequent to the election the
62 Chair of the RWPC becomes a provider/employee of a subcontractor/Board member of a
63 subcontractor/of the Grantee he/she shall be immediately removed from office. A new election
64 will be held to fill any open positions. Any one of the three officers must be a self-identified
65 HIV positive person.

66

67 **DUTIES OF OFFICERS:**

68 The officers of the RWPC will be responsible for the following:

69 **Chair:** Chief Executive Officer of the Council; preside at all meetings of the Council;
70 appoint Standing Committee Chairs; represent (or designate a representative
71 to serve) on behalf of the Council at meetings, conferences, etc. where
72 “Council representation” is requested. Chair assigns committee participation
73 of Council members, and performs such other duties as are normally
74 performed by a chair of an organization or such other duties as the Council
75 may prescribe from time to time. The Chair will be responsible for
76 correspondence to members regarding attendance and participation issues.
77 The Chair will also sign and date the final version of the minutes as indication
78 of PC approval. The Chair of the Council is an ex-officio member of all
79 committees (standing, subcommittee, and work groups). Ex-officio means
80 that he/she is welcome to attend and is allowed to be a part of committee
81 discussion. He/she is not allowed to vote. In the absence of the Chair of the
82 Council, the next officer will assume the ex-officio role with committees.

83

84 **Vice Chair:** Preside at meetings of the Council in the absence of the Chair. Perform such
85 other duties as the Chair may designate or the Council shall prescribe from
86 time to time. Performs the above duties in the absence of the Chair.

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88 **Secretary:** The position of Secretary will oversee the following tasks:

89 1. The Secretary will ensure that minutes are taken, approved, and filed as
90 mandated by the Ryan White Program.

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2. Keep an up-to-date roll of PC members. The PC Operations Committee (RWPC Policy 400.01) will file membership management reports with the Secretary for presentation to the PC.
 3. Call the roll call vote, noting voting and will announce the results of the roll call vote. The Secretary will monitor voting for possible conflicts of interest (COI), the Secretary will process inquiries into votes made in COI.
 4. Keep a copy of the RWPC Bylaws and other relevant Policies and Procedures at the PC meetings, and will provide the Council with clarification from the Bylaws and Policies & Procedures, as requested.
 5. Keep a record of all committees of the PC. When (if) new committees are established, the Secretary will assure or cause to be assured the actual formation and implementation of the new committees.
 6. Be responsible for notification of specially called PC meeting, corresponding to the members as required by the Bylaws.

107 **COMMITTEE CHAIRS:**

108 Committee Chairs will be appointed by the Planning Council Chair. Committee Chairs must be
109 members of the PC for at least one year. If committee leadership is not available from among
110 PC members with at least one year's service, the Chair may seek leadership among remaining PC
111 members. The Standing Committee Chairs will preside at all meetings of their respective
112 committees. The Committee Vice Chair shall preside at all committee meetings in the absence
113 of the Chair. If neither are present, committee members shall use consensus to select another
114 committee member to chair that particular meeting. The Committee Chairs are responsible for
115 the execution of the duties prescribed herein (see RWPC Policy 400.01) for the Committees and
116 for such other duties as may be prescribed by the Chair of the Council or the Council from time
117 to time. The Committee Chairs are responsible for the recording of or cause to be recorded all
118 deliberations undertaken by each respective Committee. Copies of all approved minutes are
119 available from the Office of Support (713-572-3724). Minutes from full Council meetings are
120 available on the PC website (www.rwpc.org) once the draft copy has been approved by the Chair
121 of the Council.

INSTRUCTIONS FOR DECEMBER ELECTION OF OFFICERS

The Co-Chairs of the Operations Committee run the election but the staff handles all ballots.

- 1.) Invite members to nominate additional candidates for **Council Chair**.
 - 2.) Announce that nominations for Council Chair are now closed.
 - 3.) Staff reminds members that they must sign their name to the ballot or it will be invalid. Then, staff will pass out, collect and count ballots.
 - 4.) Staff will give the Co-Chairs of the Operations Committee the name of the person who has won the election for Council Chair so that they can announce it to the group and begin the process of electing a Council Vice Chair.
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- 1.) Invite members to nominate additional candidates for **Council Vice Chair**.
 - 2.) Announce that nominations for Council Vice Chair are now closed.
 - 3.) Staff will pass out, collect and count ballots.
 - 4.) Staff will give the Co-Chairs of the Operations Committee the name of the person who has won the election for Council Vice Chair so that they can announce it to the group and begin the process of electing the Council Secretary.
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- 1.) Invite members to nominate additional candidates for **Council Secretary**.
- 2.) Announce that nominations for Council Secretary are now closed.
- 3.) Staff will pass out, collect and count ballots.
- 4.) Staff will give the Co-Chairs of the Operations Committee the name of the person who has won the election for Council Vice Chair.