

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

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HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL (RWPC)

EST. JUL 15, 1998

REV JANUARY 1, 2020

POLICY No. 100.01

PUBLIC COMMENTS

1 PURPOSE

2
3 This policy establishes guidelines by which public comments will be received by the Houston Area
4 HIV Health Services Ryan White Planning Council.

6 AUTHORITY

7
8 The RWPC through adoption of its bylaws ensures that there will be a procedure for receiving
9 public comments.

11 INTENT

12
13 The Houston Eligible Metropolitan Area (EMA) HIV Services Planning Council represents the
14 HIV/AIDS affected six county area (EMA). The RWPC does not act on behalf of individuals from
15 affected communities nor agencies serving these communities. The PC identifies the needs of all
16 affected communities, prioritizes those needs and allocates limited Ryan White Part A (formerly
17 known as Title I) funds to meet a portion of those needs. Per a request from the Texas Department
18 of State Services, the PC also makes recommendations regarding the priorities and allocation of
19 funds for Ryan White Part B and State Services funding. The Planning Council does not allocate
20 funds to individuals or to agencies except as allowed in limited circumstances within the Ryan
21 White Program. While a “Comprehensive Needs Assessment” is completed when required by
22 Health Resources and Services Administration (HRSA), “Needs” are assessed on an ongoing basis
23 through various HIV/AIDS Needs Assessment processes.

25 PROCESS

26
27 All RWPC meetings are open to the public (see Policy No. 200.03) and are announced and
28 conducted in accordance with the Open Meetings Act. There will always be a place on the Agenda
29 for public comments. The RWPC can at any time determine where on the agenda public comments
30 can be made. At the Planning Council meetings, only members of the Planning Council can vote
31 on agenda items. However, official Affiliate Members can vote on items at the committee level on
32 which they serve (Policy No. 400.01). Public comments may be limited to 3 minutes per
33 individual. At the discretion of the Chair, public comments may be limited to a shorter, or
34 expanded to a longer period of time, but the amount of time must be announced at the beginning
35 of the public comment portion of the agenda and a uniform amount of time must apply equally to
36 all who are giving comments at the meeting. Only during the Public Comment portion of the
37 meeting are Council members asked to refrain from engaging in dialogue with or asking questions
38 of individuals who are providing public comment at Council meetings. The Chair of the Council
39 will refer public comments that need additional follow up to the appropriate committee. Council

40 members will abide by the Public Information Act. See staff policy regarding the distribution of
 41 information. (See Staff Personnel notebook.)

42

43 **SPECIALLY SCHEDULED PUBLIC COMMENTS**

44

45 During the year, the standing committees will announce requests for Public Comment on key work
 46 products before going to the whole PC for final approval. In addition, the PC may also announce
 47 requests for Public Comments on key issues.

48

49 **HOW DECISIONS ARE MADE**

50

51 The PC will NOT make decisions on information presented to the PC during public comments
 52 unless it relates to an item that has followed the appropriate Council process. It will hear comments
 53 and then assign follow-up to the appropriate standing committee (see RWPC Policy No. 400.01).
 54 All business for decision by members of the full Planning Council will be handled in the following
 55 fashion:

56 ➤ Introduce the business item at a Steering Committee Meeting (unless item has already
 57 been assigned to/undertaken by the appropriate committee)

58 ➤ Steering assigns the task to the appropriate committee

59 ➤ Chair of the appropriate committee may:

60 • Create a sub-committee

61 • Create a work group

62 • Seek public input

63 • Set a time limit as to resolution

64 ➤ Report the recommended action back to Steering

65 ➤ Steering includes the Committee's recommended action on the Council Agenda for
 66 Council Meeting if Committee's recommended action passes Steering.

67 ➤ Full Council votes

68

69 All items on the agenda for vote by the full Council will become official by majority vote.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL (RWPC)

EST. JUL 15, 1998

REV JANUARY 1, 2020

POLICY No. 200.01

PLANNING COUNCIL AND AFFILIATE COMMITTEE MEMBER APPLICATION AND SCREENING PROCESSES

1 PURPOSE

2
3 This policy establishes guidelines by which members are nominated for membership on the
4 Houston Area HIV Health Services Ryan White Planning Council (RWPC). It also outlines the
5 process for applying for Affiliate Committee membership. These are two separate processes.
6

7 AUTHORITY

8
9 The process related to Council membership will comply with the most current Ryan White
10 HIV/AIDS Program Part A Manual. The CARE Act as amended (currently referred to as the Ryan
11 White HIV/AIDS Treatment Extension Act of 2009 or the Ryan White Program), Section
12 2602(b)(1) states: "Nominations to the planning council shall be identified through an open process
13 and candidates shall be selected based on locally delineated and publicized criteria. Since there
14 are no HRSA guidelines for Affiliate Committee membership, the process for applying and being
15 screened for Affiliate Committee membership must comply with Houston Ryan White Planning
16 Council (RWPC) bylaws, policies and procedures.
17

18 PLANNING COUNCIL APPLICATION PROCESS

19
20 The Nominations Screening Process for Planning Council membership will be as follows: The
21 process shall be continuous and/or as needed to fill vacancies in Council membership. The Council
22 shall work with the CEO's office to ensure that Council membership is in compliance with HRSA
23 mandates regarding membership. All terms begin in January. Members may be appointed to fill
24 an unexpired term.
25

26 With the exception of persons representing HRSA required government organizations, such as
27 Medicaid, HOPWA and others, Council applicants will be subject to the Nominations Screening
28 Process conducted by the Operations Committee. The process will be an open-ended process
29 available to all interested persons wishing to serve.
30

31 PLANNING COUNCIL REPRESENTATION:

32 See HRSA grant instructions.
33

34 The composition of the RWPC will be reflective of the local HIV epidemic and according to HRSA
35 policy. Besides the HRSA required representation categories of Planning Council Membership,
36 the RWPC may also request other positions/representation, subject to the approval of the CEO, in
37 order to maintain diversity within the RWPC reflecting the pandemic and/or needed expertise

38 within the EMA. These positions are subject to the Nominations Screening Process.

39

40 **PLANNING COUNCIL RECRUITMENT/ADVERTISEMENT:**

41 The Operations Committee shall announce the Nominations Screening Process by notification to
 42 interested and affected groups in the form of press releases, advertisements, flyers/brochures, etc.
 43 Announcements should be targeted to the following organizations and communities:

- 44 • Local HIV/AIDS organizations
- 45 • Veterans, Gay, Lesbian, Bi-sexual, Transgender, African American, Hispanic,
 46 Asian, Rural and other communities
- 47 • Project LEAP students

48

49 Recommendations for vacant positions, which occur during the year, will be selected from this
 50 pool of applicants.

51

52

53 **PLANNING COUNCIL NOMINEE APPLICATION:**

54 Council Application: Forms for RWPC membership will be reviewed annually by the Operations
 55 Committee for revisions/changes to the forms and will be made available in English and Spanish.

56

57 With the exception of persons representing HRSA required government organizations, such as
 58 Medicaid, HOPWA and others, persons interested in serving on the RWPC must submit a
 59 completed nominee application form to the Operations Committee. Staff will contact an applicant
 60 if their form is not complete and inform them that the Committee will not interview a candidate
 61 with an incomplete application form.

62

63 Interviews with the Operations Committee and a potential nominee will be scheduled after an
 64 application is received. The interview process will be used to determine the applicants' interest,
 65 experience, background and availability of time. Open-ended questions will be used to clarify
 66 answers given in response to a specific list of questions. The goal is to obtain as much appropriate
 67 information as possible about the applicant. During the process, the potential applicant will be
 68 able to ask questions of the Operations Committee.

69

70 **CONSIDERATION OF APPLICANTS:**

71 The Operations Committee will consider all applications in order to ensure that the PC is balanced
 72 in terms of expertise, racial and ethnic composition, geography, and other criteria developed by
 73 HRSA and the RWPC.

74

75 **LIST OF CANDIDATES:**

76 The Operations Committee will submit all applications with a committee recommendation to the
 77 CEO. The CEO will also be notified of the candidates who are not being recommended. The CEO
 78 will appoint all members to the Council.

79

80 **AFFILIATE COMMITTEE APPLICATION PROCESS**

81

82 Forms for Affiliate Committee membership will be reviewed annually by the Operations

83 Committee for revisions/changes to the forms and will be made available in English and Spanish.
 84 Affiliate members will be appointed for a one year term by the Chair of the Council to each of the
 85 Standing Committees with the exception of Operations and Steering (ref. RWPC Policy 1000.01).
 86 Individuals wishing to become Affiliate members must submit to the Office of Support an Affiliate
 87 Membership application, which will include contact information for two references. Before
 88 making an appointment, the Chair must contact references for candidates unless the person has
 89 already served as an Affiliate Committee or Council member. The Council Chair can ask the
 90 Director of the Office of Support to assist with contacting references. Both must use the approved
 91 form to document the results of all calls.

92
 93 When committees have membership openings, the Office of Support will notify the Council Chair
 94 of all pending applications and references will be contacted at that time and before an appointment
 95 is made. The Chair of the Council will make committee appointments in consultation with the
 96 Director of the Office of Support.

97
 98 **PLANNING COUNCIL AND AFFILIATE COMMITTEE**
 99 **APPLICATION PROCESSES**

100
 101 For both Planning Council and Affiliate Committee applicants, the following items will be
 102 addressed through correspondence or during the interview, and on the application:

103
 104 **TIME COMMITMENT:**
 105 Each applicant shall be informed of the time commitment necessary to participate as a member.
 106 Minimum time requirements for a Council member are at least four (4) hours per month. Two (2)
 107 hours for monthly RWPC meetings and two (2) hours for monthly Service Committee meetings.
 108 Minimum time requirements for an Affiliate Committee member are at least two (2) hours per
 109 month for committee meetings. This information is to be included on both Council and Affiliate
 110 Committee application forms.

111
 112 **CONFLICT OF INTEREST:**
 113 As part of the application process, all candidates will be informed in writing that individuals who
 114 are members of or who have a financial interest in an organization receiving and/or seeking Ryan
 115 White Part A or B or State Services funding are considered to have a conflict of interest.
 116 **(OPTIONAL TEXT)** If appointed, the individual will be required to complete a Conflict of
 117 Interest Disclosure Form annually and/or as needed, describing the relationship of the person to
 118 each organization that can benefit from an action by the RWPC. Additionally all Council and
 119 Affiliate Committee members will be required to identify conflicts of interest during a discussion
 120 and/or vote and abstain from voting on issues pertaining to that conflict.

121
 122 **HIV DISCLOSURE:**
 123 Persons who are self-identified as living with HIV or having AIDS may choose whether or not to
 124 reveal their HIV/AIDS status. All laws regarding HIV/AIDS confidentiality are adhered to. This
 125 information is included on the application forms.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV JANUARY 1, 2018

POLICY No.200.02

APPOINTMENT OF COUNCIL, COMPOSITION OF COUNCIL AND COMPENSATION

1 **PURPOSE**

2
3 This policy establishes guidelines set forth in RWPC Bylaws Rev.11/01, Article II, Sections 2.01
4 through Section 2.05 and current HRSA guidelines. This policy will ensure representation of the
5 communities living with HIV on the Planning Council.
6

7 **AUTHORITY**

8
9 Adopted and amended Bylaws of the Houston Area HIV Health Ryan White Planning Council as
10 Revised 01/18; Ryan White HIV/AIDS Treatment Extension Act of 2009 or the Ryan White
11 Program.
12

13 **APPOINTMENT OF COUNCIL**

14
15 All members of the above mentioned Council will be appointed by the Chief Elected Official
16 (CEO) of Harris County. Vacancies will be filled by appointment of the CEO and serve at the
17 pleasure of the CEO. All candidates are subject to the established Nominations Screening Process
18 (see RWPC Policy No. 200.01).
19

20 **COMPOSITION OF COUNCIL**

21
22 The Planning Council will be made up of individuals as specified in Sec.2602(2) PLANNING
23 COUNCIL REPRESENTATION as stated in the current Ryan White Program, and will be
24 reflective of the local HIV/AIDS Epidemic according to HRSA policy. The Planning Council may
25 also request other positions/representation in order to maintain diversity within the EMA reflecting
26 the pandemic and/or needed expertise within the EMA subject to approval of the CEO. These
27 positions are subject to the Nominations Screening Process.
28

29 A minimum of 33% of the membership of the Planning Council will be persons living with HIV
30 who do not have a conflict of interest (or according to current HRSA policy) and are willing to
31 represent the community.
32

33 Recruitment will comply with the Health Resources Services Administration (HRSA) Program
34 Guidance to ensure Planning Council membership reflects and is representative of those affected
35 by HIV/AIDS throughout the EMA. Therefore, special recruitment efforts will be made among
36 those least represented on the PC.
37

38 **TERM**

39

40 Council position terms are two (2) years. The terms of one-half of the Council positions shall
41 terminate in even-numbered years. The other half of the positions shall terminate in odd-numbered
42 years. A term shall begin on January 1 and shall terminate on December 31 of the second year
43 following. Council members appointed to vacancies shall complete the unexpired term of office.
44

45 The CEO shall appoint Council members to no more than three consecutive two-year terms. All
46 members serve at the pleasure of the CEO through an open nominations process.
47

48 **COMPENSATION/REIMBURSEMENT**

49

50 Persons serving as members of the Houston Area HIV Health Services Ryan White Planning
51 Council shall not receive any salary or other compensation for their services as a member of the
52 Council. All Council members may be reimbursed allowable expenses as approved by Harris
53 County Public Health, the Ryan White Planning Council and the CEO.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. May 5, 1998

REV MARCH 12, 2020

POLICY No. 200.03

MEETINGS

1 TELECONFERENCING AT MEETINGS

2
3 Due to unusual circumstances, such as illness or travel, Council and committee members are
4 allowed to participate in a Ryan White committee meeting via telephone as long as the Office of
5 Support has access to the technology needed to accommodate such a request. Regarding Council
6 meetings, members may not use teleconferencing to participate in a full Council meeting except
7 under unusual circumstances, such as severe weather or a public health emergency (for example
8 an outbreak of the flu). In this situation, the Office of Support, in consultation with the Chair of
9 the Council (or the Vice Chair and then Chair of the Operations Committee if the Chair or Vice
10 Chair is unavailable), will decide if members can participate in a full Council meeting via
11 conference call, again depending upon the availability of the technology needed to accommodate
12 the call. Due to the limited technological capability of conference calling, Council members will
13 be included in the call on a first come, first serve basis. In this unusual situation, the general public
14 will be encouraged to submit public comment through fax or email, they may listen to the
15 conference call at the location where the staff will be in attendance, and/or they may request a
16 digital copy of the recorded proceedings (if available) or a paper copy of the meeting minutes after
17 the meeting has taken place.

18
19 **Under a declared health emergency, quorum will be determined by the number of Council**
20 **members present and/or on the conference call at the official start time for the meeting.**

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 7, 2001

REV JANUARY 1, 2018

POLICY No. 300.01

LETTERS OF SUPPORT, BUSINESS CARDS AND EVENT CO-SPONSORSHIP

1 PURPOSE

2
3 This policy is to establish the roles and responsibilities of the Ryan White Planning Council when
4 interacting with other organizations, determining events that will be co-sponsored by the Council
5 and determining if a letter of support can be provided by the Council.
6

7 AUTHORITY

8
9 The authority given to the Operations Committee by the council adoption and approval of the most
10 current By-laws and under the order of the Chief Elected Official (CEO) of Harris County, initiates
11 procedures by which day to day business of the Council is to take place.
12

13 BUSINESS CARDS

14
15 The Council will have two types of business cards: 1.) As the only authorized spokesperson for
16 the Council, the Chair will have a business card that includes **his/her name**. 2.) For all other
17 members of the Council, the staff will prepare one generic card that explains how to contact the
18 Office of Support and does not include personal identifying information.
19

20 LETTERS OF SUPPORT

21
22 When appropriate, letters of support will be written collaboratively between the Council Chair and
23 the Office of Support.
24

25 PROCESS

27 EVENT CO-SPONSORSHIP

28 The Ryan White Planning Council will consider co-sponsorship of an event when the following
29 has happened:

- 30 • Ninety-day advance notice is given so that the Council can review information about the
31 event.
- 32 • When the 90-day advance notice is not possible, the Affected Community Committee is
33 authorized to make a recommendation to the Planning Council regarding co-sponsorship
34 of the event.
- 35 • Events relating to a State of Emergency will take precedence over other events.
36

37 At appropriate Ryan White Planning Council approved events, a booth/table will be set up to
38 distribute information about Council activities as well as applications for Council membership.

39 If the sponsoring organization requests the use of a Council logo or permission to add the Council's
40 website link to the sponsoring organization's website, the following applies. The Council does
41 not have a logo and is not authorized to use the Harris County logo. Adding the Council's website
42 link to the sponsoring organization's website can only be done when the Chair of the Planning
43 Council and the Director of the Office of Support have provided written approval for 1.) Adding
44 the link to the other organization's website and 2.) The text describing the link to the Council's
45 website. If the sponsoring agency requests that their logo or website link be added to the Council's
46 website, the Council will only include the agency's website address within the electronic version
47 of the Blue Book which is posted on the Council's website.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JULY 15, 1998

REV JANUARY 1, 2020

POLICY No.400.01

STANDING AND OTHER COMMITTEES AND AFFILIATE MEMBERSHIP

1 PURPOSE

2
3 This policy establishes the roles and responsibilities of each Standing Committee of the Ryan
4 White Planning Council (RWPC) and defines other committees.

6 AUTHORITY

7
8 The RWPC through adoption of its bylaws ensures that there will be six (6) Standing Committees
9 (including Steering) and establishes that there will be “other” committees as may be necessary to
10 carry out the duties and responsibilities of the RWPC.

11
12 Ryan White HIV/AIDS Treatment Extension Act of 2009 or the Ryan White Program and by
13 establishment of Houston Area HIV Health Services Ryan White Planning Council as established
14 by the CEO ensures that the actions and decisions of the RWPC as represented through its
15 committees are within the scope and intent of the Act.

17 REQUIREMENTS FOR STANDING COMMITTEE MEMBERSHIP

18
19 Planning Council members will be asked to complete a Skills Inventory checklist to document
20 experiences and skills appropriate to committee charges and work plans.

22 STANDING AND OTHER COMMITTEES

24 STEERING COMMITTEE:

25 Members of this committee will consist of the PC officers and chairs, or co-chairs, of the standing
26 committees. In a case where standing committees have co-chairs, only one of them may vote at
27 Steering Committee meetings. The Steering Committee will be responsible for the following:

- 28 ▪ Setting the agendas for Ryan White Planning Council
- 29 ▪ Making recommendations to the Ryan White Planning Council
- 30 ▪ Providing leadership
- 31 ▪ Previewing reports from the Standing Committees
- 32 ▪ Functioning in “emergency” situations as they arise.

33
34 The Steering Committee will meet once a month for a projected two-hour meeting. This committee
35 will not have Affiliate members.

36 **QUALITY IMPROVEMENT COMMITTEE:**

37 This committee will be given the responsibility of assessing and ensuring continuous quality
 38 improvement within Ryan White Part A funded services. This committee is also the place where
 39 definitions and recommendations on “how to best meet the need” are made. Standards of Care and
 40 Outcome Evaluation, which must be looked at within each year, will also be monitored from this
 41 committee. Whenever possible, this committee should collaborate with other Ryan White planning
 42 groups, especially within the service categories that are also funded by other Ryan White monies,
 43 to create shared Standards of Care.

44
 45 This committee is also designed to implement the PC’s third legislative requirement assessing the
 46 rapid disbursement of Ryan White Part A funds. It will receive reports on the HIV services
 47 procurement process and aggregate service reports to assure compliance with PC service priorities,
 48 allocations and compliance with the EMA’s HIV/AIDS epidemiology. This committee will
 49 initiate, manage and evaluate, as needed, services for outcomes and cost effectiveness. This
 50 Committee may benefit from the utilization of Affiliate members skilled in service evaluation
 51 when professional evaluators are absent among Council members.

52
 53 **COMPREHENSIVE HIV PLANNING COMMITTEE:**

54 This committee will be responsible for implementing, evaluating, monitoring and overseeing the
 55 Comprehensive Plan that is approved by the Council. They will act as a liaison to other Planning
 56 Groups, and will receive recommendations that are made to the Council regarding the
 57 Comprehensive Plan.

58
 59 This committee will also be in charge of the comprehensive needs assessment activities that are
 60 performed periodically by the Council. In as much as these tasks call for community involvement,
 61 using this committee to promote community involvement will be a top priority. Matters that relate
 62 to the Continuum of Care will be addressed in this committee since it is part of the Comprehensive
 63 Plan.

64
 65 Timeline: This committee will be responsible for presenting to the Council on at least a yearly
 66 basis, an evaluation of the progress of the Comprehensive HIV Services Plan and any
 67 revisions/updates for strengthening the plan. They will also be responsible for presenting to the
 68 Council a revised Comprehensive HIV Services plan every 3-5 years (or according to HRSA
 69 expectations).

70
 71 **PRIORITY AND ALLOCATIONS COMMITTEE:**

72 This committee is designed to give attention to the comprehensive process of establishing priorities
 73 and allocations for each PC year. Per a request from the Texas Department of State Health
 74 Services, this committee will also provide recommendations on priorities and allocations for Ryan
 75 White Part B and State Service funding (see the Letter of Agreement between the Planning
 76 Council, Department of State Health Services and other stakeholders dated 07/07). This committee
 77 will be appointed by the PC Chair and its membership must be guided by skills appropriate to
 78 prioritizing and allocating, not by self-interests in the outcomes from prioritizing and allocating.
 79 The committee will be subject to Conflict of Interest standards (see RWPC Policy No.800.01).
 80 This committee will meet regularly for a projected two to three hour meeting, and will benefit from
 81 the use of Affiliate resource persons.

82 COMMITTEE MEMBERSHIP

83 To function well, the Priority and Allocations Committee must have access to individuals who
84 represent:

- 85 ▪ Skills in epidemiology, health care finance, and financial systems planning
- 86 ▪ Individuals living with HIV
- 87 ▪ Expertise/experience in the Houston EMA Continuum of Care and from health and
88 support services, both private and public. Health services are broadly defined to include
89 the full array of health related services, and are not limited to biomedical services.

90
91 In addition, the Priority and Allocations Committee will require cooperation from individuals who
92 will serve as resource persons to the Priority and Allocations process. Information will be required
93 from individuals knowledgeable in all aspects of the Ryan White Program, State-funded services,
94 HUD, HOPWA, Medicaid and more. Information will be required from the Administrative
95 Agency on service needs met through Part A funds.

96
97 Resource persons may or may not be requested to attend all Priority and Allocations Meetings.
98 The goal will be to balance committee membership according to race and ethnicity, sex and sexual
99 orientation and gender, HIV serostatus, skills and experience, and according to Conflict of Interests
100 policies and procedures.

101
102 COMMITTEE LEADERSHIP

103 The Committee Chair and Vice Chair must be members of the Houston Area HIV Services (Ryan
104 White) Planning Council.

105
106 COMMITTEE PARTICIPATION

107 Each committee member and each committee chair/vice chair will be required to complete a signed
108 assurance of Committee Member Expectations.

109
110 CONFLICTS OF INTEREST

111 No more than two individuals employed by Ryan White Part A, Part B or State Services funded
112 agencies may serve on the Priority and Allocations Committee.

113
114 **AFFECTED COMMUNITY COMMITTEE:**

115 This committee is designed to acknowledge the collective importance of consumer participation
116 in PC strategic activities and provide consumer education on HIV-related matters. The committee
117 will serve as a place where consumers can safely and in an environment of trust discuss PC work
118 plans and activities. This committee will verify consumer participation on each of the standing
119 committees of the PC, with the exception of the Steering Committee (the Chair of the Affected
120 Community Committee will represent the committee on the Steering Committee). The committee
121 will consist of individuals living with HIV, caregivers (friends or family members) and others. All
122 members of the PC who self-disclose as living with HIV should be invited to be a member of the
123 Affected Community Committee; however membership on a committee for individuals living with
124 HIV will not be restricted to the Affected Community Committee.

125
126 When providing consumer education, the committee should not use pharmaceutical
127 representatives to present educational information. Once a year, the committee may host a

128 presentation where all HIV/AIDS-related drug representatives are invited. It is acceptable for a
 129 pharmaceutical company to provide refreshments at such an educational meeting as long as the
 130 refreshments are valued at less than \$25 per person.

131

132 **OPERATIONS COMMITTEE:**

133 This committee will be responsible for four (4) areas of compliance with the Houston Area HIV
 134 Health Services Ryan White Planning Councils operations as outlined in the Ryan White Program.
 135 The committee will (1) develop and facilitate the management of PC operating procedures,
 136 guidelines, and inquiries into member compliance with these procedures and guidelines. (2)
 137 Implement the Open Nominations Process (RWPC Policy No.200.01), which will require a
 138 continuous focus on recruitment and orientation. (3) Initiate and conduct the PC self-evaluations
 139 and where the PC staffing pattern design and staff recruitment-selection-evaluation is initiated and
 140 conducted. (4) Grievances related to the PC processes will be handled by this committee (RWPC
 141 Policy No.1000.01). This committee will meet regularly for a projected two hour meeting and will
 142 not benefit from Affiliate members, except where resolve of grievances are concerned. Affiliate
 143 members knowledgeable about the area of grievance may sometimes be utilized to promote
 144 objectivity in decision-making.

145

146 Because members of the Operations Committee are asked to protect the information of a personal
 147 and confidential nature of a Council applicant, and because the Chair of the Planning Council is
 148 allowed to participate in interviews with Council applicants as an ex-officio member of the
 149 Committee, all members of the Operations Committee and the Chair of the Planning Council are
 150 required to sign the Houston Ryan White Planning Council Statement of Confidentiality form. If
 151 a Committee member, or the Chair of the Planning Council, does not wish to sign the Statement
 152 of Confidentiality form then they are allowed to serve as a member of the Operations Committee,
 153 but they are not allowed to participate in interviews with Council applicants.

154

155 **AD HOC COMMITTEES, WORK GROUPS, SUBCOMMITTEES:**

156 These committees are to be utilized when necessary to conduct meetings outside of regular RWPC,
 157 and Standing Committee meetings. Their task is to make decisions, and relay suggestions back to
 158 the Standing Committee or the RWPC. These committees are short term in nature and task
 159 oriented. The formation of these committees can be suggested by officers and members of the
 160 RWPC as necessary to carry out the aims, goals, and objectives of the RWPC as it relates to the
 161 intent of the Ryan White Program. The Conflict of Interest Policy applies to all members. Only
 162 one voting member per agency will be allowed.

163

164 **AFFILIATE COMMITTEE MEMBERS:**

165 Affiliate members will be appointed by the Chair of the Council to each of the Standing
 166 Committees with the exception of Operations and Steering. The Operations Committee will not
 167 benefit from affiliate membership except where noted (ref. RWPC Policy 1000.01). Individuals
 168 wishing to become Affiliate members must submit to the Office of Support an Affiliate
 169 Membership Application which will include contact information for two references. Before
 170 making an appointment, the Chair must contact references for candidates unless the person has
 171 already served as an affiliate committee member, Council member or Project LEAP student. The
 172 Council Chair can ask the Manager of the Office of Support to assist with contacting references.
 173 Both must use the approved form to document the results of all calls.

174
175 When committees have membership openings, the Office of Support will notify the Council Chair
176 of all pending applications and references will be contacted at that time and before an appointment
177 is made.

178

179 **VOTING PRIVILEGES AND CONFLICT OF INTEREST FOR AFFILIATE**
180 **COMMITTEE MEMBERS:**

181 Affiliate members can only vote at committee, sub-committee, and workgroup meetings. They
182 may not vote at Council meetings.

183

184 Affiliate members must declare a conflict of interest, abiding by the same rules as full council
185 members. On the committee level, only one voting member per agency (full or affiliate) will be
186 permitted to vote. The number of affiliate members on a standing committee should not equal or
187 exceed the number of council members on that committee.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL (RWPC)

EST. MAY 5, 1999

REV JANUARY 1, 2018

POLICY No. 400.02

ROLES AND RESPONSIBILITIES OF PLANNING COUNCIL MEMBERS AND COUNCIL SUPPORT STAFF

1 PURPOSE

2
3 This policy is to establish the roles and responsibilities of the Houston Area HIV Health Services
4 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 the
9 most current By-laws 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.
11

12 INTENT

13
14 Create an atmosphere of respect and mutual understanding as to the tasks involved in processes
15 vital to HRSA mandates for Eligible Metropolitan Area Planning Councils, and their
16 responsibilities.
17

18 PLANNING COUNCIL

19
20 The Planning Council is charged with the following:

- 21 • Setting Priorities
- 22 • Resource Allocation
- 23 • Comprehensive Planning
- 24 • Assessing Needs
- 25 • Assessing the Efficiency of the Administrative Mechanism.
26

27 OFFICE OF SUPPORT

28
29 The Director shall report to the Houston Area HIV Health Services Ryan White Planning Council
30 (RWPC) and will be responsible for the following:

- 31 • Providing direction to both the RWPC and its support staff
- 32 • Completing the legal fulfillment of all Ryan White Part A Council responsibilities
33 within the revised Ryan White Program.
- 34 • Managing the budget for the Office of Support in accordance with HRSA and Harris
35 County regulations.
- 36 • All expenditures over \$5,000 must be approved in writing by the Planning Council
37 Chair unless already specifically identified in a Council approved budget (Note: the
38 Director may not be directed to incur any expense that is: 1. Not justifiable as an
39 expense under Ryan White Part A; 2. Not available or unobligated within the budget).

- 40 • Providing day-to-day management of Planning Council activities.
- 41 • Providing day-to-day management of the support staff operations and be responsible
- 42 for hiring and terminating staff, in consultation with the Personnel Committee.

43
 44 In addition the Director shall have overall management responsibility for:

- 45 • Devising and presenting to the Council, on an annual basis, a time line for the work of
- 46 the RWPC.
- 47 • Acting as the Council’s point of request for public information and as a liaison with
- 48 and between the Council, its Standing Committee, Ad Hoc Committees, official
- 49 caucuses, and the Administrative Agent.
- 50 • Facilitating and enhancing regional cooperation among other planning councils, service
- 51 providers, consumers, and constituent communities.
- 52 • Assisting the RWPC and/or its committees in responding to HRSA recommendations,
- 53 including assisting with interpretations; acting upon these interpretations by developing
- 54 and facilitating a process to adopt these changes, as approved by the RWPC mandates
- 55 and initiatives and in accordance with HRSA and local county regulations.

56
 57 **COMMITTEES**

58
 59 Only the designated Chair or Co-Chair of a committee may make a budgetary request from the
 60 Director. The Chair must submit the request in writing outlining the purpose for which the funds
 61 are to be used. If the request is for items not previously approved by the Council, the Director will
 62 determine whether the request can be justified as a Ryan White Part A expense and whether there
 63 is money available to pay for the request. Upon estimation of the expense, if the amount is to
 64 exceed \$5,000 signed approval must be given by the Chair of the Planning Council before the
 65 Director can act unless the expense has been previously approved by Council.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JULY 10, 2008

REV JANUARY 1, 2018

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 regarding adoption and approval
9 of By-laws Rev. 01/18 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 the
11 Ryan White HIV/AIDS Treatment Extension Act of 2009, and a letter of guidance issued by the
12 HIV/AIDS Bureau (April 26, 2007) “Section 2604(h) specifies that the chief elected official of an
13 eligible area shall not use in excess of 10 percent of amounts received under a Part A grant for
14 administrative expenses. The amounts may be used for administrative activities that include all
15 activities associated with the grantee’s contract award procedures, including activities carried out
16 by the HIV Health Services Planning Council as established under section 2602 (b) of the Act...
17 While Part A Planning Councils may use Ryan White Program funds to support certain activities
18 related to carrying out required functions, the Planning Council must also work with the grantee
19 to agree on a budget for Planning Council support activities. Reasonable and necessary activities
20 include both tasks directly related to legislative functions and the following costs that support
21 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 related
27 to funding.”
28

29 INTENT

30
31 Create an atmosphere of mutual respect and transparency as the Council works with the CEO and
32 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 Director of the Office of Support prepares a proposed budget.

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

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV NOVEMBER 14, 2019

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 RWPC
6 Policy No.400.01)
7

8 AUTHORITY

9
10 Bylaws (01/18) Article V, Sec5.01 - Sec5.06 ensures that the nomination and selection of officers
11 and committee chairs will be in accordance with those principles.
12

13 DEFINITIONS

14
15 Ryan White Planning Council Officers refers to the positions of Chair, Vice Chair, and Secretary.
16

17 PROCESS

18
19 Nominations for officers may be submitted to the Planning Council Support Staff up until the end
20 of the November Steering Committee meeting. After this time, nominations are added from the
21 floor the day of the election. Nominations for officers will be announced at least one month prior
22 to the December Houston Area HIV Health Ryan White Planning Council meeting. Any member
23 may submit a nomination for himself/herself or another member for a specific office. Before the
24 December Steering Committee meeting, each candidate must submit to the Office of Support a
25 brief written description of their qualifications for the office they are seeking and prepare a short
26 presentation describing their qualifications.
27

28 The annual election will be held at the December RWPC meeting. Before the election takes place,
29 members will be reminded that any member can ask for a call vote if that is their preference. If
30 paper ballots are used, voters must print their name on their ballot before submitting. If voter does
31 not print their name on the ballot, the ballot will be disqualified and not included in the election
32 results. Paper ballots are to be stored in a fire proof safe in the Office of Support for twelve months
33 after the election so that they can be accessed by anyone who wishes to review them. During the
34 election, the Operations Committee will announce the slate of nominees, which will include but
35 not be limited to, each candidate verbally expressing his or her interest in and qualifications for
36 the office they are seeking. Typically, election to office will be by written ballot unless there is
37 only one candidate running for a specific office. A simple majority vote will be required for
38 election. (Per letter from Judge Eckels dated 12-13-00: "As in any political election, the number

39 of candidates is not regulated. Following the first vote in the race, if one candidate has not received
 40 the majority, a run-off election is held between the two candidates receiving the most votes. The
 41 Council may accept nominations for the slate of officers that exceeds two candidates and may
 42 receive nominations from the floor regardless of the number of candidates already nominated.”)
 43 Each 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 following
 49 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 cannot
 56 serve as members of the Ryan White Planning Council. Staff representing these entities is
 57 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 Chair
 62 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. In the event of a mid-year election, once an officer has
 65 vacated a position, a call to accept nominations will be announced at the Steering Committee
 66 meeting immediately following the resignation. Nominations for the vacated position may be
 67 submitted to the Planning Council Support Staff up until the end of the following Steering
 68 Committee meeting (approximately 30 days after the call for nominations). At this time, Office of
 69 Support staff will distribute the slate of nominees to all members of the Planning Council. After
 70 the close of the Steering Committee meeting, nominations can only be added from the floor the
 71 day of the election, which will take place at the Council meeting approximately seven days after
 72 the slate of nominees is closed at the Steering Committee meeting. At all times, any one of the
 73 three officers must be a self-identified person living with HIV.

74

75 **ATTENDANCE REQUIREMENTS FOR RWPC OFFICERS:**

76 If an officer of the Ryan White Planning Council misses three, unexcused consecutive meetings
 77 of the Steering Committee and Planning Council, they must step down as an officer and an election
 78 will be held to fill the position. (Example: an officer must step down if he/she does not contact
 79 the Office of Support and request an excused absence and if they miss the October Steering
 80 Committee, October Planning Council and the November Steering Committee meetings.) Staff is
 81 asked to remind nominees for officer positions of this new requirement. And, when presenting
 82 their qualifications to the Council before an election, nominees must state that, to the best of their
 83 knowledge, they will not have difficulty meeting 3this additional attendance requirement.

84

85 **DUTIES OF OFFICERS:**

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

87 **Chair:** Chief Executive Officer of the Council; preside at all meetings of the Council;
 88 appoint Standing Committee Chairs; represent (or designate a representative to
 89 serve) on behalf of the Council at meetings, conferences, etc. where “Council
 90 representation” is requested. Chair assigns committee participation of Council
 91 members, and performs such other duties as are normally performed by a chair
 92 of an organization or such other duties as the Council may prescribe from time
 93 to time. The Chair will be responsible for correspondence to members regarding
 94 attendance and participation issues. The Chair will also sign and date the final
 95 version of the minutes as indication of PC approval. The Chair of the Council
 96 is an ex-officio member of all committees (standing, subcommittee, and work
 97 groups). Ex-officio means that he/she is welcome to attend and is allowed to
 98 be a part of committee discussion. He/she is not allowed to vote. In the absence
 99 of the Chair of the Council, the next officer will assume the ex-officio role with
 100 committees.

101
 102 **Vice Chair:** Preside at meetings of the Council in the absence of the Chair. Perform such
 103 other duties as the Chair may designate or the Council shall prescribe from time
 104 to time. Performs the above duties in the absence of the Chair.

105
 106 **Secretary:** The position of Secretary will oversee the following tasks:
 107 1. The Secretary will ensure that minutes are taken, approved, and filed as
 108 mandated by the Ryan White Program.
 109 2. Keep an up-to-date roll of PC members. The PC Operations Committee
 110 (RWPC Policy 400.01) will file membership management reports with the
 111 Secretary for presentation to the PC.
 112 3. Call the roll call vote, noting voting and will announce the results of the roll
 113 call vote. The Secretary will monitor voting for possible conflicts of interest
 114 (COI), the Secretary will process inquiries into votes made in COI.
 115 4. Keep a copy of the RWPC Bylaws and other relevant Policies and
 116 Procedures at the PC meetings, and will provide the Council with
 117 clarification from the Bylaws and Policies & Procedures, as requested.
 118 5. Keep a record of all committees of the PC. When (if) new committees are
 119 established, the Secretary will assure or cause to be assured the actual
 120 formation and implementation of the new committees.
 121 6. Be responsible for notification of specially called PC meeting,
 122 corresponding to the members as required by the Bylaws.

123
 124
 125 **COMMITTEE CHAIRS:**

126 Committee Chairs will be appointed by the Planning Council Chair. Committee Chairs must be
 127 members of the PC for at least one year. If committee leadership is not available from among PC
 128 members with at least one year’s service, the Chair may seek leadership among remaining PC
 129 members. The Standing Committee Chairs will preside at all meetings of their respective
 130 committees. The Committee Vice Chair shall preside at all committee meetings in the absence of

131 the Chair. If neither are present, committee members shall use consensus to select another
132 committee member to chair that particular meeting. The Committee Chairs are responsible for the
133 execution of the duties prescribed herein (see RWPC Policy 400.01) for the Committees and for
134 such other duties as may be prescribed by the Chair of the Council or the Council from time to
135 time. The Committee Chairs are responsible for the recording of or cause to be recorded all
136 deliberations undertaken by each respective Committee. Copies of all approved minutes are
137 available from the Office of Support (832-927-7926). Minutes from full Council meetings are
138 available on the PC website (www.rwpcHouston.org) once the draft copy has been approved by
139 the Chair of the Council.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV JANUARY 1, 2020

POLICY No. 600.01

QUORUM, VOTING, PROXIES, ATTENDANCE

1 PURPOSE

2
3 This policy establishes the guidelines as to what legally constitutes a Houston Area HIV Health
4 Services (Ryan White) Planning Council meeting. In addition, the policy will define and establish
5 how voting is done, what constitutes a roll call vote and who monitors that process. This policy
6 will define attendance, and the process by which a member can be removed from the council.
7

8 AUTHORITY

9
10 The adoption of the Houston Area HIV Health Services (Ryan White) Planning Council Bylaws
11 Rev. 01/18 Article VI; (Sections 6.01-6.04).
12

13 PROCESS

14 QUORUM:

15
16 A majority of the members of the Council are required to constitute a quorum. A minimum of one
17 (1) self-identified member living with HIV must also be present to constitute a quorum. If quorum
18 is not met, the Council Chair, in consultation with the Office of Support staff, will determine when
19 to dismiss those present. To constitute a Standing Committee quorum, at least two (2) committee
20 members and a Chair must be present; one of these must be a self-identified member living with
21 .HIV.
22

23 VOTING:

24 Each council member will have only one vote on any regular business matter coming before the
25 Council. A simple majority of members present and voting will be required to pass any matter
26 coming before the Council except for that of proposed Bylaws changes. Proposed changes to the
27 Bylaws will be submitted in written form for review to the full Council at least fifteen (15) days
28 prior to voting and will require a two-thirds (2/3) majority for passage. The Chair of the Council
29 will not vote except in the event of a tie. The Chairs of the Standing Committees shall not vote at
30 Committee meetings except in the event of a tie. In a case where standing committees have co-
31 chairs, only one of them may vote at Steering. The Chair of the Council is an ex-officio member of
32 all committees (standing, subcommittee, and work groups). Ex-officio means that he/she is
33 welcome to attend and is allowed to be a part of committee discussion. He/she is not allowed to
34 vote. In the absence of the Chair of the Council, the next officer may assume the ex-officio role
35 with committees. In an effort to manage agency influence over a single committee or workgroup,
36 only one voting member (Council or Affiliate) per agency will be permitted to vote on Ryan White
37 Planning Council committees and workgroups. If there is an unresolved tie vote and the Chair of
38 the Committee works for the same agency as another committee member, then the information
39 will be forwarded to the Steering Committee for resolution.
40

41 **ALTERNATE PARTICIPATION:**

42 During committee meetings any full council member living with HIV may serve as an alternate on
 43 a committee for any absent committee member living with HIV. The Chair of the Committee will
 44 communicate to the rest of the committee that the alternate person living with HIV is there to
 45 conduct business. Alternates have full voting privileges. This rule is not applicable in full Council
 46 meetings.

47

48 **CONFLICT OF INTEREST AND VOTING AMONG AFFILIATE MEMBERS:**

49 Affiliate members must declare a conflict of interest.

50

51 The number of Affiliate members on a committee (not a subcommittee or work group) should not
 52 equal or exceed the number of Council members on that committee.

53

54 **ROLL CALL VOTE:**

55 When a roll call vote is taken, the Secretary will call the roll call vote, noting voting, and will
 56 announce the results of the roll call vote. The Secretary will monitor voting for possible conflicts
 57 of interest (RWPC Policy No. 800.01). The Secretary will process inquiries into votes made in
 58 conflict of interest.

59

60 **ATTENDANCE:**

61 Council members are required to attend meetings of the Houston Area HIV Health Services (Ryan
 62 White) Planning Council. Affiliate Committee members are required to attend meetings of the
 63 committee to which they are assigned. The Secretary shall cause attendance records to be
 64 maintained and shall regularly provide such records to the Chair of the Operations Committee. The
 65 Operations Committee will review attendance records quarterly.

66

67 If a Council or Affiliate committee member has 4 absences (excused or unexcused) from Council
 68 meetings or 4 absences from committee meetings within a calendar year or fails to perform the
 69 duties of a Council member described herein without just cause, that member will be subject to
 70 removal. In order to avoid such action, the following will occur: Step 1: Office of Support staff
 71 will contact the member by telephone to check on their status. Step 2: If the member continues to
 72 miss meetings, the Chair of the Planning Council will formally notify the member in writing to
 73 remind them of Council policies regarding attendance and to give the member an opportunity to
 74 request assignment to another committee. If assignment to another committee is requested, the
 75 Chair of the newly selected committee and the Planning Council Chair must approve the change.
 76 Step 3: If the Council member continues to miss meetings, the CEO will be informed of the
 77 situation and the steps taken by the Council to address the situation. If an Affiliate committee
 78 member continues to miss meetings, the Chair of the Council will be informed of the situation and
 79 the steps taken by the Council to address the situation. Step 4: The CEO has the sole authority to
 80 terminate a Council member and will notify said member in writing, if that is their decision. The
 81 CEO or the Chair of the Planning Council has the authority to terminate an Affiliate committee
 82 member and will notify said member in writing, if that is their decision.

83

84 If for two consecutive months the Office of Support is unable to make contact with a Council or
 85 an Affiliate committee member by telephone and receives returned email and/or mail sent to that
 86 member, staff will send a certified letter requesting the member to contact the Office of Support

87 by telephone or in writing to update their contact information. If the member does not respond to
88 the certified letter within 30 days, or if the certified letter is returned to the Office of Support, the
89 Operations Committee will be notified at their next regularly scheduled meeting. At the request
90 of the Operations Committee, the Chair of the Planning Council and the CEO will be informed of
91 the situation and the steps taken by the Council to address the situation. As stated above, the CEO
92 has the sole authority to terminate a Council member and will notify said member in writing, if
93 that is his/her decision. The CEO or the Chair of the Planning Council has the authority to terminate
94 an affiliate committee member and will notify said member in writing, if that is his/her decision.

95
96 Reasons for absences that would be used to determine reassignment or dismissal include: 1)
97 sickness; 2) work related conflicts (in or out of town and vacations), and 3) unforeseeable
98 circumstances. Any Planning Council member who is unable to attend a Planning Council meeting
99 or standing committee meeting must notify the Office of Support prior to such meeting. The Office
100 of Support staff will document why a member is absent.

101

102 **PROXIES:**

103 There will be no voting by proxy.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL. 15, 1998

REV JANUARY 1, 2020

POLICY No. 800.01

CONFLICT OF INTEREST

1 PURPOSE

2 To define the policy in which the Houston Area HIV Health Services (RW) Planning Council
3 identifies and addresses conflict of interest within the planning council (PC).

- 4 • Inherent in the system - The Ryan White Program states: The HIV health services planning
5 council shall include representatives of...community-based organizations serving affected
6 populations and HIV service organizations; local public health agencies...
7
- 8 • Must be managed - The Ryan White Program states: The PC may not be directly involved
9 in the administration of a grant. The PC may not designate (or otherwise be involved in
10 the selection of) particular entities as recipients of any amount provided in the grant.
11

12 AUTHORITY

13
14 The Ryan White HIV/AIDS Treatment Extension Act of 2009, Sec.2602(b)(1);
15 Sec.2602(b)(5)(A); Sec.2602(b)(5)(B); Article VIII, Sec8.01 of the Bylaws (01/18) of the Houston
16 Area HIV Health Services (RW) Planning Council.
17

18 DEFINITION(S)

19
20 “Conflict of Interest” (COI) is defined as an actual or perceived interest by a RWPC member in an
21 action which results or has the appearance of resulting in personal, organizational, or professional
22 gain. COI does not refer to persons living with HIV (PLWH) whose sole relationship to a Ryan
23 White Part A or B or State Services funded provider is as a client receiving services. The potential
24 for conflict of interest is present in all Ryan White processes: needs assessment, priority setting,
25 comprehensive planning, allocation of funds and evaluation.
26

27 PROCESS

28
29 The rules contained in this policy apply to all RWPC members, council support, contractors and
30 consultants to the Houston Area HIV Health Services (RW) Planning Council, all of whom shall
31 be referred to as RWPC members in this policy.
32

33 RWPC members who have a financial interest in, are employed by, sit on Boards of Directors, or
34 have been employed by such an entity at any time during the previous twelve months, or are
35 members of a public or private entity seeking Ryan White Part A or B or State Services funding
36 will not participate directly or in an advisory capacity, in the Administrative Agency’s processes
37 of selecting entities to receive Ryan White Part A or B or State Services funding within that
38 particular service category. RWPC members shall be provided with copies of, and shall abide by
39 local state regulations governing COI.

40 RWPC members must complete a COI Disclosure Form annually and/or as needed, describing the
 41 relationship of the person to each organization that can benefit from an action by the RWPC. This
 42 information, in the form of a matrix of members and their conflicts of interest, will be provided to
 43 all members of the RWPC. Additionally all RWPC members will identify conflicts of interest
 44 during a discussion and/or vote and abstain from voting on issues pertaining to that conflict. All
 45 RWPC members are encouraged to request a review of potential COI of another member during a
 46 RWPC meeting.

47
 48 The Secretary of the RWPC has responsibility for addressing actions to resolve COI when they
 49 occur (see RWPC Policy 500.01). When the Secretary has a COI, monitoring voting for COI and
 50 processing inquiries related to COI will fall to the role of the Council Vice Chair, if the Council
 51 Vice Chair has a COI the responsibility will fall to the Council Chair. If still unresolved then the
 52 responsibility will fall to the Chair of the Operation Committee.

53
 54 In the event of a COI and/or during the period of review of said COI, members with a COI may
 55 participate in the discussion of the COI or questions, but shall abstain from voting on the matter.
 56

57 The Operations Committee of the RWPC shall recommend to the CEO the termination of a
 58 member from the RWPC if the member refuses to complete a COI disclosure form, refuses to
 59 declare a COI, or refuses to cooperate in a COI review, or if it is determined that the member took
 60 action intended to influence the conduct of the Administrative Agency in selecting entities to
 61 receive Ryan White Part A or B or State Services funding within a particular service category or
 62 an action which resulted in or had the appearance of resulting in personal, organizational, or
 63 professional gain.
 64

65 **COI INQUIRY/INTRODUCTION/PROCEDURE:**

66 A COI matrix from the information provided on the COI questionnaire will indicate the service
 67 category(ies) in which a conflict(s) occurs.
 68

69 An inquiry as to whether or not an individual has a conflict of interest that has not been disclosed
 70 is handled as a privileged motion: raising a question of privilege.
 71

72 Questions of privilege relate to the conduct of officers, members, and employees. In this specific
 73 case, the conduct being addressed would be not having disclosed a COI. A question of privilege
 74 (COI Inquiry) will usually take place during or after a discussion or vote. If necessary, raising a
 75 question of privilege may interrupt a member's speech.
 76

77 A member of the RWPC, who feels that another member has violated the COI policy by failing to
 78 disclose a COI or by voting on an issue regarding a service category in which a conflict has been
 79 disclosed, should raise a question of privilege in order to inquire about a possible conflict. The
 80 following steps will take place:

81 Step 1: A member rises, addresses the chair, and then, without waiting, says, "I rise to a
 82 question of privilege."

83 Step 2: The Chair will at this time request the Secretary to take control of the meeting. The
 84 Secretary will direct him/her to state his/her question.

85 Step 3: The member will briefly express his/her complaint and propose, as a motion, a solution.

86 The motion is the actual question of privilege or a request to inquire about a COI.
87 Step 4: The Secretary will attempt to process the motions to inquire as to whether a member
88 has a COI by general consent. (General consent requires no objections). If the general consent
89 is obtained, the motion will be discussed.

90
91 If general consent fails, the Secretary will ascertain if there is a second to the motion and then
92 process it as a main motion (even if a main motion was interrupted).

93
94 As soon as the interrupting question of privilege is disposed of, the assembly resumes
95 consideration of the question that was interrupted.

96
97 **METHOD OF DISCLOSURE:**
98 Annually and on an as needed basis, PC and affiliate committee members are required to submit a
99 Proposed Conflict of Interest Disclosure Questionnaire (RWPC Form 2, COI) to PC Support Staff.

100
101 **PROCEDURE FOR COUNCIL MEMBERS WHO BECOME VENDORS AFTER**
102 **JOINING THE COUNCIL:**
103 Vendors must abide by the same conflict of interest policies that everyone else does.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL. 15, 1997

REV JANUARY 1, 2020

POLICY No. 900.01

PETTY CASH

1 PURPOSE

2
3 This policy establishes the guidelines by which petty cash reimbursements of expenses to attend
4 Houston Area HIV Health Services (Ryan White) Planning Council meetings are made. The
5 purpose of these funds is to encourage a wide range of community participation. While all
6 members of the RWPC are eligible for reimbursement, all members are encouraged to pay for their
7 own expenses out of their own funds if possible. This policy includes both internal as well as
8 Affiliate members.
9

10 AUTHORITY

11
12 “Guidelines for Reimbursement of People on a Ryan White Title I Planning” dated January 21,
13 1997, and the Ryan White HIV/AIDS program Part A Manual - Revised 2013. The RWPC voted
14 on February 10, 1996 to set as a priority the reimbursement of expenses to attend RWPC meetings
15 (including subcommittee and related meetings). Those eligible to receive reimbursement of
16 expenses to attend committee, subcommittee and related meetings include Council and Affiliate
17 committee members.
18

19 DEFINITIONS

20
21 Meetings - are defined as outlined in the RWPC adoption of its Bylaws, Article IX. Rev. 01/18.
22

23 Meals - are those that are related to and occur as the result of attending any scheduled Houston
24 area HIV/AIDS Health Services (Ryan White) Planning Council meeting, including Ryan White
25 committee and workgroup meetings, and outreach events.
26

27 PROCESS

28
29 Review – Annually, the Operations Committee will review RWPC petty cash policies and forms.
30

31 Transportation - Expenses will be reimbursed as a result of a Planning Council or Affiliate
32 committee member attending a scheduled meeting. If travel is conveyed through the use of the
33 members own vehicle the rate will be the same as the county rate per mile. Council and Affiliate
34 committee members are reimbursed for mileage to and from a consistent, designated starting point
35 (either home or work). The start point will be documented in the member’s file and mileage will
36 be determined by an Internet site selected annually by the Office of Support. Members are
37 encouraged to carpool. When members carpool, only the member who is the driver of the
38 automobile can request mileage reimbursement from his or her designated starting point.
39

40 If a member is employed, and work hours are any time on a Monday through Friday during regular

41 business hours (approximately 8 a.m. until 5 p.m.), the member must provide the requested
42 employment-related information on the Petty Cash Transportation Form. If work hours typically
43 overlap with Ryan White meetings, then the member must use their primary work address as their
44 designated starting point for determining mileage reimbursement. Harris County may contact an
45 employer to confirm employment information provided on the Petty Cash Transportation Form.
46 When an individual uses their work address as the point of origin for their travel reimbursement,
47 then they are not eligible for childcare reimbursement.

48
49 If the member travels by cab, then an official cab company receipt must accompany the request
50 for reimbursement. Traveling by cab should be the option of last resort, with the following
51 exceptions. Council and Affiliate committee members who are accompanied by children are
52 allowed to take a cab to and from work, home and/or the child care provider. Members are also
53 allowed to use a cab if no other means of transportation is available or there are barriers to existing
54 transportation. Bus expenses will be reimbursed at the prevailing METRO rate (round trip).

55
56 Meals - Snacks are provided at all Council related meetings to assist individuals with dietary needs.
57 Individuals will not be reimbursed for purchasing a meal if staff notifies members that a meal is
58 being provided at a particular meeting. Exceptions will be made for individuals with special
59 dietary needs. If a meeting takes place near a meal time and the Office of Support has not
60 announced that a meal will be provided, members are allowed to purchase a meal one hour before
61 the scheduled start time of the meeting. Members will not be reimbursed if the receipt indicates
62 that a meal was purchased after the scheduled start time for the meeting. Members will be
63 reimbursed for food as well as transportation and childcare when representing the Council at off-
64 site events such as health fairs, unless a meal is provided at the event.

65
66 Expenses for meals are to be reimbursed for “in-town” and “out-of-town” meetings. In-town
67 meetings are those that occur as a result of a regularly scheduled meeting and a meal
68 reimbursement is requested. The maximum amount allowed will be in accordance with current
69 Harris County reimbursement rate for meals and receipts will be required.

70
71 Child Care - Expenses for childcare will be \$35 per child per visit, not to exceed \$100 per day
72 (total). An exception to this would be an activity that takes place outside of normal business hours
73 (6 am – 6 pm) in which case a volunteer could be reimbursed for an additional \$35 per child per
74 visit, not to exceed \$100 (total). A Council approved Child Care Expense Receipt must be attached
75 to the Claim for Reimbursement. Child Care reimbursements are based on RWPC meetings or
76 committee related events.

77
78 Other - Council and Affiliate committee members who choose to attend a non-assigned meeting
79 or event will not be reimbursed from petty cash for their participation in that meeting. Also,
80 members will not be reimbursed for transportation, childcare and/or food if they arrive 20 minutes
81 after the scheduled start time for the meeting. Within the calendar year, members are allowed two
82 exemptions if they arrive at a meeting 20 minutes late. If necessary, members are allowed to ask
83 the Operations Committee for additional exemptions for reimbursement if they are more than 20
84 minutes late to a meeting.

85

86 REIMBURSEMENT

87
88 Reimbursement requests are to be submitted to the Office of Support for payment. Receipts must
89 be submitted any time within 45 days of the date of the event or they will not be approved. End of
90 year reimbursements must be submitted within 30 days after the end of the Ryan White Part A
91 fiscal year. Reimbursement requests presented 30 days after the end of the fiscal year will not be
92 approved. Any request that does not fall within the time frames outlined above needs to be
93 submitted in writing to the RWPC Director for approval. All reimbursements are available from
94 the Ryan White Office of Support Staff.

95
96 If a check is lost or stolen, as long as the check has not been cashed, the Office of Support will
97 replace one check per year as a courtesy to the member and Ryan White will pay the administrative
98 fee. If more than one check is lost or stolen within a calendar year, the lost or stolen check will
99 not be replaced.

100
101 Per Harris County policy, petty cash is not allowed to be taken off site. Therefore, members will
102 be reimbursed for off-site meetings the next time they are at the Office of Support. Members will
103 not be reimbursed for travel to the Office if the sole reason for coming to the Office is to be
104 reimbursed for an off-site meeting.

105
106 The RWPC will not reimburse members for loss of wages as a result of attending meetings.

107
108 Members are allowed to ask the Operations Committee for exemptions from any portion of the
109 above policy by submitting a letter to the Director of the Ryan White Office of Support stating
110 why personal circumstances should allow them to be exempt. The Director will share the letter
111 with the Operations Committee at their next scheduled meeting. The Operations Committee will
112 respond to the request in writing.

113 114 MAXIMUM REIMBURSEMENT RATES

115
116 All Ryan White Council and affiliate committee members can receive up to the following amount
117 in petty cash reimbursement within a 12 month calendar year, unless the member receives a waiver
118 for an increased amount from the Operations Committee based upon personal circumstances.

119
120 The allowable amount for all members is:
121 11 committee meetings
122 + 2 trainings
123 + 3 workgroups or Public Hearings
124 16 meetings/year x \$100/meeting = \$1,600

125
126 **Council Chair: up to \$5,000/year**
127 (\$1,600 + 12 Council meetings + 12 Steering Committee meetings + 10 additional
128 misc. meetings)

129
130 **Officers & Committee Chairs: up to \$4,000/year**
131 (\$1,600 + 12 Council meetings + 12 Steering Committee meetings)

132

133 **Council Members: up to \$2,800/year**
134 (\$1,600 + 12 Council meetings)

135
136 **Affiliate Committee Members: up to \$1,600/year**

137
138 **Written** requests for exceptions can be submitted to the Operations Committee for review and
139 approval.

140
141 If it becomes clear that an individual is going to exceed the amount listed above within a calendar
142 year, the following steps are to be taken:

143
144 **Step 1:** The Director of the Office of Support will verbally bring the matter to the
145 attention of the member and document the conversation in the member's folder.

146
147 **Step 2:** If the situation continues after two conversations with the member, the member
148 will receive a letter signed by the Chair of the Planning Council and the Director of the
149 Office of Support. The letter will document the total amount the member has received in
150 petty cash reimbursement and request a meeting to outline ways in which the individual
151 can begin to limit reimbursement.

152
153 **Step 3:** If the member is unable or unwilling to limit reimbursement than the Council Chair
154 will review and possibly reappoint the member to a committee that has fewer meetings
155 and/or fewer outside activities.

156
157 **Step 4:** If the individual member reaches the cap outlined above, they can request a waiver
158 from the policy from the Operations Committee. The Operations Committee will review
159 the request and, after consulting with the Chair of the Ryan White Planning Council and
160 the Director of the Office of Support, the Committee will have final approval regarding the
161 response to the request for a waiver and will notify the individual of their decision in
162 writing. If the request for a waiver is denied, the member will not be reimbursed for
163 mileage, childcare and/or meals for the remainder of the calendar year. The member will
164 be eligible to receive petty cash reimbursement for activities that take place in the next
165 calendar year, once the new year begins.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV JANUARY 1, 2018

POLICY No. 1000.01

GRIEVANCE

1 PURPOSE

2
3 This policy establishes which types of grievances will be covered by the procedures and who may
4 bring a grievance. This process will address priority setting and allocating funds to those priorities
5 and any subsequent process to change the priorities or allocations. Any changes as a result of a
6 hearing, mediation or arbitration process will be perspective in nature (i.e. any changes as a result
7 of this process will effect future decisions and not impact former or current funding decisions).

8
9 This policy will permit individuals or entities directly affected by the outcome of a decision related
10 to funding as being eligible. At a minimum; providers eligible to receive Ryan White funding;
11 consumer groups/PLWH coalitions and caucuses.

12
13 This policy will allow for non-binding procedures for resolving conflicts, including but not limited
14 to Mediation for the parties in reaching a solution. In addition, Binding Arbitration will be the
15 final resolve in this process.

16 AUTHORITY

17
18
19 Section 2602(b)(6) requires Planning Councils to develop procedures for addressing grievances
20 with respect to funding; Section 2602(c)(1)(A), refers to non-binding and binding arbitration and
21 under subsection (b)(1) allows for local discretion and describes the elements that must be
22 addressed in establishing local grievance procedures and provides grantees with flexibility in the
23 design of such local procedures. Section 2602(c)(1)(B) requires that once grievance policies are
24 established they are determined adequate. This will assess whether such procedures permit
25 legitimate grievances to be filed, evaluated, and resolved at the local level. Section 2602(c)(2)
26 states that “to be eligible to receive funds under this part a grantee shall develop grievance
27 procedures that are determined by the Secretary to be consistent with the model procedures
28 developed under paragraph (1)(A) of HRSA regs. By adoption of the BYLAWS of the Houston
29 Area HIV Health Services (Ryan White) Planning Council; Rev 12/17.

30 DEFINITIONS

31
32
33 Arbitration - A private informal process by which all parties agree, in writing, to submit their
34 disputes to one or more impartial persons authorized to resolve a controversy by rendering a final
35 and binding award.

36 Arbitrator - An impartial third party who has completed a minimum of 40 hours of training in
37 dispute resolution techniques in a course conducted by an alternative dispute resolution system or
38 organization. Decisions awarded by arbitrators are binding unless otherwise stipulated in advance
39 of the arbitration proceeding.

40 Business Day - Reference to a business day will be understood to mean Monday through Friday,

41 8:00am to 5:00pm.

42 Court - Includes an appellate court, district court, constitutional county court, statutory county
43 court, family law court, probate court, municipal court, or justice of the peace court.

44 Grievance - Any unresolved controversy, claim or dispute relating to the Planning Council process
45 involving establishing priorities; allocating funds to those priorities and any subsequent process to
46 change the priorities or allocations.

47 The Operations Committee - The Operations Committee will convene as needed to address a
48 grievance. All final resolutions by that committee will be presented at the next full Planning
49 Council meeting and presented by the Chair of the Operations Committee.

50 Grievant - An individual or group of individuals with standing and who file a grievance with the
51 Director of the Office of Support for the Planning Council.

52 Hearing - Meeting held with the Houston Area HIV Health Services (Ryan White) Planning
53 Council Operations Committee at which an individual or group of individuals provides specific
54 testimony relating to an unresolved controversy, claim or dispute.

55 Mediation - A private, informal process in which an impartial third person facilitates
56 communication among parties to encourage reconciliation, settlement or agreement of a particular
57 dispute, controversy, or claim.

58 Mediator - An impartial third person who facilitates the communication between parties in dispute
59 and encourages reconciliation, settlement or agreement of a particular dispute, controversy of
60 claim. Qualifications of a mediator must include a minimum of 40 classroom hours of training in
61 dispute resolution techniques provided by an alternative dispute resolution system or organization.
62 A mediator may not impose his own judgment on the issues for that of the parties.

63

64 **TIMELINE:**

65 Written notification of grievance, using the Grievance Intake Form, must be given to the Director
66 of the Office of Support for the Planning Council within five (5) business days after the incident
67 or results of the process being grieved are announced. When written notification of grievance is
68 received, the Director of the Office of Support will establish a file which briefly describes the
69 grievance issue and the remedy being requested.

70

71 The Director , within three (3) business days, will notify the Chair of the Operations Committee
72 and the Chair of the Planning Council of the grievance notification. The Director will also
73 acknowledge receipt of grievance to grievant by certified mail, return receipt requested, within
74 three (3) business days of notification.

75

76 A grievance hearing will be held within fourteen (14) business days after receipt of notification of
77 the grievance. At that time, the Operations Committee will determine whether the grievance is
78 within the scope of the procedures, and whether or not a grievant is eligible to initiate a non-
79 binding process. Once a grievance has been filed, if not resolved at the initial hearing, the
80 conversation from here forward must be limited to the items discussed in the grievance hearing.
81 Amendments to the form are acceptable only before the hearing. The person who filed the
82 grievance and the party(s) involved will be interviewed by the Operations Committee.

83

84 The grieving party will be notified by certified mail, return receipt requested, of the date, time and
85 place of hearing at least five (5) business days before the hearing is held.

86

87 The Operations Committee will render a decision within ten (10) business days after the scheduled
88 Grievance hearing, and Grievant will be notified of said decision by certified mail, return receipt
89 requested, within three (3) business days after rendered decision.
90

91 If, after being notified of the Operations Committee's decision, any party to the grievance is not
92 satisfied with said decision, that party may request mediation of the dispute. That party must notify
93 in writing the Director of the Office of Support of the request for mediation no later than three (3)
94 business days after receiving the Operations Committee's decision. Mediation will be provided
95 by the Harris County Alternative Dispute Resolution Service, or any other such service that is
96 mutual agreed upon by all parties involved, who will provide impartial third parties to mediate the
97 filed grievance. Mediation costs will be shared equally among both parties involved.
98

99 The initial mediation will be scheduled within fourteen (14) business days after the Planning
100 Council Director (subject to the schedule of the mediation service) receives the request. The
101 mediation process will be held at a location designated by the mediation service provider, and all
102 business conducted during the mediation process will be considered confidential. Documents
103 provided during mediation will be subject to the Public Information Act. Maximum amount of
104 time to complete any non-binding process will be eight (8) hours. Additional time may be granted
105 on an "as needed" basis to promote resolution of the grievance.
106

107 Any unresolved controversies, claims or disputes that cannot successfully be resolved through the
108 Operations Committee process or through good faith negotiations in mediation shall be settled by
109 arbitration. Results of the arbitration will be binding upon all parties involved. The grievant must
110 notify in writing the Director of the Office of Support of the intent to pursue arbitration within
111 three (3) business days after the mediation process ends.
112

113 A panel of three (3) qualified neutral arbitrators will conduct the arbitration process. An
114 independent, impartial third party organization designated in advance will provide each party with
115 a list of proposed arbitrators who may be familiar with the subject matter involved in the grievance.
116 Each side will have ten (10) business days to strike the names of those individuals on the list that
117 are deemed unacceptable, prioritize the remaining names in order of preference and return the list
118 to the designated organization. The designated organization will contact the arbitrators remaining
119 on the list in order of preference to serve on the panel.
120

121 The Arbitration Committee will hear the dispute within thirty (30) business days after the
122 appointment of the arbitrators. Fees associated with the arbitration process will be borne by the
123 parties equally. However, each party shall be responsible for expenses related to its own counsel,
124 experts, witnesses, and preparation and presentation of documents. Cost and fees may include,
125 but are not limited to, all reasonable pre-award expenses of the arbitrators' fees, administrative
126 fees, travel expense, out-of-pocket expenses for copying and telephone, court cost, witness fees,
127 and attorney's fees.

Policy 002.

Date of Issue	_____	Date of Grievance Recommendation	_____
Date Filed	_____	Date of Appeal	_____
Date Received	_____	Date of Appeal Decision	_____
Date of Hearing	_____	Date Grievance Concluded	_____

Please do not write in this space

The Grievance Process will be as follows:

- 1) Grievant must notify the Director of the Office of Support for the Planning Council in writing of a grievance.
- 2) The Director will immediately notify Chair of the Operations Committee of request for hearing.
- 3) The Grievance hearing will be scheduled within fourteen (14) business days after the request for hearing is received by the chair of the Operations Committee.
- 4) Amendments to the form are acceptable only before the hearing.
- 5) If a mutual agreeable solution is not reached in this process, the grievant may request mediation.
- 6) Mediation will be provided by a mutually agreed upon service to all parties involved.
- 7) Mediation costs will be shared equally among all parties involved.

GRIEVANCE FORM

Instructions: Please type or print the information requested in the space provided below. If additional space is needed, please attach additional pages.

Name: _____ Title: _____

Agency: _____ Phone: _____

Address: _____ Zip code: _____

Briefly provide a description of expectations from the grievance process:

Will you have a representative at the hearing? _____

If yes, please provide the representative's name: _____

List the names of witnesses and a brief overview of the witnesses' testimony:

_____	_____	_____
Grievant Signature	Title	Date

Operations Committee's Recommendations

_____	_____	_____
Signature	Title	Date

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL (RWPC)

EST. JAN 2002

REVISED JANUARY 1, 2020

POLICY NO. 1100.00

COMPUTER POLICY

1 **PURPOSE**

2
3 This policy establishes the guidelines by which petty cash reimbursements of expenses for personal
4 computer ISP lines on which they do business related to the Houston Area HIV Health Services
5 (Ryan White) Planning Council. While all members of the RWPC are eligible for reimbursement
6 this policy notes that members who are not living with HIV are encouraged to pay for their own
7 expenses out of their own funds. This policy includes both internal as well as affiliate members.
8

9 **PROCESS**

10
11 Reimbursement requests are to be submitted to the Office of Support for payment and must include
12 the name and home address of the Council or Affiliate member. Receipts can be submitted at
13 anytime within 45 days of the date of the event, with the exception of end of year reimbursements
14 which must be submitted within 30 days after the end of the Ryan White Part A fiscal year. Any
15 request over and above the amounts and time frames as outlined above needs to be submitted in
16 writing to the RWPC Director for approval. Reimbursement requests presented 30 days after the
17 end of the fiscal year will not be approved. All reimbursements are available from the RWPC
18 Support Staff.
19

20 **REIMBURSEMENT FOR ISP LINES**

21
22 The Council will pay for 50%, with a maximum cap of \$11 per month, for the cost of a Council
23 member's home ISP service. The Council member must submit a copy of the bill and a copy of
24 their check or credit card receipt indicating payment of the total bill in order to be reimbursed from
25 petty cash.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL (RWPC)

EST. OCT. 2002

REVISED JANUARY 1, 2018

POLICY NO. 1200.00

HONORARIUMS

1 **PURPOSE**

2
3 The purpose of this policy is to establish guidelines by which honorariums or other forms of
4 gratuity are received by Ryan White Planning Council members.
5

6 **PROCESS**

7
8 No member of the Ryan White Planning Council, or any other Council-related volunteer, may
9 accept an honorarium or other form of gratuity for services performed in connection to his or her
10 service to the Council. This does not pertain to reimbursements for travel, meals, hotel or other
11 expenses incurred in performance of these services. If an honorarium is sent, the recipient is to
12 turn it in to the Office of Support who will return the check with a letter declining the check and a
13 suggestion that the money be distributed to an HIV organization, such as those listed in the Blue
14 Book.