

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

POLICY AND PROCEDURES TABLE OF CONTENTS

<u>SUBJECT</u>	<u>POLICY NO.</u>	<u>PAGE</u>
Public Comments	100.01	1
Nominations Screening Process	200.01	3
Appointment of Council, Composition Of Council, Term and Compensation	200.02	6
Meetings	200.03	8
Letters of Support, Business Cards and Event Co-Sponsorship	300.01	10
Standing and Other Committees and External Membership	400.01	12
Roles and Responsibilities of Planning Council Members, and Council Support Staff	400.02	16
Process for Approving Council Support Budget	400.03	18
Election of Officers, Election of Committee Chairs, Duties of Officers And Chairs	500.01	20
Quorums, Voting, Proxies, Attendance	600.01	23
Conflict Of Interest	800.01	25
Petty Cash	900.01	28
Grievance	1000.01	30
Computer Policy	1100.00	34
Honorariums Policy	1200.00	35

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

EST. JUL 15, 1998

REV DECEMBER 13, 2007

POLICY No. 100.01

PUBLIC COMMENTS

1 PURPOSE

2
3 This policy establishes guidelines by which public comments will be received by the Houston
4 Area HIV Health Services Ryan White Planning Council.
5

6 AUTHORITY

7
8 The RWPC through adoption of its bylaws ensures that there will be a procedure for receiving
9 public comments.
10

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
15 from affected communities nor agencies serving these communities. The PC identifies the needs
16 of all affected communities, prioritizes those needs and allocates limited Ryan White Part A
17 (formerly known as Title I) funds to meet a portion of those needs. Per a request from the Texas
18 Department of State Services, the PC also makes recommendations regarding the priorities and
19 allocation of funds for Ryan White Part B and State Services funding. The Planning Council
20 does not allocate funds to individuals or to agencies except as allowed in limited circumstances
21 within the Ryan White Program. While a "Comprehensive Needs Assessment" is completed
22 every 2-3 years, "Needs" are assessed on an ongoing basis through various HIV/AIDS Needs
23 Assessment processes.
24

25 The work of prioritizing needs and allocating Ryan White Part A and B funds to meet these
26 needs is achieved annually through the Priority and Allocations Committee (See RWPC Policy
27 No.400.01) and approved by the whole Planning Council. The RWPC also is active in planning
28 a better HIV/AIDS system of care for the Houston EMA. A comprehensive care plan is
29 produced every three to five years with adjustments to the plan each year or as needed to address
30 advances in treatment, new and emerging needs, and changes in the populations affected by
31 HIV/AIDS. This activity is handled by the Comprehensive HIV Planning Committee (Policy
32 No.400.01). The final plan is approved by the whole Planning Council.
33

34 PROCESS

35
36 All RWPC meetings are open to the public (see Policy No. 200.03) and are announced and
37 conducted in accordance with the Open Meetings Act. There will always be a place on the
38 Agenda for public comments. The RWPC can at any time determine where on the agenda public
39 comments can be made. At the Planning Council meetings, only members of the Planning
40 Council can vote on agenda items. However, official external members can vote on items at the
41 committee level on which they serve (Policy No. 400.01). Public comments may be limited to 3
42 minutes per individual. At the discretion of the Chair, public comments may be limited to a

43 shorter, or expanded to a longer period of time, but the amount of time must be announced at the
44 beginning of the public comment portion of the agenda and a uniform amount of time must apply
45 equally to all who are giving comments at the meeting. Council members will abide by the
46 Public Information Act. See staff policy regarding the distribution of information. (See Staff
47 Personnel notebook.)

48

49 **SPECIALLY SCHEDULED PUBLIC COMMENTS**

50

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

54

55 **HOW DECISIONS ARE MADE**

56

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

- 62 ➤ Introduce the business item at a Steering Committee Meeting (unless item has already
63 been assigned to/undertaken by the appropriate committee)
- 64 ➤ Steering assigns the task to the appropriate committee
- 65 ➤ Chair of the appropriate committee may:
 - 66 • Create a sub-committee
 - 67 • Create a work group
 - 68 • Seek public input
 - 69 • Set a time limit as to resolution
- 70 ➤ Report the recommended action back to Steering
- 71 ➤ Steering includes the Committee's recommended action on the Council Agenda for
72 Council Meeting if Committee's recommended action passes Steering.
- 73 ➤ Full council votes

74

75 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 DECEMBER 13, 2007

POLICY No. 200.01

NOMINATIONS SCREENING PROCESS

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).
5

6 AUTHORITY

7
8 The Nominations Screening Process is referred to in the RWPC Bylaws Article II; Section 2.01-
9 2.05. The CARE Act as amended (currently referred to as the Ryan White HIV/AIDS Treatment
10 Modernization Act of 2006 or the Ryan White Program), Section 2602(b)(1) states:
11 "Nominations to the planning council shall be identified through an open process and candidates
12 shall be selected based on locally delineated and publicized criteria. Such criteria shall include a
13 conflict of interest standard that is in accordance with paragraph (5)." (See RWPC Policy
14 No.800.01)
15

16 PROCESS

17
18 The Nominations Screening Process will be as follows: The process shall be continuous and/or
19 as needed to fill vacancies in Council membership. The Council shall work with the CEO's
20 office in an attempt to see that no Council seat is vacated for more than three months. All terms
21 begin in January unless a Council member is selected to fill an unexpired term.
22

23 The process will be an open-ended process available to all interested persons wishing to serve.
24

25 With the exception of persons representing HRSA required government organizations, such as
26 Medicaid, HOPWA and others, candidates will be subject to the Nominations Screening Process
27 conducted by the Operations Committee. The Operations Committee can request a courtesy
28 interview with the purpose of making recommendations to the Council Chair regarding
29 committee placement.
30

31 RYAN WHITE PLANNING COUNCIL REPRESENTATION:

32 See HRSA grant instructions.
33

34 The composition of the RWPC will be reflective of the local HIV/AIDS epidemic and according
35 to HRSA policy. Besides the HRSA required representation categories of Planning Council
36 Membership, the RWPC may also request other positions/representation, subject to the approval
37 of the CEO, in order to maintain diversity within the RWPC reflecting the pandemic and/or
38 needed expertise within the EMA. These positions are subject to the Nominations Screening
39 Process.
40

41 RECRUITMENT/ADVERTISEMENT:

42 The Operations Committee shall announce the Nominations Screening Process by notification to

43 interested and affected groups in the form of press releases, advertisements, flyers/brochures, etc.
 44 Announcements should be targeted to the following organizations and communities:

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

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

52
 53 Included in the announcement, will be the name of the contact person to call regarding
 54 Information about the Nominations Screening Process. All forms which need to be completed by
 55 a potential applicant will be available from the contact person.

56
 57 **NOMINEE APPLICATION:**

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

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

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

73
 74 External Committee Applications: Forms for External Committee membership will be reviewed
 75 annually by the Operations Committee for revisions/changes to the forms and will be made
 76 available in English and Spanish. External Committee application forms are to request two
 77 references and contact information for these references. The Planning Council Chair, or his/her
 78 designated representative, will use a standard interview form to document information provided
 79 by the two references

80
 81 The following items will be addressed during the interview and on the application:

82
 83 **TIME COMMITMENT:**

84 Each applicant shall be informed of the time commitment necessary to participate as a RWPC
 85 member. Minimum time requirements are at least four (4) hours per month. Two (2) hours for
 86 monthly RWPC meetings and two (2) hours for monthly Service Committee meetings. This
 87 information is to be included on the application form.

88
 89 **CONFLICT OF INTEREST:**

90 Applicants will be informed that individual Planning Council members who are members of or
 91 who have a financial interest in an organization receiving and/or seeking Ryan White Part A or B
 92 or State Services funding will be informed of the conflict of interest policies and procedures

94 **HIV DISCLOSURE:**

95 Persons who are self-identified as being HIV positive or having AIDS may choose whether or
96 not to reveal their HIV/AIDS status. All laws regarding HIV/AIDS confidentiality are adhered
97 to. This information is included on the Application form. Once an interview is completed the
98 information will be recorded.

99

100 **CONSIDERATION OF APPLICANTS:**

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

104

105 **LIST OF CANDIDATES:**

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

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV DECEMBER 13, 2007

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 HIV+ communities 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 12/07; Ryan White HIVAIDS Treatment Modernization Act of 2006 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
18 Process (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 current Ryan White Program, and will be reflective
24 of the local HIV/AIDS Epidemic according to HRSA policy. The Planning Council may also
25 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 HIV+ persons who do
30 not have a conflict of interest (or according to current HRSA policy) and are willing to represent
31 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-
42 numbered years. A term shall begin on January 1 and shall terminate on December 31 of the
43 second year following. Council members appointed to vacancies shall complete the unexpired
44 term of office.

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

48

49 **COMPENSATION/REIMBURSEMENT**

50

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

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. May 5, 1998

REV MAY 14, 2009

POLICY No. 200.03

MEETINGS

1 PURPOSE

2
3 This policy is to establish guidelines by which meetings of the Houston Area HIV Health
4 Services Ryan White Planning Council (RWPC) will abide.
5

6 AUTHORITY

7
8 The RWPC through adoption of Roberts Rule of Order and bylaws 12/07; Article II; Sec. 2.01-
9 2.01) and by order of the Chief Elected Official of Harris County, ensure that there will be a
10 procedure for meeting(s) conducted by the RWPC.
11

12 INTENT

13
14 The intent of this policy is to include all citizens who are infected and affected by HIV and who
15 live in the Houston Eligible Metropolitan Area (EMA) in the decision making process.
16

17 DEFINITIONS

18
19 “Meeting(s)” will be defined as an encounter where two or more people of the RWPC meet to
20 discuss business related to that body and a binding vote is intended to be taken. All meetings
21 will be open to the public (except where noted.) The public is encouraged to participate (see
22 Policy No. 100.01) and will be notified of meetings according to Open Meetings requirements.
23 All meetings of the above mentioned will be held in an environment that will be accessible to all
24 interested parties.
25

26 “Standing Committee Meetings(s)” are public meetings. Exceptions to this are hearings
27 conducted by the Grievance sub-committee of the Operations Committee, “personnel issues”,
28 and any other exception allowable under the Open Meetings Act.
29

30 “Work Group or Subcommittee Meetings(s)” will be defined as meetings that have been so
31 designated by the Chair of the Council, the Chair of a Standing Committee, or through the
32 recommendation of a member at a regular standing, or sub-committee meeting and agreed to by
33 that body. All finished products by work groups will be viewed by the appropriate Standing
34 Committee prior to submission to the Steering Committee, unless the Standing Committee
35 approves by vote, an alternative submission process.
36

37 “Other Committee Meeting(s)” will fall under the definition of Meetings. These are
38 Committee(s) that are part and parcel of Standing Committees. While they are not officially a
39 committee, their function is to carry out the business of the Council. Each of these entities is to
40 conduct meetings in areas that are accessible to the public. The public can make comments
41 about the services that affect them without fear of retribution from any member, or group of
42 members of the Houston Ryan White Planning Council.

43 **FOCUS GROUPS**

44
45 Focus groups do not involve voting and will not be considered open meetings. These are
46 gatherings where individuals are invited to participate in open discussion about services offered
47 in the Houston EMA. Members of the committee that convene the focus groups will be subject
48 to Conflict of Interest guidelines (see Policy #800.01). Participation in focus groups will be
49 according to the approved methodology for a particular focus group, and people who are not
50 appropriate to attend or view the focus group (including Council members) will not be allowed
51 to participate.

52
53 If any member of the public feels that s/he has been singled out or denied services based on
54 guidelines specified in a contracting agency(s) agreement with the Administrative Agency (HIV
55 Services), then a grievance can be filed with that agency and/or HIV Services.

57 **ROLE OF THE COMMITTEE CHAIR**

58
59 It is the role of the chair of any committee to facilitate the discussion and reach a majority or
60 consensus of the group. It is important that when there is not a clear majority or consensus in
61 committee meetings that a majority and minority report be given to the body which authorized
62 that committee to convene. It is imperative that all members of the committee be allowed to
63 express his or her concerns. The chair is to be fair and impartial.

65 **ROLE OF THE COMMITTEE MEMBERS**

66
67 It is the responsibility of each member of any committee to first identify if there is a conflict of
68 interest violation. If so, this member must state that by holding up the red flag (see Policy No.
69 800.01). If a committee member is the service provider of the topic under discussion, it is
70 imperative that this member listen objectively to comments or concerns both negative and
71 positive from the public, other council members or agents of the Administrative Agency. Each
72 member of the Council has the power to enact a grievance if the need arises (see Policy No.
73 1000.01). Let this policy remind committee members that the Houston Area HIV Health
74 Services Ryan White Planning Council will abide by confidentiality guidelines as set forth in the
75 most current Ryan White Program and health and safety codes of the Federal Government and
76 Texas Department of State Health Services.

78 **TELECONFERENCING AT MEETINGS**

79
80 Due to unusual circumstances, such as illness or travel, Council and committee members are
81 allowed to participate in a Ryan White committee meeting via telephone as long as the Office of
82 Support has access to the technology needed to accommodate such a request. Regarding Council
83 meetings, members may not use teleconferencing to participate in a full Council meeting except
84 under unusual circumstances, such as severe weather or a public health emergency (for example
85 an outbreak of the flu). In this situation, the Office of Support, in consultation with the Chair of
86 the Council (or the Vice Chair and then Chair of the Operations Committee if the Chair or Vice
87 Chair is unavailable), will decide if members can participate in a full Council meeting via
88 conference call, again depending upon the availability of the technology needed to accommodate
89 the call. Due to the limited technological capability of conference calling, Council members will
90 be included in the call on a first come, first serve basis. In this unusual situation, the general
91 public will be encouraged to submit public comment through fax or email, they may listen to the
92 conference call at the location where the staff will be in attendance, and/or they may request a
93 digital copy of the recorded proceedings (if available) or a paper copy of the meeting minutes
94 after the meeting has taken place.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 7, 2001

REV MAY 14, 2009

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 .
4 Wwhen interacting with other organizations, determining events that will be co-sponsored by the
5 Council and determining if a letters of support can be provided by from the Council.
6

7 AUTHORITY

8
9 The authority given to the Operations Committee by the council adoption and approval of By-
10 laws Rev. 112/017 and under the order of the Chief Elected Official (CEO) of Harris County,
11 initiates procedures by which day to day business of the Council is to take place. Ryan White
12 CARE Act Amendments of 2000.
13

14 BUSINESS CARDS

15
16 The Council will have two types of business cards: 1.) As the only authorized spokesperson for
17 the Council, the Chair will have a business card that includes his/her name. 2.) For all other
18 members of the Council, the staff will prepare one generic card that explains how to contact the
19 Office of Support and does not include personal identifying information.
20

21 LETTERS OF SUPPORT

22
23 When appropriate, letters of support will be written collaboratively between the Council Chair
24 and the Office of Support.
25

26 INTENT

27
28 Create an atmosphere of respect and mutual understanding as to the tasks involved in processes
29 vital to HRSA mandates for Eligible Metropolitan Area Planning Councils, and their
30 responsibilities
31

32 PROCESS

34 EVENT CO-SPONSORSHIP

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

- 37 • Ninety-day advance notice is given so that the Council can review information about the
38 event.
- 39 • When the 90-day advance notice is not possible, tThe OperationsAffected Community
40 Committee is authorized to make a recommendation to the Planning Council regarding

41 co-sponsorship of the event. determine which events will be co-sponsored by the Council
42 when the 90-day advance notice is not possible.

- 43 • Events relating to a State of Emergency will take precedence over other events.

44

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

47

48 If the sponsoring organization requests the use of a Council logo or permission to add the
49 Council's website link to the sponsoring organization's website, the following applies. The
50 Council does not have a logo and is not authorized to use the Harris County logo. Adding the
51 Council's website link to the sponsoring organization's website can only be done when the Chair
52 of the Planning Council and the Manager of the Office of Support have provided written
53 approval for 1.) Adding the link to the other organization's website and 2.) The text describing
54 the link to the Council's website. If the sponsoring agency requests that their logo or website
55 link be added to the Council's website, the Council will only include the agency's website
56 address within the electronic version of the Blue Book which is posted on the Council's website.

57

58 LETTERS OF SUPPORT

59 When appropriate, letters of support will be written collaboratively between the Council Chair
60 and the Office of Support.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV SEPTEMBER 16, 2010

POLICY No.400.01

STANDING AND OTHER COMMITTEES AND EXTERNAL 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
9 Committees (including Steering) and establishes that there will be “other” committees as may be
10 necessary to carry out the duties and responsibilities of the RWPC.

11
12 Ryan White HIV/AIDS Treatment Modernization Act of 2006 or the Ryan White Program and
13 by establishment of Houston Area HIV Health Services Ryan White Planning Council as
14 established by the CEO ensures that the actions and decisions of the RWPC as represented
15 through its 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 check list 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 of the standing committees.
26 In a case where standing committees have co-chairs, only one of them may vote at Steering
27 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
35 committee will not have external members.

37 QUALITY ASSURANCE COMMITTEE:

38 This committee will be given the responsibility of assessing and ensuring continuous quality
39 improvement within Ryan White Part A funded services. This committee is also the place where
40 definitions and recommendations on “how to best meet the need” are made. Standards of Care

41 and Outcome Evaluation, which must be looked at within each year, will also be monitored from
 42 this committee. Whenever possible, this committee should collaborate with other Ryan White
 43 planning groups, especially within the service categories that are also funded by other Ryan
 44 White monies, to create shared Standards of Care.

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

53

54 **COMPREHENSIVE HIV PLANNING COMMITTEE:**

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

59

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

65

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

71

72 **PRIORITY AND ALLOCATIONS COMMITTEE:**

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

83

84 **COMMITTEE MEMBERSHIP**

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

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

92 services.

93

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

99

100 Resource persons may or may not be requested to attend all Priority and Allocations Meetings.

101 The goal will be to balance committee membership according to race and ethnicity, sex and
 102 sexual orientation and gender, HIV serostatus, skills and experience, and according to Conflict of
 103 Interests policies and procedures.

104

105 COMMITTEE LEADERSHIP

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

108

109 COMMITTEE PARTICIPATION

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

112

113 CONFLICTS OF INTEREST

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

116

117 AFFECTED COMMUNITY COMMITTEE:

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

128

129 When providing consumer education, the committee should not use pharmaceutical
 130 representatives to present educational information. Once a year, the committee may host a
 131 presentation where all HIV/AIDS-related drug representatives are invited. It is acceptable for a
 132 pharmaceutical company to provide refreshments at such an educational meeting as long as the
 133 refreshments are valued at less than \$25 per person.

134

135 OPERATIONS COMMITTEE:

136 This committee will be responsible for four (4) areas of compliance with the Houston Area HIV
 137 Health Services Ryan White Planning Councils operations as outlined in the Ryan White
 138 Program. The committee will (1) develop and facilitate the management of PC operating
 139 procedures, guidelines, and inquiries into member compliance with these procedures and
 140 guidelines. (2) Implement the Open Nominations Process (RWPC Policy No.200.01), which will
 141 require a continuous focus on recruitment and orientation. (3) Initiate and conduct the PC self-
 142 evaluations and where the PC staffing pattern design and staff recruitment-selection-evaluation is

143 initiated and conducted. (4) Grievances related to the PC processes will be handled by this
144 committee (RWPC Policy No.1000.01). This committee will meet regularly for a projected two
145 hour meeting and will not benefit from external members, except where resolve of grievances are
146 concerned. External members knowledgeable about the area of grievance may sometimes be
147 utilized to promote objectivity in decision-making.
148

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

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

158 **EXTERNAL COMMITTEE MEMBERS:**

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

169 When committees have membership openings, the Office of Support will notify the Council
170 Chair of all pending applications and references will be contacted at that time and before an
171 appointment is made.
172

173 **VOTING PRIVILEGES AND CONFLICT OF INTEREST FOR EXTERNAL COMMITTEE**
174 **MEMBERS:**

175 External members can only vote at committee, sub-committee, and workgroup meetings. They
176 may not vote at Council meetings.
177

178 External members must declare a conflict of interest, abiding by the same rules as full council
179 members. On the committee level, only one voting member per agency (full or external) will be
180 permitted to vote. The number of external members on a standing committee should not equal or
181 exceed the number of council members on that committee.

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

EST. MAY 5, 1999

REV DECEMBER 13, 2007

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 Ccouncil adoption and approval of By-
9 laws Rev. 12/07 and under the order of the Chief Elected Official (CEO) of Harris County,
10 initiate procedures by which day to day business of the Council is to take place.
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 Manager shall report to the Houston Area HIV Health Services (Ryan White) Planning
30 Council (HAHHSRWPC) and will be responsible for the following:

- 31 • Providing direction to both the HAHHSRWPC and its support staff
- 32 • Completing the and legal fulfillment of all Ryan White Part A Council
33 responsibilities within the revised Ryan White CARE Act of 1990 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 Manager 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 the 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 Manager 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 HAHHSRWPC.
- 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,
- 51 service providers, consumers, and constituent communities.
- 52 • Assisting the RWPC and/or its committees in responding to HRSA recommendations,
- 53 including assisting with interpretations; acting then upon these interpretations by
- 54 which to developing and facilitateing a process to adopt these changes, as approved
- 55 by the RWPC mandates and initiatives as approved by the council and in accordance
- 56 with HRSA and local county regulations.

57

58 **COMMITTEES**

59

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

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JULY 10, 2008

POLICY No. 400.03

PROCESS FOR APPROVING THE COUNCIL SUPPORT BUDGET

1 PURPOSE

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

6 AUTHORITY

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

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

29 INTENT

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

34 PROCEDURE

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

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

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

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV MAY 13, 2010

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

9
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

14
15 Ryan White Planning Council Officers refers to the positions of Chair, Vice Chair, and
16 Secretary.
17

18 PROCESS

19
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 The annual election will be held at the December RWPC meeting. The Operations Committee
26 will announce the slate of nominees, which will include but not be limited to, each candidate
27 presenting a statement, written or verbal, expressing his or her interest in and qualifications for
28 an office. Election to office will be by written ballot unless there is only one candidate running
29 for a specific office. A simple majority vote will be required for election. (Per letter from Judge
30 Eckels dated 12-13-00: "As in any political election, the number of candidates is not regulated.
31 Following the first vote in the race, if one candidate has not received the majority, a run-off
32 election is held between the two candidates receiving the most votes. The Council may accept
33 nominations for the slate of officers that exceeds two candidates and may receive nominations
34 from the floor regardless of the number of candidates already nominated.") Each member of the
35 Council shall be entitled to one vote on any regular business matter coming before the Council.
36 A simple majority of members present and voting is required to pass any matter coming before
37 the Council except for that of proposed Bylaw changes, which shall be submitted (in written
38 form) for review to the full Council at least fifteen (15) days prior to voting and will require a
39 two-thirds (2/3) majority for passage. The Chair of the Council shall not vote except in the event
40 of a tie. The election of the officers will be done one at a time in the following order: Chair,

41 Vice-Chair, and Secretary.

42
43 **QUALIFICATIONS FOR RWPC OFFICERS:**
44 Ryan White Part A or B or State Services funded providers/employees/subcontractors/Board
45 Members and or employees/subcontractors of the Grantee(s) shall not be eligible to run for office
46 of Chair of the Ryan White Planning Council. Except as otherwise required by the Ryan White
47 Program, staff representing the Office of Support and Part A and B administrative agencies
48 cannot serve as members of the Ryan White Planning Council. Staff representing these entities
49 are requested to attend Council, committee and other meetings when work products are being
50 developed and approved.

51
52 Candidates will have served as an appointed member of the RWPC for the preceding twelve (12)
53 months and, if needed, have been reappointed by the CEO. If subsequent to the election the
54 Chair of the RWPC becomes a provider/employee of a subcontractor/Board member of a
55 subcontractor/of the Grantee he/she shall be immediately removed from office. A new election
56 will be held to fill any open positions. Any one of the three officers must be a self-identified
57 HIV positive person.

58
59 **DUTIES OF OFFICERS:**

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

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

75
76 **Vice Chair:** Preside at meetings of the Council in the absence of the Chair. Perform such
77 other duties as the Chair may designate or the Council shall prescribe from
78 time to time. Performs the above duties in the absence of the Chair.

79
80 **Secretary:** The position of Secretary will oversee the following tasks:
81 1. The Secretary will ensure that minutes are taken, approved, and filed as
82 mandated by the Ryan White Program.
83 2. Keep an up-to-date roll of PC members. The PC Operations Committee
84 (RWPC Policy 400.01) will file membership management reports with the
85 Secretary for presentation to the PC.
86 3. Call the roll call vote, noting voting and will announce the results of the
87 roll call vote. The Secretary will monitor voting for possible conflicts of
88 interest (COI), the Secretary will process inquiries into votes made in COI.
89 4. Keep a copy of the RWPC Bylaws and other relevant Policies and
90 Procedures at the PC meetings, and will provide the Council with
91 clarification from the Bylaws and Policies & Procedures, as requested.

- 92 5. Keep a record of all committees of the PC. When (if) new committees are
- 93 established, the Secretary will assure or cause to be assured the actual
- 94 formation and implementation of the new committees.
- 95 6. Be responsible for notification of specially called PC meeting,
- 96 corresponding to the members as required by the Bylaws.
- 97
- 98

99 **COMMITTEE CHAIRS:**

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

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV DECEMBER 13, 2007

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
5 establish how voting is done, what constitutes a roll call vote and who monitors that process.
6 This policy will define attendance, and the process by which a member can be removed from the
7 council.
8

9 AUTHORITY

10
11 The adoption of the Houston Area HIV Health Services (Ryan White) Planning Council Bylaws
12 Rev. 12/07 Article VI; Sections 6.01-6.04).
13

14 PROCESS

15 QUORUM:

16
17 A majority of the members of the Council are required to constitute a quorum. A minimum of
18 one (1) self-identified HIV+ member must also be present to constitute a quorum. In the event
19 that there is not a quorum, the council meeting can begin discussions but no official business of
20 the body can be conducted or approved. Once quorum is established then the Chair will end
21 discussions up to that point and put forth a motion to adopt items needed to be approved by a
22 majority before business can continue. To constitute a Standing Committee quorum, at least two
23 (2) committee members and a Chair must be present; one of these must be a self-identified HIV
24 positive member.
25

26 VOTING:

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

40 ALTERNATE PARTICIPATION:

41 During committee meetings any HIV+ full council member may serve as an alternate on a
42 committee for any absent HIV+ committee member. The Chair of the Committee will

43 communicate to the rest of the committee that the alternate HIV+ person is there to conduct
44 business. Alternates have full voting privileges. This rule is not applicable in full council
45 meetings.

46

47 **CONFLICT OF INTEREST AND VOTING AMONG EXTERNAL MEMBERS:**

48 External members must declare a conflict of interest. Only one voting member per agency will
49 be permitted to vote.

50

51 The number of external 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
62 (Ryan White) Planning Council. External Committee members are required to attend meetings of
63 the 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.
65 The Operations Committee will review attendance records quarterly.

66

67 If a Council or external 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
72 to miss meetings, the Chair of the Planning Council will formally notify the member in writing
73 to remind them of Council policies regarding attendance and to give the member an opportunity
74 to 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 External Committee
78 member continues to miss meetings, the Chair of the Council will be informed of the situation
79 and the steps taken by the Council to address the situation. Step 4: The CEO has the sole
80 authority to terminate a Council member and will notify said member in writing. The CEO or the
81 Chair of the Planning Council has the authority to terminate an External Committee member and
82 will notify said member in writing.

83

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

89

90 **PROXIES:**

91 There will be no voting by proxy.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL. 15, 1998

REV DECEMBER 13, 2007

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
5 planning council shall include representatives of...community-based organizations
6 serving affected populations and AIDS service organizations; local public health
7 agencies...
- 8
- 9 • Must be managed - The Ryan White Program states: The PC may not be directly
10 involved in the administration of a grant. The PC may not designate (or otherwise be
11 involved in the selection of) particular entities as recipients of any amount provided in the
12 grant.
- 13

14 AUTHORITY

15
16 The CARE Act Amendments of 2000 through 2006 Sec.2602(b)(1);Sec.2602(b)(5)(A);
17 Sec.2602(b) (5)(B);Article VIII,Sec8.01 of the Bylaws of the Houston Area HIV Health Services
18 (RW) Planning Council 2001.

20 DEFINITION(S)

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

29 PROCESS

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

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

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

50
51 The Secretary of the RWPC has responsibility for addressing actions to resolve COI when they
52 occur (see RWPC Policy500.01). When the Secretary has a COI, monitoring voting for COI and
53 processing inquiries related to COI will fall to the role of the Council Vice Chair, if the Council
54 Vice Chair has a COI the responsibility will fall to the Council Chair. If still unresolved then the
55 responsibility will fall to the Chair of the Operation Committee.

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

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

67
68 **COI INQUIRY/INTRODUCTION/PROCEDURE:**

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

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

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

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

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

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

88 Step 3: The member will briefly express his/her complaint and propose, as a motion, a
89 solution. The motion is the actual question of privilege or a request to inquire about a COI.

90 Step 4: The Secretary will attempt to process the motions to inquire as to whether a member
91 has a COI by general consent. (General consent requires no objections). If the general
92 consent is obtained, the motion will be discussed.

93

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

96
97 As soon as the interrupting question of privilege is disposed of, the assembly resumes
98 consideration of the question that was interrupted.

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

104
105 **RESOLUTION OF CONFLICT OF INTEREST:**
106 Ryan White Planning Council’s “APPROPRIATE STEPS FOR CONFLICT RESOLUTION”
107 five-step process will be followed. (See RWPC Steps to Conflict Resolution Form).

108
109 **PROCEDURE FOR COUNCIL MEMBERS WHO BECOME VENDORS AFTER**
110 **JOINING THE COUNCIL:**
111 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 October 11, 2012

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. While
5 all members of the RWPC are eligible for reimbursement this policy notes that members who are
6 not Persons Living with HIV/AIDS (PWAs) are encouraged to pay for their own expenses out of
7 their own funds. This policy includes both internal as well as external members.
8

9 AUTHORITY

10
11 “Guidelines for Reimbursement of People on a Ryan White Title I Planning” dated January 21,
12 1997, revised 05/29/98 of the Ryan White C.A.R.E. Act Title I manual, Guidelines for
13 Reimbursement. The RWPC voted on February 10, 1996 to set as a priority the reimbursement
14 of expenses to attend RWPC meetings (including subcommittee and related meetings). Those
15 eligible to receive reimbursement of expenses to attend committee, subcommittee and related
16 meetings include Council and external committee members.
17

18 DEFINITIONS

19
20 Meetings - are defined as outlined in the RWPC adoption of its Bylaws, Article IX. Rev. 12/07.
21

22 Meals - are those that are related to and occur as the result of attending any Houston area
23 HIV/AIDS Health Services (Ryan White) Planning Council meeting.
24

25 PROCESS

26
27 Review – Annually, the Operations Committee will review RWPC petty cash policies and forms.
28

29 Transportation - Expenses will be reimbursed as a result of a Planning Council or external
30 committee member attending a scheduled meeting. If travel is conveyed through the use of the
31 members own vehicle the rate will be the same as the county rate per mile. Council and external
32 committee members are reimbursed for mileage to and from a consistent, designated starting
33 point (either home or work). The start point will be documented in the member’s file and
34 mileage will be determined by an Internet site selected annually by the Office of Support. If the
35 member travels by cab, then an official cab company receipt must accompany the request for
36 reimbursement. Bus expenses will be reimbursed at the prevailing METRO rate (round trip).
37

38 Traveling by cab should be the option of last resort, with the following exceptions. Council and
39 external committee members who are accompanied by children are allowed to take a cab to and
40 from work, home and/or the child care provider. Parents must provide the Office of Support
41 with the location from where they will be coming at least 24 hours in advance of a meeting.
42 Members are also allowed to use a cab if no other means of transportation is available or there

43 are barriers to existing transportation. Members are allowed to ask the Operations Committee
44 for additional exemptions if necessary.

45
46 Meals - Snacks are provided at all Council related meetings to assist individuals with dietary
47 needs. Individuals will not be reimbursed for purchasing a meal if staff notifies members that a
48 meal is being provided at a particular meeting. Exceptions will be made for individuals with
49 special dietary needs. If a meeting takes place near a meal time and the Office of Support has
50 not announced that a meal will be provided, members are allowed to purchase a meal one hour
51 before the scheduled start time of the meeting. Members will not be reimbursed if the receipt
52 indicates that a meal was purchased after the scheduled start time for the meeting. Members will
53 be reimbursed for food as well as transportation and childcare when representing the Council at
54 off-site events such as health fairs, unless a meal is provided at the event.

55
56 Expenses for meals are to be reimbursed for “in-town” and “out-of-town” meetings. In-town
57 meetings are those that occur as a result of a regularly scheduled meeting and a meal
58 reimbursement is requested. The maximum amount allowed will be in accordance with current
59 Harris County reimbursement rate for meals and receipts will be required.

60
61 Child Care - Expenses for childcare will be \$35 per child per visit, not to exceed \$100 per day
62 (total). An exception to this would be an activity that takes place outside of normal business
63 hours (6 am – 6 pm) in which case a volunteer could be reimbursed for an additional \$35 per
64 child per visit, not to exceed \$100 (total). A Council approved Child Care Expense Receipt must
65 be attached to the Claim for Reimbursement. Child Care reimbursements are based on RWPC
66 meetings or committee related events.

67
68 Members will not be reimbursed for transportation, childcare and/or food if they arrive 20
69 minutes after the scheduled start time for the meeting. Members are allowed two exemptions
70 from this within the calendar year. If necessary, members are allowed to ask the Operations
71 Committee for additional exemptions for reimbursement if they are more than 20 minutes late to
72 a meeting.

73
74 Per Harris County policy, petty cash is not allowed to be taken off site. Therefore, members will
75 be reimbursed for off-site meetings the next time they are at the Office of Support. Members
76 will not be reimbursed for travel to the Office if the sole reason for coming to the Office is to be
77 reimbursed for an off-site meeting.

78
79 Reimbursement requests are to be submitted to the Office of Support for payment. Receipts can
80 be submitted at anytime within 45 days of the date of the event, with the exception of end of year
81 reimbursements which must be submitted within 30 days after the end of the Ryan White Part A
82 fiscal year. Any request over and above the amounts and time frames as outlined above needs to
83 be submitted in writing to the RWPC Manager for approval. Reimbursement requests presented
84 30 days after the end of the fiscal year will not be approved. All reimbursements are available
85 from the RWPC Support Staff.

86
87 The RWPC will not reimburse members for loss of wages as a result of attending meetings.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998

REV DECEMBER 13, 2007

POLICY No. 1000.01

GRIEVANCE

1 PURPOSE

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

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

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

17 AUTHORITY

18
19
20 Section 2602(b)(6) requires Planning Councils to develop procedures for addressing grievances
21 with respect to funding; Section 2602(c)(1)(A), refers to non-binding and binding arbitration and
22 under subsection (b)(1) allows for local discretion and describes the elements that must be
23 addressed in establishing local grievance procedures and provides grantees with flexibility in the
24 design of such local procedures. Section 2602(c)(1)(B) requires that once grievance policies are
25 established they are determined adequate. This will assess whether such procedures permit
26 legitimate grievances to be filed, evaluated, and resolved at the local level. Section 2602(c)(2)
27 states that "to be eligible to receive funds under this part a grantee shall develop grievance
28 procedures that are determined by the Secretary to be consistent with the model procedures
29 developed under paragraph (1)(A) of HRSA regs. By adoption of the BYLAWS of the Houston
30 Area HIV Health Services (Ryan White) Planning Council; Rev 12/01.

31 DEFINITIONS

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

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

41 Business Day - Reference to a business day will be understood to mean Monday through Friday,
42 8:00am to 5:00pm.

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

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

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

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

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

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

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

65
 66 **TIMELINE:**

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

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

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

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

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

92
 93 If, after being notified of the Operations Committee's decision, any party to the grievance is not

94 satisfied with said decision, that party may request mediation of the dispute. That party must
95 notify in writing the Manager of the Office of Support of the request for mediation no later than
96 three (3) business days after receiving the Operations Committee's decision. Mediation will be
97 provided by the Harris County Alternative Dispute Resolution Service, or any other such service
98 that is mutual agreed upon by all parties involved, who will provide impartial third parties to
99 mediate the filed grievance. Mediation costs will be shared equally among both parties involved.

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

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

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

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

Policy 002.

Date of Issue _____
Date Filed _____
Date Received _____
Date of Hearing _____

Date of Grievance Recommendation _____
Date of Appeal _____
Date of Appeal Decision _____
Date Grievance Concluded _____

Please do not write in this space

The Grievance Process will be as follows:

- 1) Grievant must notify the Manager of the Office of Support for the Planning Council in writing of a grievance.
- 2) The Manager 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 DECEMBER 13, 2007

POLICY NO. 1100.00

COMPUTER POLICY

PURPOSE

The purpose of this policy is to establish guidelines by which “donated” computers or computer equipment will be utilized by Houston Ryan White Planning Council members.

PROCESS

Any agency, company, business or individual can donate a computers or computer equipment to the Houston Ryan White Planning Council. The above entity should contact the Office of Support, with a description of the unit(s) or equipment that will be donated. The Office of Support will make known to all Council members by email, mail or fax the availability of the equipment. Council members must make a written request for use of the available equipment. If the number of requests by Council members exceeds the available equipment, a lottery will be held using the priority list below to determine which request(s) will be honored. The Operations Committee will conduct the lottery.

PRIORITY

Priority for use of “donated” equipment will be given to the following Council members::

1. Elected Officers
2. Standing Committee Chairs
3. Council Members

CONDITIONS FOR USE OF EQUIPMENT

Use of the equipment is limited to the “term” of the Council member. It is the responsibility of Council members selected to “use” the equipment to arrange for delivery of the equipment to and from his or her home.

The Planning Council and the Office of Support is not responsible for upgrading, the maintenance or repair of the aforementioned equipment. Any fees, expenses, or cost associated with use of the equipment is the sole responsibility of the Council member utilizing the equipment and will not be borne by the Council or the Office of Support.

When the membership term of the Council member ends, the Council member is responsible for returning the equipment to the Office of Support. If the equipment is not returned in a reasonable time, not to exceed 30 days, the Office of Support staff is authorized to make all reasonable attempts to recover the equipment for future use.

REIMBURSEMENT FOR ISP LINES

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

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

EST. OCT. 2002

REVISED DECEMBER 13, 2007

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 gratuity
4 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 accept
9 an honorarium or other form of gratuity for services performed in connection to his or her service to
10 the Council. This does not pertain to reimbursements for travel, meals, hotel or other expenses
11 incurred in performance of these services. If an honorarium is sent, the recipient is to turn it in to
12 the Office of Support who will return the check with a letter declining the check and a suggestion
13 that the money be distributed to an HIV/AIDS organization, such as those listed in the Blue Book.